



# Local Government Grants and Subsidies Program (LGGSP)

**2019-21 LGGSP Guidelines**

**October 2018**



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## Introduction

The Department of Local Government, Racing and Multicultural Affairs is responsible for administering the *Local Government Grants and Subsidies Program* (LGGSP), which is a competitive grant program available to all Queensland Local Governments.

## Program aim

The primary aim of the 2019-21 LGGSP is to provide funding assistance to support Local Governments to deliver priority infrastructure and essential services that meet the identified needs of their communities.

## Program objectives

The objectives of the 2019-21 LGGSP are to support eligible projects that:

- align with State, regional and local priorities
- contribute to building safe, connected and liveable communities
- contribute to economic growth and employment
- maintain and extend the functional life of existing and future infrastructure assets through sustainable asset management
- build resilience against future natural disasters
- encourage collaboration and resource sharing between Local Governments.

The Department is also committed to supporting the Queensland Government's objectives for the community, outlined in *Our Future State: Advancing Queensland's Priorities* ([www.ourfuture.qld.gov.au](http://www.ourfuture.qld.gov.au)), by funding projects that demonstrate alignment with these priorities.

## 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 eligible by the Minister for Local Government, Racing and Multicultural Affairs (the Minister).

## Funding

Funding for the 2019-21 LGGSP is \$57.906 million.

Approved projects will be allocated a subsidy of up to 60 per-cent of the Total Eligible Project Costs comprising of:

**Total Eligible Project Cost** = Total Project Cost – Ineligible Costs and other Financial Contributions

Local Governments are expected to make a financial contribution towards any approved project/s. While Local Governments may request a higher subsidy rate, the final funding percentage is at the discretion of the Minister responsible for Local Government.

All project costs are to exclude Goods and Services Tax (GST).



All unspent funds must be returned to the Department in accordance with Section 4.1.32 of the [Funding Deed of Agreement](#).

## Funding period

The 2019-21 LGGSP funding period is from **1 July 2019 to 30 June 2021**. All approved projects must be completed by **30 June 2021**.

## Eligible projects

Examples of *eligible projects* and associated costs for funding can be found in **Attachment 1**.

Note: the examples in this list are not exhaustive. Contact the Department if you require clarification on the eligibility of a proposed project and costs.

## Ineligible projects

Examples of the types of *ineligible projects* and associated costs can be found in **Attachment 2**.

## Assessment of Project Proposals

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

Project Proposals will be assessed by the Department and referred to a Moderation Panel for assessment and final recommendation to the Minister.

Assessment will be conducted against the Program Aim and Objectives, including the following Key Assessment Criteria required to be addressed by the applicants:

- delivery of essential public infrastructure, e.g. water and sewerage infrastructure
- financial soundness and value for money
- whole of asset life costs and the ability to manage such responsibilities
- community and/or economic need
- full time equivalent (FTE) jobs supported by the project
- capacity to deliver the project by 30 June 2021.

The Department will assess and determine eligible projects based on how well the project proposal meets the Key Assessment Criteria, while the Moderation Panel has discretion to recommend a subsidy less than 60 per cent.

Funding may be prioritised for projects where:

- they provide essential public infrastructure, i.e. water and sewerage infrastructure
- the Local Government has limited capacity to self-fund a project, and/or
- the project supports employment in local communities.

The Minister has discretion in the funding decision and is under no obligation to consider Project Proposals submitted after the application closing date.

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



## How to apply

Applications must be submitted through the Grants and Subsidies Portal by the application closing date of **8 February 2019**.

