

Local Government Grants and Subsidies Program (LGGSP)

2017-19 LGGSP Guidelines
August 2017

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Introduction

The Department of Local Government, Racing and Multicultural Affairs (the Department) is responsible for administering the *Local Government Grants and Subsidies Program* (LGGSP) which aims to support local governments to meet the needs of their community by providing funding for the delivery of priority infrastructure projects.

The 2017-19 Program has a strong focus on:

- supporting infrastructure projects which generate employment and economic activities for a local community; and
- enhancing, extending the life or improving the functionality, of existing council assets.

Funding assistance may be prioritised to local governments that have a limited capacity to selffund a project.

From **28 August 2017** to **6 October 2017**, local governments are invited to submit Project Proposals for funding assistance for eligible projects through the Department's website.

Aims and Objectives

The aim of the LGGSP is to provide funding assistance to support local governments to deliver key infrastructure projects that:

- meet community needs, contributing to sustainable and liveable communities
- align with state, regional and local priorities
- support economic growth, innovation and community development, increasing job creation for local communities
- contribute to building safe, caring and connected communities, enhancing access to infrastructure and services
- support Queensland communities to be more resilient to natural disasters and reduce future expenditure on asset restoration.

The objectives of the LGGSP are to support eligible projects that:

- support State and local government priorities with a particular emphasis on job creation
- support the delivery of infrastructure that meets community needs and increasing employment and growth for local communities
- protect natural and built environments
- encourage collaboration and resource sharing between local governments.

Eligible applicants

Eligible applicants are:

- local government bodies constituted under the *Local Government Act 2009* and the *City of Brisbane Act 2010*
- other entities deemed by the Minister responsible for local government (the Minister) to be an eligible applicant for the purposes of the LGGSP.

Funding

Funding for the 2017-19 LGGSP is \$60 million.

Projects approved for funding under the 2017-19 Program will be allocated a subsidy of up to 60 per-cent of eligible project costs. Eligible projects costs are:

Total project cost, less ineligible costs, less other financial contributions.

All local governments are expected to make a financial contribution to the project/s approved for funding under the Program. While local governments may request a higher subsidy rate, the final funding percentage will be determined at the discretion of the Minister responsible for local government.

Funding may be prioritised for projects where:

- the local government has limited capacity to self-fund a project, and / or
- the project supports employment in local communities.

All unspent funding must be returned to the department in accordance with Section 4.1.32 of the Funding Deed of Agreement.

Funding Period

All projects funded under 2017-19 LGGSP must be completed and funding acquitted by **30 June 2019**. Additional delivery time may be considered in exceptional circumstances.

Eligible projects

LGGSP supports local governments in the delivery of asset management, disaster preparedness and resilience, community, economic and social infrastructure projects. Examples of the types of projects eligible for funding can be found at **Attachment 1**.

Note: the examples should not be interpreted as either prescriptive or comprehensive. Contact the Department if you require clarification on the eligibility of a proposed project and costs.

Project Cost Eligibility

Funding is intended to assist with direct eligible project costs. This includes total project costs less ineligible costs, less other financial contributions to the approved project.

Examples of the types of ineligible project costs can be found at **Attachment 2**.

Project Proposal Assessment and Approval

Local governments are invited to submit a Project Proposal for each project for which funding is sought.

Project Proposals should address the following key assessment criteria:

Projects:

- are consistent with the aims and objectives of the program;
- demonstrate an understanding of whole of asset life costs and the ability to manage such responsibilities;
- demonstrate community and economic need, financial soundness and value for money; and
- have the capacity to deliver the project in the required timeframes.

Applications must be submitted through the new Grants and Subsidies Portal on the Department's website, which can be accessed via the following link:

<https://planning.dilgp.qld.gov.au>

The Grants and Subsidies Portal simplifies the Project Proposal process, allowing local governments to manage submissions for multiple projects under a single grant submission package; reducing double-handling and providing functionality for saving, editing and 'fine-tuning' of Project Proposals prior to final submission.

Project Proposal submissions under the Program close at **5:00pm on 6 October 2017**.

