

Landcare Victoria Inc. Policy and Procedures



MEMBER GROUP GRANT POLICY

POLICY

LVI supports Member Groups to make grant applications where the Member Group is financial for the current financial year, in good standing and has no outstanding obligations associated with other grants or other considerations which may cause the grant application to be prejudicial to the interests of LVI or other LVI Member Groups.

CONTEXT

Groups develop projects, identify funding opportunities and develop applications. Often they need the implicit or explicit support of LVI in order to access these funding opportunities. These group grants are separate from projects developed for LVI as a whole.

Purpose

- To enable LVI to support Member Groups in project delivery
- To enable LVI provide the grant body with the required level of assurance in order that grant bodies will be confident in making grants to LVI Member Groups
- To provide clear guidance as to roles and actions by the respective parties

PROCEDURE

LVI encourages all applications, contracts and funds be handled by the applying Member Group directly. Successful groups must advise LVI as per Rule 17.5 in the LVI Rules. LVI will confirm the standing of the Member Group at the request of either the Member Group itself or the funding body concerned.

Where the funding body requires that LVI auspice¹ and acquit the funds for grants applied by our member groups the following procedures will apply.

CONTRACT APPROVAL

Contracts to be sighted and signed:

- a) Under \$50,000 by one LVI committee member plus the Executive Officer
- b) Over \$50,000 by LVI Chair and one LVI committee member

FUNDS HANDLING

Where possible, banking authority will be given to the group under the condition the bank account be named "LVI – [Member Group]" account².

¹ Also known as sponsorship or partnerships

² As a general principle all Member Group accounts opened under the umbrella of the LVI's incorporation should follow the naming protocol "LVI – [Member Group]"

Where required, LVI will receive the funds on behalf of the group under the following conditions:

- Member Group grant funds received will be held on behalf of the Member Group and treated as the funds of that Member Group and recorded as a liability against LVI accounts;
- Member Groups registered for GST may be required to submit a tax invoice to LVI prior to the transfer of funds;
- Member Group grant funds will be transferred to the bank account of the Member Group as soon as practicable;
- LVI shall not charge any fee for this service to Member Groups over and above the annual membership fees.
- All transfers of funds shall be approved by two signatories as per normal LVI processes

AUSPICED GRANTS FOR NON-GST REGISTERED MEMBER GROUPS

Where a grant body transfer to LVI a GST inclusive amount for a auspiced grant to an LVI Member Group which is not registered for GST, LVI shall transfer the GST exclusive amount to the LVI Member Group.

Where an LVI Member Group will be out-of-pocket due to the withholding of the GST, the Member Group may submit the receipts to LVI so that LVI can claim the GST on their behalf. The Member Group will then be reimbursed the GST amounts less any administrative costs incurred by LVI.

PROJECT REPORTING AND ACQUITTAL

Member Groups are responsible for complying with grant conditions and reporting requirements, in particular the collation of reports and the provision of supporting documentation as required.

LVI's role is to support the group with guidance in meeting these requirements, to satisfy itself as to the integrity of the information provided and to submit reports to the funding body.

Prior to the auspicings being approved by LVI Executive Officer, the following information is required to be provided to LVI by the member group:

- a. The key project contact and their details
- b. An alternate committee level contact and their details
- c. The name of the person (can be person a or b above or another committee member) who will sign the acquittals and reports on behalf of the group
- d. A schedule for reporting, through LVI to the respective funding body

LVI committee can for specific projects, direct that a more extensive MOU for auspicings the respective grant be established, which contains points a-d above as well as some or all of the following:

- i. A more detailed reporting schedule including progress meetings with LVI and or the funding body,
- ii. Arrangements regarding correspondence from the funding body pertaining to the project,
- iii. Schedules of supporting documentation required by LVI for the purpose of verifying the integrity of any reporting, and
- iv. Arrangements with project participants and contractors regarding the disclosure of LVI as the auspicings organisation.

As the auspice organisation LVI has equal rights of access to all project documentation pertaining to the project.

LVI will place reporting and acquittal dates in the calendar and remind the group as appropriate.

All acquittals are to be signed by the Member prior to submission to LVI for approval.

RISK MANAGEMENT

LVI staff shall inform both LVI CoM and the nominated Member Group committee contact:

- If any milestone or acquittals are more than a month overdue.
- If any extensions or substantive variations have been requested.
- If any disputes have been raised and been unable to be resolved within a month.
- If any safety and workplace regarding staff or members has been reported.
- If any irregularities have been reported.

LVI may at any time request and require further information and documentation prior to signing any acquittal.

LVI CoM may exercise the following powers, after consultation with the respective group, where it sees necessary to maintain the integrity of the project and the relationship with the funding body:

1. Direct the group to adopt specific management procedures in relation to the grant
2. Take over the financial management of the grant (Fees may apply),
3. Source an alternative provider for the grant project
4. Terminate the project and return the funds

Adopted by resolution of LVI Committee of Management: 19/03/2018

RELEVANT RULES

These are provided for reference only, from LVI Rules as last amended in the annual general meeting of the Association on 3rd April 2017.

17.1 As provided in these Rules, an organisation with Purposes the same or similar to the Association can be approved as a Member Group of the Association. Should an inconsistency of purpose of arise between the Association and a Member Group, the Member Group must advise the Association and may be required to amend the Group's purposes to remove the inconsistency or be suspended from membership in the Association.

17.4 Each Member Group may also create its own procedure for the nomination and approval of a person who wishes to become a member of that Group. In addition each Member Group may also determine the amount payable as that Group's annual subscription payable by an Individual Landcarer on or before a date in each year determined by that Member Group.

17.5 Neither a Member Group that is unincorporated, nor any Individual Landcarer representing it shall enter into a contract or incur an obligation or liability of a material nature, ("material" to be determined by the Committee from time to time) without the written approval of the Committee.

17.8 As long as Rules 17.3 and 17.5 are complied with the Association shall be responsible for all liabilities incurred by a Member Group that is unincorporated, or any representative of that Member Group in the conduct of their activities.

PREVIOUS POLICY

Replaces previous policies:

- Member Group Grants Policy v4 - Adopted by resolution of FTLA Committee of Management: 1/8/2016
- "Member Group Grant Policy" – adopted by FTLA Committee of Management on 10th May 2012, and amended by committee resolution: 31/03/2014.
- "Member Group Grant Approvals _ Interim Process" adopted by FTLA Committee of Management on 26th June 2009.