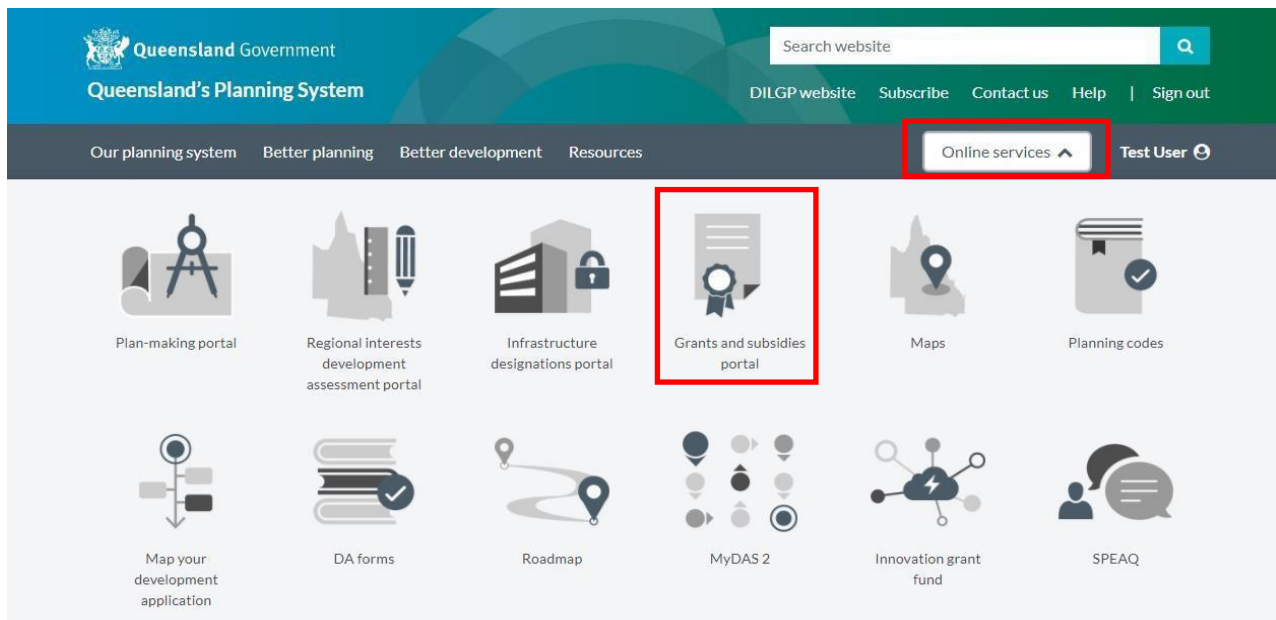
The Grants and Subsidies Portal simplifies the Project Proposal process by allowing Local Governments to manage submissions for multiple projects under a single grant submission package, thus reducing double-handling and providing options for saving and editing Project Proposals before final submission.

To apply for funding under the 2019-21 LGGSP:

- **Navigate to** the Department's Planning website and online LGGSP Grants Portal at: <https://planning.dsdmip.qld.gov.au/grant>
- **Sign-in** to the Portal. Council super-users must give permission through the portal for any user to access grants. More information can be found here <https://planning.dsdmip.qld.gov.au/planning/online-services/help>.
- **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.**

The following resources will be available once the 2019-21 LGGSP opens for application:

- An instructional video on the application process, provided on the Grants Dashboard as well as at <https://planning.dsdmip.qld.gov.au/planning/online-services/help>.
- A User Manual available on the Department's website at [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au).



**Figure 1: Queensland Grants and Subsidies Portal**



## Claims for payment

Under the 2019-21 LGGSP, funding is administered on a 30:60:10 model. In particular circumstances, the Department may approve a different payment schedule.

<b>PAYMENT SCHEDULE</b>	
<b>First Payment</b> (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
<b>Second and Subsequent Payments</b> (up to 60 percent of approved funding)	The Department will pay the Council upon receipt of a completed subsidy claim form and a photograph of the project signage (where applicable) installed at the project site
<b>Final Payment</b> (10 percent of approved funding)	The Department will pay the Council upon receipt of a completed final report and subsidy claim form

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, the Funding Deed of Agreement and Formal Advice of Funding. Certification must be made by the Council's Chief Executive Officer or authorised delegated officer, or other persons as agreed by the Department.

In accordance with Section 4.1.31 of the Funding Deed of Agreement all final reporting and claims for payment are provided to the Department within 30 days of the approved Funding Period End Date.

The prescribed forms for claiming payments are available on the Department's website at [www.dlgrma.qld.gov.au](http://www.dlgrma.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:

- placement of signage at project construction sites
- commemorative plaque for official openings
- acknowledgement in publicly made statements, on websites, or other appropriate documentation

Further information on acknowledgement requirements, including the use of the Queensland Government logo, is available on the Department's website at: <http://www.dlgrma.qld.gov.au/local-government/grants/acknowledgement-requirements.html>.

