Queensland Good jobs Better services Great lifestyle

2024-28 Local Government Grants and Subsidies Program

Program guidelines

Queensland Government

The Department of Housing, Local Government, Planning and Public Works connects industries, businesses, communities, and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive, and resilient communities.

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Key Dates and Information

Program release date	11/06/2024
Policy agency	Department of Housing, Local Government, Planning and Public Works (the Department)
Administering agency	Department of Housing, Local Government, Planning and Public Works
Funding round	1 July 2024 to 30 June 2028
Stage 1 (Project Proposal) opens	12/06/2024
Stage 1 (Project Proposal) closes	09/08/2024
Stage 1 outcome announcement	September 2024
Stage 2 (Business Case) opens	September 2024
Stage 2 (Business Case) closes	31/05/2025
Project completion	30 June 2028 NOTE: projects cannot commence until a Project Funding Schedule has been signed by both parties.
Project completion report	30 September 2028 Project completion report to be provided to the Department. Final date by which project must be acquitted, including submission of a project completion report.
Program budget	Up to $115 million
Program type	Competitive
Eligible applicants	All Queensland local government Councils
Enquiries	**Northern region:** (07) 4758 3472 **Southern region:** (07) 4122 0411 **Email:** lgdgrants@dsdilgp.qld.gov.au **Website:** https://localgovernment.qld.gov.au

Contents

Executive summary 5
1. Introduction 6
2. Overview 6
2.1 Aim 6
2.2 Objective 6
2.3 Program funds 6
2.4 Applicant eligibility 6
2.5 Project eligibility 7
2.6 Eligible and ineligible project costs 8
2.7 Goods and Services Tax (GST) 9
2.8 Other requirements 9
2.9 Funding arrangements 10
3.0 Project applications, assessments, and approvals 10
3.1 Stage 1 – Project Proposal (all categories) 10
3.2 Stage 1 - Assessment 11
3.3 Stage 2 – Business Case (Infrastructure Projects Only) 12
3.4 Approval process 13
3.5 Payment claim requirements 13
3.6 Program monitoring, acquittal, and evaluation 14
3.7 Extensions of time and withdrawn projects 14
4.0 Funding Acknowledgement and Communications 14
4.1 Acknowledgement and Communications 14
4.2 Confidentiality, privacy and use of information 15
4.3 Complaints 15
5.0 Enquiries and Contact details 15
6.0 Terms and conditions 16
6.1 Reservation of rights 16
7.0 Glossary 19
Appendix 1 – Project names and descriptions guide 20

Executive summary

Queensland's 77 local governments play a vital role in creating safe, liveable, and prosperous local communities for all Queenslanders.

Through the Local Government Grants and Subsidies Program (LGGSP) the Queensland Government supports councils to deliver priority projects that improve the infrastructure and services local communities need.

Since 2015, the Queensland Government has approved more than $255 million in funding across five LGGSP rounds. By the end of the current 2022-24 funding round, it is estimated that LGGSP will have been used to deliver more than 400 projects and will have supported approximately 5,000 jobs across Queensland.

The 2024-28 LGGSP will provide up to $115 million in new LGGSP funding. This funding reinforces the Queensland Government's commitment to supporting Councils to deliver infrastructure projects that enhance community quality of life, foster economic growth, and facilitate job creation in local communities.

Key features of 2024-28 LGGSP include:

- funding of up to $115 million
- projects to be delivered across a four-year program funding period
- up to $10 million of the total funding pool will be made available for approved planning projects
- approved infrastructure projects will be granted a subsidy of no greater than 60 per cent of the eligible project costs, unless otherwise approved by the department
- a new, two-stage process for infrastructure project applications which will support councils to develop and submit high-quality project submissions
- a maximum of two infrastructure project applications and one planning project application per council
- regional collaboration projects are encouraged and will be considered independent of the lead council's application limit
- all projects **must** be able to be completed by 30 June 2028, with no extensions of time to be provided beyond the program end date.

1. Introduction

The 2024-28 Local Government Grants and Subsidies Program (LGGSP) is a competitive, application-based grant program available to all Queensland Councils.

