



GRANTS PROCESSING & DISPOSITION POLICY

Effective From 1 January 2020

1. Definition:

For the purposes of this Policy a Grant will be defined as an allocation of funds from:

- a. any Federal, State or Local Government Department or Agency
 - b. the International, Regional or National governing organisations
 - c. any private or public company
2. The State Committee will ensure that the Grant funds are expended for the purpose for which they were allocated. Each State Committee shall establish and maintain a sound financial management system to include internal controls and grant management standards covering the receipt of grants and to track costs and expenditures of funds associated with grant awards.
3. The State Committee's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.
4. Financial management standards and procedures shall assure that the following responsibilities are fulfilled:
- a. *Identification* –the Committee must identify, in its accounts, all grants received and expended and the programs under which they were received.
 - b. *Financial Reporting* – Accurate, current, and complete disclosure of the financial results of each grant must be made
 - c. *Accounting Records* –the Committee must maintain records which adequately identify the source and application of funds provided for grant enabled activities.
 - d. *Internal Controls* – Effective control and accountability must be maintained for all grant funds. The Committee must adequately safeguard all such grant funds and must ensure that it is used solely for authorized purposes.



- e. *Allowability of Costs* –The Committee shall ensure that allowability of all costs charged to each grant award is accurately determined and documented.
 - f. *Any 'grant expenditure'* must have approval from the Committee or a properly delegated Sub-committee.
 - g. *Standards of Conduct* - The Committee shall maintain standards of conduct covering conflicts of interest and the actions of members engaged in the selection, award and administration of grant funds.
 - h. *Member Quotes*: where a service or contract, required for a grant enabled activity, can be provided by an Association member said service or contract shall be placed out to quote to all members. Without exemption a minimum of three quotes shall be required before the service or contract is awarded to a member.
 - i. *Private Quotes*: where a service or contract, required for a grant enabled activity, can only be provided by an external company or business said service or contract shall be vetted by the President or his/her nominee. A policy of a minimum of three quotes for service or contract will apply.
 - j. Where it is not possible to obtain the required minimum of three quotes, and only because there are not three or more possible suppliers, this must be defended, and the decision approved by the State/Territory Committee, as well as the National Grants Committee.
5. **Conflicts of Interest:**
- a. If Committee members are applying for funds from a grant, such members must stand completely outside the approvals process.
 - b. If this is not possible (if there are insufficient independent Committee members), then the entire process should be open to the membership as a whole.
 - c. All Association members must be invited to apply for grant funds.



6. Grant acquittal: is essential, and must be approved by the State/Territory Committee.
 - a. Acquittals must be as required by provider of grant.
 - b. All required acknowledgements should be made, and in a timely manner.
 - c. Public acknowledgement of grant successes at least within the relevant State/Territory should be made, with appropriate acknowledgements to the grant provider

7. National Oversight
 - a. The National Secretary will be provided with copies of all 'grant applications'
 - b. The National Secretary will be provided a copy of every grant acquittal
 - c. The National Secretary may, on request to the State Committee, review any 'grant application' or 'grant acquittal'

8. State/Territory Committees which are successful in one or more grant applications may form a specific Sub-committee to manage grants saving that the formation of a Grant Sub-committee does not abrogate the responsibility of the Committee for oversight and decision-making.