## Key dates

Opening date for Project Proposal submission:	<b>9:00am, Monday 14 January 2019</b>
Closing date for Project Proposal submission:	<b>5:00pm, Friday 8 February 2019</b>
Project Proposal assessment:	<b>from Monday 11 February 2019</b>
Projects considered for approval:	<b>from Monday 11 March 2019</b>



For more information, contact the Department:

<b>NORTHERN REGION</b>	
Cairns Office	Phone: (07) 4037 3407 or 4037 3411
Townsville Office	Phone: (07) 4758 3420 or 4758 3472
Rockhampton Office	Phone: (07) 4924 2908

<b>SOUTHERN REGION</b>	
Brisbane Office	Phone: (07) 3452 6762
Toowoomba Office	Phone: (07) 4616 7315
Maroochydore Office	Phone: (07) 5352 9711
Maryborough Office	Phone: (07) 4122 0410

<b>BRISBANE PROGRAM OFFICE</b>	Phone: (07) 3452 6724
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## Attachment 1 – Examples of Eligible Projects

### Essential public infrastructure:

#### Sewerage infrastructure

- Sewerage infrastructure from the wastewater treatment plant including the treatment plant and disposal of the treated effluent, e.g. treatment works, distribution of treated wastewater and beneficial wastewater re-use.
- Upgrades to components of sewerage infrastructure that will reduce operating costs and/or extend the life of existing infrastructure

#### Water infrastructure

- Untreated water from the source to the treatment plant then to the first distribution reservoir, e.g. new source of supply, enhancement of existing weirs and bores, treatment works, pump stations, rising mains and delivery main up to the first distribution reservoir.
- Upgrades to components of water infrastructure that will reduce operating costs and/or extend the life of existing infrastructure.

#### Social and cultural infrastructure

- Community centres, halls, libraries, heritage sites, museums and cultural centres
- Modifications to public facilities

#### Economic and Tourism infrastructure

- Facilities such as camping grounds, heritage or natural attractions; foreshore developments,
- Streetscape enhancements
- Rest areas and amenities
- Technology such as internet kiosks and wireless access
- Resurfacing of Council owned and maintained airport runways
- Foreshore enhancement

#### Security and community safety infrastructure

- Security cameras
- Lighting in public places
- Emergency contact systems

#### Asset Management\*

- Asset condition assessments
- Asset geocoding
- Fit-for-purpose asset management software
- Other improvements to asset management systems

\* Every local government must prepare a long-term asset management plan as part of its system of financial management (*Local Government Act 2009*). This should be kept up to date as a result of Council's asset management system.

#### Disaster Resilience and Preparedness

Works that protect existing essential public infrastructure and/or build resilience to future natural disaster events.



## Attachment 2 – List of Ineligible Projects and Costs

The following list provides examples of **ineligible projects** that are not eligible to receive funding under the 2019-21 LGGSP:

- Feasibility and planning studies, including town planning schemes
- House raising or relocation
- Sewerage infrastructure to the treatment plant, e.g. household connections, manholes, pump stations and sewer lines
- Treated water from the first distribution reservoir and distribution network to household connections

### Pre-planning activities

- Conceptual design
- Works that have already commenced or been completed. This includes pre-planning and planning activities, and pre-construction, that commence prior to the date of formal advice of funding approval.

### Plant and equipment

- Purchase or lease of core business capital equipment such as motor vehicles and office equipment
- Furnishings and supplies
- Purchase of plant and equipment
- Leasing of vehicles or plant and other equipment unless directly associated with the project e.g. water trucks, excavators

### Core business costs (business as usual)

- Core business for an organisation, including ongoing costs for administration, operation and maintenance or engineering
- General overhead charges relating to the administration of project costs
- Ongoing costs for administration, operation and maintenance or engineering
- Corporate overheads and oncosts, including technical, professional and clerical salaries of Council employees
- Remuneration of Executive Officers
- Costs of preparing the Project Proposal for funding or associated supporting material
- Development of an Asset Management Plans (In accordance with the *Local Government Act 2009*, Councils must prepare a long-term asset management plan as part of its system of financial management)

### Project costs

- Official opening expenses (excluding permanent signage)
- Statutory fees, charges and costs associated with obtaining regulatory and/or development applications
- 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) or land buy back schemes

### Other costs

- Works on land that is not controlled or owned by Council
- Duplication of existing initiatives
- Legal expenses
- In-kind contributions, including contributions from Commonwealth or other State agencies

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

**Department of Local Government, Racing and Multicultural Affairs**  
Level 12, 1 William Street, Brisbane QLD 4000  
tel 13 QGOV (13 74 68)

[www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au)