The Department of Housing, Local Government, Planning and Public Works (the Department) is responsible for administering the LGGSP, with a funding pool of up to $115 million available in the following categories:

1. Infrastructure projects (please refer to Section 2.5(b))
2. Planning projects (please refer to Section 2.5(c)).

2. Overview

2.1 Aim

The aim of the LGGSP is to support councils to deliver priority infrastructure projects that meet the identified needs of their communities and which support safe, liveable and prosperous local communities and sustainable councils or assist in the planning of future projects that will deliver these same benefits.

2.2 Objective

The objective of the grant program is to support the completion of eligible projects that:

- deliver priority essential services and infrastructure, including upgrading and extending the functional life of existing infrastructure
- align with local, regional and state priorities and infrastructure planning objectives
- contribute to local and regional economic growth and employment
- improve local disaster resilience and preparedness
- support council long-term sustainability, including through improved project planning
- encourage collaboration and resource sharing between councils
- improve the liveability and amenity of regional communities through improved infrastructure and increased economic activity.

2.3 Program funds

Funding of up to $115 million is available under the 2024-28 LGGSP program[1], including up to $10 million for planning projects.

2.4 Applicant eligibility

To be eligible for funding under the LGGSP program, an applicant must be a local government body constituted under the *Local Government Act 2009* or the *City of Brisbane Act 2010.*

[1] A maximum of $115 million is available for allocation to councils under the 2024-28 LGGSP. The amount of funding allocated will be determined based on the assessment of project applications received.

2.5 Project eligibility

(a) Overview

(1) To be eligible for funding, an application must:

(i) be submitted before the application closing date

(ii) align with the objectives of the 2024-28 LGGSP (Section 2.2)

(iii) be for an eligible infrastructure or planning project (refer to sections 2.5(b) and 2.5(c))

(iv) demonstrate the construction phase of the project can commence within 12 months of the Funding Agreement start date

(v) be able to be completed by 30 June 2028

(vi) be undertaken within the Council's prescribed local government area

(vii) be undertaken on land owned or controlled by the Council at the time the project application is submitted, except where the Council has permission to construct on Queensland Government-owned land (should Councils wish to undertake works of this nature, evidence of land tenure and or permissions must accompany the application)

(viii) demonstrate that all required land tenure and/or Native Title and/or Cultural Heritage approvals have been secured at the time of making the application

(ix) not involve the purchase of an asset or land or be for works on an asset that is not or will not be owned and/or controlled by the Council

(x) not be temporary works.

(2) A project can be a stage of a larger project, where delivery of the identified project stage can be achieved within the program period and meets the project eligibility requirements and objectives of the fund. The staged component must be identifiable as a discrete component/project within the larger project and one that can be costed independently.

Note: If a staged element, the completion of the LGGSP funded project must be able to be independently delivered (i.e. not be contingent upon the completion of another stage of the project).

(b) Infrastructure projects

(1) Councils may submit up to two (2) applications for an infrastructure project. Councils are required to contribute to projects pursuant to Section 2.8 Other requirements section of this guideline.

(2) Infrastructure projects must be one of the following categories:

(i) An **essential services project**, including:

- a critical infrastructure project - for example, water supply, sewerage (including common effluent drainage schemes), waste infrastructure, waste management, roads and drainage, stormwater systems
- a disaster resilience and preparedness project
- a housing supply project – provision of Council staff housing or enabling works to support safe, secure and affordable community housing outcomes
- a community safety and wellbeing project – for example, CCTV, active transport infrastructure, sport, and recreation facilities (including parks and playgrounds).

(ii) An **economic development or Council sustainability project**, including:

- local economic infrastructure project – for example, airports and aerodromes, caravan / tourist parks, telecommunications / data infrastructure, community hubs, works depots
- a tourism infrastructure project – for example, town centre works, development of iconic landmarks
- a community buildings and facilities project – for example library/knowledge centre, council administration building, town hall, car parking facilities

(3) An infrastructure project that is a capital maintenance or repair project must upgrade or extend the life of council-owned infrastructure.