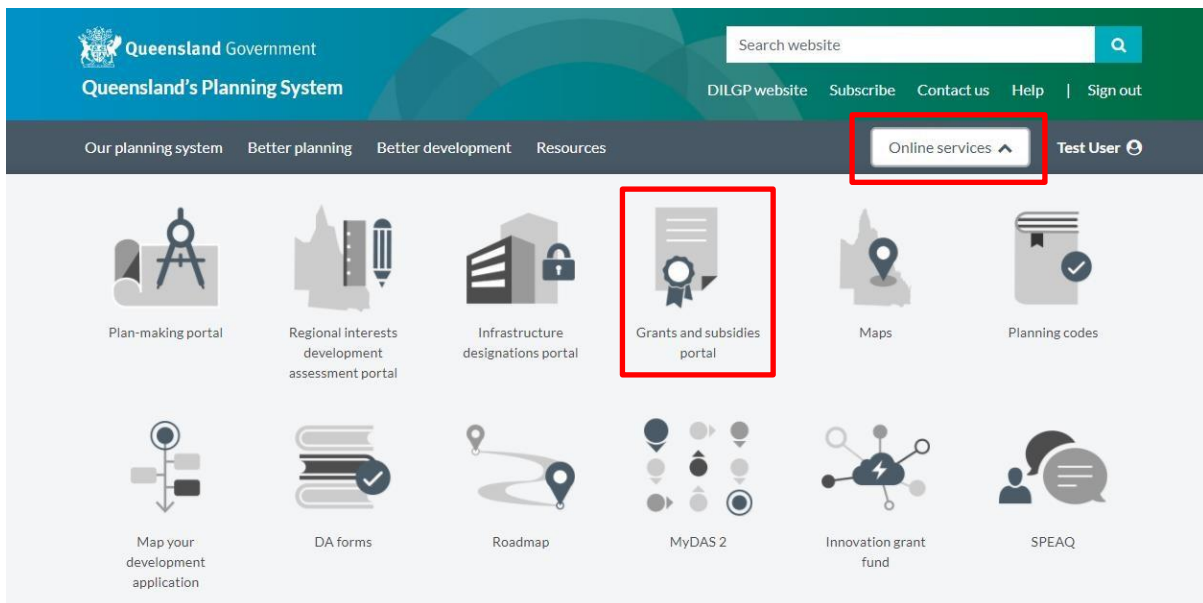
The Minister has discretion in funding decisions and is under no obligation to consider Project Proposals submitted after the Program has closed.

Local governments may be asked to provide additional information to support submitted Project Proposals.

How to apply

To apply for funding under the 2017-19 LGGSP: • Navigate to the Department’s Planning website and online LGGSP Grants Portal at: <https://planning.dilgp.qld.gov.au>

- Sign In to the portal or register as a new user. Council super-users must give permission through the portal for any user to access grants. More information can be found here <https://planning.dilgp.qld.gov.au/planning/online-services/help>
- Once registered, select “Online services” and then “Grants and subsidies portal”. Follow the instructions provided on the Portal to enter the required information directly into the provided fields for the Project Proposal
- Ensure the Certification Form is completed and signed
- You will find an instructional video on this process on the Grants Dashboard as well as at <https://planning.dilgp.qld.gov.au/planning/online-services/help>
- A User Manual Guide for Councils is also available on the Department’s website at www.dilgp.qld.gov.au.



Claims for payment

Under the LGGSP, funding is administered on a 30:60:10 model. In particular circumstances, the Department may approve a different payment schedule.

PAYMENT SCHEDULE		
Payment Schedule	First Payment (30 percent of approved funding)	The department will pay the council upon receipt of a compliant Project Management Plan from the council in the required format
	Second and Subsequent Payments (up to 60 percent of approved funding)	The department will pay the council upon receipt of a completed subsidy claim form
	Final Payment (10 percent of approved funding)	The department will pay the council upon receipt of a completed final report and subsidy claim

Each claim for payment must be made on the prescribed form, with certification that the work has been completed satisfactorily, and that expenditure for the amount stated has been properly incurred on the approved work in accordance with the program guidelines and the funding agreement.

Certification must be made by an appropriately delegated officer of the successful applicant, or other persons as agreed by the Department.

