

# Walcha Council Community Grants, Procurement and Purchasing

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## *Frequently Asked Questions*

### **What are grants?**

Grants are amounts of money given to an individual or organisation to do something wonderful

### **What does Council apply for grants for?**

Council applies to a number of government and non-government bodies for a range of grants. Grant funding can be applied to assist Council delivery quality services to our community, including roads, bridges, education, health, infrastructure, events, and tourism.

### **What can grant money be used for?**

The funding body will stipulate what grant funding can be used for. Generally grant funding is not used for ordinary council operations (day to day business), or used to purchase land, or fund a commercial activity.

### **Can Council apply for funding on a community groups behalf?**

Yes. Council can apply for funding on behalf of a community group. In this case, Council will have the responsibility for the grant funds and its expenditure and will be responsible to ensure that the project is delivered as outlined in the grant application. All expenditure must adhere to Council's Purchasing Policy.

### **Can a community group apply for grants without Council's assistance?**

Yes. If the funding body allows, community groups can directly apply to receive funding, and will be solely responsible for the grant expenditure and delivery of the program. It is advisable to obtain a letter of Council support for your community grant application as this will increase the likelihood of being successful.

Please note that all grants must have the landowners consent – this includes any projects to be executed on Council land will require written consent from Council.

### **Can Council assist in writing a grant application for our community group?**

Council has limited project management resources, but is willing to assist any community group in applying for funds that demonstrate a community need and benefit. Please contact the Council office if your organisation requires assistance with a community grant.

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### **Will Council project manage our organisation's project?**

Where there is a wider community need and benefit for a project, Council can offer project management services. If your organisation plans to use Council to project manage your project, you are best to discuss this with Council prior to lodgement of your grant application.

### **What is a Purchasing (Procurement) Policy?**

A procurement policy or purchasing policy is the policy for the acquisitions of goods and services.

### **Does Walcha Council have a Purchasing (Procurement) Policy?**

Yes. Walcha Council has a Purchasing Policy. It can be found here:

<https://www.walcha.nsw.gov.au/f.ashx/Administration-Policies-Puchasing-Policy-Adopted-July-2019.pdf>

### **Does Council need to adhere to the Purchasing Policy for a community grant?**

Yes. All expenditure by Council or through Council must adhere to Council's Purchasing Policy.

### **Does Walcha Council's Purchasing Policy favour local business?**

Yes it does, but it is limited to a sliding scale:

\$1,000-\$7,500 5% advantage for local business

\$7,501-\$75,000 2% advantage for local business

>\$75,000 no price advantage

### **When does Council need to have a quote?**

- Where goods or services are less than \$2,000, Council may purchase without a quote;
- Where the value of the goods or service is greater than \$2,000 and less than \$7,500, a minimum of one (1) written quote must be obtained for the supply of goods or services;
- Where the value of goods or services is greater than \$7,500 and less than \$75,000, a minimum of three (3) written quotes must be obtained for the supply of goods or services;
- Where the value of the goods or services is greater than \$75,000 and less than \$250,000 a formal Request for Quotation (RFQ) or three documented written quotations are required.

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This formal expression of interest is to be provided to a select number of suppliers or be publicly advertised. ; and

- Where the value of the goods or services is greater than \$250,000, all purchases must be made in accordance with the Local Government (General) Regulation (2005).

### **What if a service provider does not want to quote?**

It is within the rights of a service provider to decline to quote. This decline to quote must be recorded, and can then be counted as a quote as per Council's purchasing policy.

### **What are Milestone Reports?**

Generally following the provision for grant funding, there are standard reports that must be completed for the funding body. One of these types of reports is called the milestone report. This report will provide an update of where the project is at a certain point in time or stage of the project. The completion and submission of a milestone report is often linked to a part payment of grant funding.

### **What is an acquittal?**

An acquittal is a final grant report. An acquittal provides the funding body with details of expenditure and a summary of works undertaken during the project. The acquittal will refer back to the original grant application, and the acquittal will need to provide evidence that all project objectives and outcomes have been achieved. Acquittals will often include project media, photos, evidence of project completion and a component of project evaluation, such as user surveys, future uses, and other data relating to the project.

### **Do I need photos of my project?**

Yes. Photos are a great way to tell the story of your project from start to finish and should be submitted to your funding body as part of your milestone and final reports.

### **What do I need before asking for quotes?**

To ensure that all quotes can be fairly compared, it is vital that all service providers are given the same and all the necessary information to be able to provide a quote. All building or construction quotes need to be based on drawings and/or plans along with a written scope. The drawings and scope need to adhere to Australian Standards. If you are unsure if your project requires Council approval, please discuss with Council prior to lodgement of your grant application, and prior to finalisation of your project scope.

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Including all the project details in your drawings and scope of works will mean that your project works can be quoted with greater accuracy. Providing service providers with the same information ensures that a fair comparison between quotes can be made. Providing a more detailed scope of works to obtain quotes reduces the likelihood of unexpected increases in costs and unanticipated time delays during project works.

### **What is a Community Strategic Plan?**

A community Strategic Plan is the main document that details a community's broad vision and goals for at least 10 years. The plan identifies goals and specific objectives and details strategies to achieve these and monitor success.

### **Who creates the CSP (Community Strategic Plan)?**

The Mayor and Councillors through engagement with the community create the CSP. Council has a custodial role in engaging, reviewing and preparing the plan on behalf of its community.