(4) Proposed projects should focus on supporting councils to manage their long-term sustainability and must demonstrate alignment with their future strategic and operational planning. Examples of documents that support the planning or delivery of proposed projects include (but are not limited to):
    (i) a council corporate plan or asset management plan
    (ii) local government planning documents
    (iii) critical infrastructure condition reports, including non-compliance directives or notifications from regulators or other State agencies
    (iv) council 10-year financial forecasting.
(5) Project proposals can also reference and demonstrate alignment with strategic State and regional planning documents, including (but not limited to):
    (i) the *State Infrastructure Strategy*
    (ii) the *Regional Growth Framework*
    (iii) *Regional Plans* and the *Regional Transport Plan*.

(c) Planning projects

(1) Up to $10 million is available for allocation to planning projects. The amount allocated under this stream will be dependent upon the availability of suitable high-quality applications.
(2) Councils may submit one (1) application for a planning project.
(3) To be eligible for program funding, each nominated planning project must meet all requirements of Section 2.5(a) where applicable, and be one of the following:
    (i) a **strategic plan for an infrastructure project** – funding studies and investigations that will assist local governments to form a strategic view of their key infrastructure priorities and needs (needs assessment, preliminary costing, options analysis)
    (ii) a **business case and/or detailed design project** – the development of local government infrastructure proposals and designs to provide better clarity on investment decisions
    (iii) an **asset condition assessment project** – the provision of an independent report detailing the current condition and remaining useful life of council's essential infrastructure with recommendations for addressing critical/immediate and future local needs.

2.6 Eligible and ineligible project costs

Councils will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount. Councils will also be responsible for meeting any project cost increases that occur over the course of delivering an approved project.

(a) Eligible project costs

(1) **Direct project costs**, for example:
    (i) construction costs (site works, construction-related labour, materials, equipment hire, supplies and materials etc)
    (ii) project management costs, including remuneration of council technical, professional and/or administrative staff for time directly related to managing the construction of approved works but excluding executive duties and overhead charges
    (iii) purchase and installation of fixed plant and equipment required to fully commission the infrastructure
    (iv) costs of conducting a tender for construction of approved works
    (v) for **planning projects**, professional third-party service provider fees for delivery of the approved project
    (vi) for **Stage 2 infrastructure project applications**, professional third-party service provider fees for project planning and design development (refer to section 3.3):
        a. incurred in the period between a Stage 1 in-principle approval being received and Stage 2 application being made.

b. to be funded retrospectively, subject to a project receiving a Stage 2 approval and a Project Funding Schedule being executed.

(vii) any other costs deemed eligible by the Department.

(b) Ineligible project costs

(1) Any costs incurred by the recipient local government prior to execution of the Project Funding Schedule.
(2) Statutory fees and charges and/or any costs associated with obtaining regulatory and/or development approvals.
(3) Legal expenses.
(4) Core business costs (business as usual), including:
  (i) ongoing costs for administration, operation, maintenance, and engineering
  (ii) corporate overheads and on-costs, including travel and accommodation where not directly incurred in delivery of the approved project
  (iii) remuneration of council employees for work not directly related to the approved project.
(5) Purchase, lease or hire of core business equipment such as plant, motor vehicles, office furniture and equipment and information and communication technology (ICT) equipment not required solely for the direct delivery of the project.
(6) Land purchases and/or costs associated with land purchases (including any purchases that may be part of an eligible project; and land buy-back scheme costs).
(7) Movable/portable furnishings supplies and related items, such as portable and attractive items, computers, tables and chairs, cutlery, crockery, appliances (refrigerators, microwave ovens, bench top appliances).
(8) Costs associated with preparing the project application.
(9) Official opening expenses.
(10) Any other costs as determined by the Department to be ineligible.

Note: The above list identifies common examples of ineligible costs and is not intended to be exhaustive. If there is any doubt about ineligible projects or costs, please contact the council's Department's regional advisor.