All final reporting and claims for payment are submitted to the Department within one month of the approved project completion date.

The prescribed forms for claiming payments are available on the Department's website at: www.dilgp.qld.gov.au.

Acknowledgment of the funding

in accordance with Section 6.1 of the Funding Deed of Agreement funding recipients must acknowledge the contributions of the Queensland Government funding.

This may include:

- erection of signage at construction sites
- placement of a plaque or sign once construction is finished
- acknowledgement in publicly made statements, or appropriate documentation.

Further information on acknowledgement requirements, including the use of the Queensland Government logo, is available on the Department's website at: www.dilgp.qld.gov.au.

Key dates

- Opening date for Project Proposal submission: **9:00am, Monday 28 August 2017**
- Closing date for Project Proposal submission: **5:00pm, Friday 6 October 2017**
- Project Proposal assessment from 9 October 2017
- Projects considered for approval from 23 October 2017

For more information, contact the Department:

NORTHERN REGION

Cairns Office	Phone: (07) 4037 3407 or 4037 3411
Townsville Office	Phone: (07) 4758 3420 or 4758 3472
Rockhampton Office	Phone: (07) 4924 2908

SOUTHERN REGION

Brisbane Office	Phone: (07) 3452 6762
Toowoomba Office	Phone: (07) 4616 7315
Maroochydore Office	Phone: (07) 5352 9711
Maryborough Office	Phone: (07) 4122 0410

BRISBANE PROGRAM OFFICE	Phone: (07) 3452 7583
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Attachment 1 - List of Eligible Project Types

Water infrastructure

- source of supply (including bores)
- treatment works
- rising mains and delivery mains from source of supply to first service reservoir
- upgrades to components of water infrastructure that will reduce operating costs and/or extend the life of existing infrastructure
- water main relining
- raising or strengthening weirs

Sewerage infrastructure

- treatment works
- nutrient removal works
- disposal of effluent after treatment
- beneficial wastewater re-use after treatment
- disposal and re-use of effluent after treatment
- upgrades to components of sewerage infrastructure that will reduce operating costs and/or extend the life of existing infrastructure • sewerage main relining

Social and cultural infrastructure

- community centres, halls, libraries, heritage sites, museums and cultural centres
- modifications to public facilities

Asset Management

- asset condition assessments
- asset geocoding

Security and community safety infrastructure

- security cameras
- lighting in public places
- emergency contact systems

Economic and Tourism infrastructure

- facilities such as camping grounds, heritage or natural attractions,
- streetscape enhancements
- rest areas and amenities
- technology such as internet kiosks and wireless access
- resurfacing airport runways
- foreshore enhancement

Disaster Resilience and Preparedness

- works that protect existing essential public infrastructure and/or build resilience to future natural disaster events, for example:
 - flood monitoring instruments/systems (e.g. flood, river and rain gauges)
 - replacement/upgrading of identified at-risk road networks to improve resilience
 - stormwater systems, floodway and culvert upgrades and major drain widening to improve stormwater management

Attachment 2 - List of Ineligible Costs

The following list details examples of costs that are not eligible to receive funding under the LGGSP for 2017-19:

- pre-planning activities, including pre-construction, that commence prior to the date of formal advice of funding approval
- works that have already commenced or been completed
- duplication of existing initiatives
- purchase or lease of core business capital equipment such as motor vehicles and office equipment
- remuneration of executive officers
- temporary works, except where required as part of the construction of the eligible works or required to enable completion of the proposed project
- land acquisition and associated costs (unless directly associated with the proposed project)
- completed feasibility and planning studies
- conceptual design (unless directly associated with the proposed project)
- statutory fees and charges and any costs associated with obtaining regulatory and/or development approvals
- legal expenses
- house raising or relocation
- furnishings and supplies
- in-kind contributions
- official opening expenses (excluding permanent signage)
- ongoing costs for administration, operation and maintenance or engineering
- remuneration of employees for work not directly related to the proposed project
- overhead charges
- vehicle/plant leasing unless directly required for construction, e.g. water trucks, excavators
- vehicle/plant purchases,
- costs of preparing the Project Proposal for funding or associated supporting material.

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive. If there is any doubt about ineligible costs, please contact the Department.

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