2.7 Goods and Services Tax (GST)

(a) Provision of grant funding to local governments is not considered a taxable supply and so Goods and Services Tax (GST) is not applicable. All costs associated with the project must be excluding GST.

2.8 Other requirements

(a) Funding is not to be used by the Council as their own contribution towards any other State or Commonwealth Government funded projects.
(b) Approved subsidies will be calculated based on Total Eligible Project Cost:

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

(c) Councils are expected to make a financial contribution of 40 per cent or greater towards any approved project/s.
(d) While Councils may request a higher subsidy rate, the final funding percentage is at the discretion of the Director-General.
(e) Councils applications must include a considered and justifiable level of project cost contingency based on project readiness and risk.
(f) Councils will be required to estimate, and report on, the number of jobs each project will create or sustain.
(g) Before submitting an application, councils are encouraged to seek feedback from the Department's regional advisor to ensure consistency with program guidelines and to obtain further clarity on eligibility and assessment criteria.

2.9 Funding arrangements

(a) Councils will need to execute a Project Funding Schedule under the Head Funding Agreement with the State before a project can commence.
(b) The Project Funding Schedule and the Head Funding Agreement will constitute the Project Funding Agreement with Council.
(c) Payment will be made in accordance with the provisions of the Project Funding Schedule and the Milestone Schedule set out within it.
(d) The State has no obligation to provide project funding to a council until a Project Funding Schedule is fully executed.
(e) Councils should not make any financial commitments until all necessary documents have been finalised and executed.

3.0 Project applications, assessments, and approvals

(a) Funding under LGGSP is awarded through a competitive assessment process.
(b) For infrastructure projects, a two-step application process will apply:
    (1) Stage 1 – Project Proposal
    (2) Stage 2 – Business Case
(c) For planning projects, a one-step application process will apply:
    (1) Stage 1 – Application and Evaluation.
(d) Regional collaboration is encouraged. Where two or more councils wish to apply for funding to benefit multiple local government areas:
    - all councils must be identified in the application for funding and
    - a single council must be nominated as the lead contact. Lead contact will be the contracting party and will be responsible for project contract management and delivery.

Note: where councils submit a joint application, this will not be counted towards the total number of applications submitted for any party to the joint application.

3.1 Stage 1 – Project Proposal (all categories)

Councils are required to complete an application via the eGrant portal and upload the following documentation.

(a) **Mandatory Documents** for inclusion in an application:
    (1) Project plan and a risk management plan.
    (2) Proposed project timelines/works schedule showing timeframes for all project stages.
    (3) Evidence of any financial and in-kind contributions from other parties, including details of the amount of funding and any conditions attached to the funding (note: all funding must be confirmed at the time of submission).
    (4) Evidence that all land ownership, access or native title issues have been extinguished. (note: exceptions may apply and must be agreed to in writing by the department prior to submission).
(b) **Supporting Documents** for inclusion in an application (non-mandatory, however consideration should be given to including supporting documentation which supports statements/claims made in responses to the selection criteria):
    (1) A cost-benefit analysis or benefits assessment.
    (2) Project readiness information (for example, quotes/tender documents showing cost and delivery timeframe, example of similar project completion in the past 12 months).
    (3) The final construction/engineering design.
    (4) Any additional documentation (evidence) that supports statements made in the application.

(5) Evidence to demonstrate community support and/or benefit (for example, the outcomes of previous community consultation).

(c) The Chief Executive Officer (or delegated officer) of the local government is responsible for ensuring that the application is complete and accurate. Giving false or misleading information is a serious offence which may exclude the local government from funding consideration or result in any funds granted needing to be repaid.

(d) Councils will be notified in writing of the assessment outcome of their applications. In the case of infrastructure projects, endorsed projects will receive an invitation to progress to Stage 2 and subsequent notification of the outcome of their application following final assessment.

3.2 Stage 1 - Assessment

3.2.1 Infrastructure projects

(a) Applications will be assessed against the following criteria.

(b) The eGrant application includes questions that relate to the assessment criteria and other important information.

Assessment Criterion 1: Project need and benefits (weighting 45 per cent)

Council should demonstrate this by identifying:

- the need for the proposed project
- the impacts of not proceeding with the proposed project
- the community benefits and support for the proposed project
- the economic benefits (both direct and indirect) that are expected to be realised by the proposed project
- how the project will support the long-term sustainability of the local government area.

Assessment Criterion 2: Proposed solution (weighting 30 per cent)

Council should demonstrate:

- why the proposed project is the most appropriate course of action and what alternatives have been considered
- how the proposed project aligns with the program objectives and council's long term strategic plan
- the proposed project's readiness to commence construction and be completed within the program's timeframes
- the council's capacity and capability to complete the proposed project, including evidence of previous performance in delivering similar projects
- the council's ongoing operational and maintenance costs of the infrastructure and the capacity of the local government to fund these costs over the life of the asset.

Assessment Criterion 3: Value for money (weighting 10 per cent)

Councils should demonstrate:

- the positive impact the grant will have on the size, scale, and/or timing of the proposed project
- the extent to which the project leverages financial contributions from council and/or other stakeholders
- the cost risks associated in delivering the project (for example, location, weather impacts, cost overruns).

Assessment Criterion 4: Financial need (weighting 10 per cent)

This criterion will be assessed by the Department based on the capacity of the applicant to self-fund the project.

The department will evaluate the financial capacity of the councils and the assessment panel will consider information obtained through the Councils' Financial Statements provided annually to the department.

Note: Councils with reduced capacity to fund the project will be scored positively around this criterion.

Assessment Criterion 5: Demonstrated performance in delivering funded projects (weighting 5 per cent)

This criterion will be assessed based on the council's performance over the past five years in delivering department-funded projects within program timeframes.

The department will evaluate Council's past performance from information held in the eGrant system.

3.2.2 Planning projects

(a) Applications will be assessed against the following criteria.
(b) The eGrants application includes questions that relate to the assessment criteria.

Assessment criterion 1 — Proposed solution (weighting 100 per cent)

The application needs to demonstrate:

- the need for the proposed project
- the proposed solution aligns with program objectives and Council's long term strategic plan
- direct and indirect economic benefits that are expected to be realised by the project
- feasibility of delivering the project within the identified budget and timeframes
- how the project will support a future infrastructure project/s.

3.3 Stage 2 – Business Case (Infrastructure Projects Only)

Stage 2 provides councils the opportunity to demonstrate that their project is ready to commence and can be completed within the program funding period and on budget.

(a) Councils will have until 31 May 2025 to provide the documentation outlined in Criterion 1 below but are encouraged to submit as soon as practicable to allow for detailed assessment and, subject to project approval, works to commence on their project without delay.
(b) If council fails to meet the Stage 2 criteria the in-principle approval from Stage 1 will be retracted.
(c) Applicants will be notified in writing of the outcome of their applications in Stage 2. Successful applicants will be invited to accept and sign a Project Funding Schedule to commence the project.

Criterion 1: Project Delivery Capacity

Councils must provide:

- detailed project costing information, including a project cashflow forecast
- detailed project plan (template attached to the application form) or equivalent
- project risk management plan
- evidence demonstrating the readiness of the project to commence and confirmed start/delivery dates (i.e. quotes/tender notification, confirmation/correspondence from supplier/contractor
- project Gantt chart (or similar such as a works program) showing timeframes for all stages up to project completion
- evidence the project has sufficient contingency to account for possible weather events and cost over runs (i.e. budget approved/set aside by the council as contingency)
- a copy of the detailed design/engineering report if applicable
- any additional information that might help strengthen the department's assurance the project will be completed on time and within budget.

Note: If the project cost or timeline has changed significantly from Stage 1, the council will be required to demonstrate how it plans to address the cost over runs and time delays accordingly.

3.4 Approval process

(a) The Department will assess Stage 1 applications against the assessment criteria using the weighting indicated (see Section 3.5) and against other applications.
(b) Applications will then be referred to a moderation panel for final consideration and to make recommendations to the Director-General of the Department the projects. Infrastructure projects will be provided an 'in-principle' approval, pending compliance with Stage 2 assessment requirements.
(c) Councils may be asked to clarify or provide additional information that will not change the nature of the application.
(d) The Director-General has discretion in funding decisions and is under no obligation to consider applications made after the designated closing date and time.
(e) Applicants will be notified in writing of the outcome of their applications and will be invited to accept and execute a Project Funding Schedule (following Stage 1 assessment for planning projects and Stage 2 assessment for infrastructure projects) to release funds and enable the commencement of works.
(f) To ensure responsiveness to evolving economic and market conditions, the Department may fund urgent priority works that arise during the program's duration. The Director-General, guided by the Department's delegation and funding guidelines, will have discretion in considering emerging priority projects.
(g) Nothing in this section limits the State's discretions under Section 6.1 of these guidelines.

3.5 Payment claim requirements

(a) The Department will make payments according to the following schedule:

Payment schedule	Milestone
First payment (30% of project funding)	• The Department will make the first payment to eligible Councils as soon as practicable, subject to the Project Funding Schedule/s being executed by both parties.
Second and subsequent payments (up to 60% of project funding)	• Second and subsequent payment claims can be lodged progressively via the eGrant portal, but not more often than monthly. • Payments will be made in arrears and calculated using the following formula: *Eligible expenditure incurred multiplied by the approved subsidy percentage, less any previous subsidy claims paid.*
Final payment (10% of project funding)	• The project must have been completed. • A Project Completion Report, certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by the Department via the eGrant portal. • The Project Completion Report is to be supported by photographs and proof of expenditure for all projects. See below (b) Notes on project photographs and (c) Proof of expenditure. • Confirmation that council has complied with Funding Acknowledgment Guidelines.

(b) Project photograph requirements:
  (1) At least two (2) photos of the project area/sites prior to works commencing.
  (2) At least two (2) photos of the completed works funded by 2024-28 LGGSP.

Note: Photos are not required for planning projects.

(c) Proof of expenditure must include copies of general ledger extract for relevant job/project detail payments that indicate monies spent in the delivery of the project.
(d) Once the Project Completion Report has been submitted and final payment has been made, the Council will not be able to make any further claims for expenditure incurred on the endorsed project(s).
(e) The Project Completion Report must include the number of jobs created/supported by the project.
(f) The Project Completion Report must demonstrate how the project realised at least one of the outcomes outlined in Section 2.2 of these guidelines for their local community and specifically those identified in the project application.

3.6 Program monitoring, acquittal, and evaluation

(a) All projects will be monitored by the Department.
(b) Councils must comply with all reporting, record keeping and audit obligations in the Project Funding Agreement, which includes the provision of quarterly progress reports. Progress reports are to be submitted via the Department's on-line eGrant system. Departmental staff will conduct regular follow up of project progress outside of specified reporting periods.
(c) The Department may:
  (1) request from the council additional information and/or updates on the status of funded projects at any time, including requiring more frequent project reports. Councils are to ensure expenditure records and construction photographs are kept current and up to date
  (2) require the council to engage a suitability qualified external project manager.
(d) For infrastructure/maintenance projects, once a project has commenced councils are to provide photos of the site/work area in their next progress report.
(e) The Project Completion Report and any supporting documents must be provided to the Department before the date specified in Section 16 of the Project Funding Schedule (30 September 2028).
(f) The Department reserves the right to require a Council, through Clause 20 of the Project Funding Schedule, to establish a dedicated bank account for the purposes of managing its program funding allocation. This may also include the requirement to provide quarterly (or if requested, more regularly) bank statements or other reports for the account.

3.7 Extensions of time and withdrawn projects

(a) All projects funded under the 2024-28 LGGSP must be completed by 30 June 2028.
(b) Extensions of time to complete works will not be considered. All expenditure must be acquitted by 30 September 2028. No extensions to acquit funds will be granted.
(c) Where a Council determines that a project cannot be delivered, the Council may apply to the Department to withdraw the project.
(d) Approval to withdraw a project and/or change scope of a project will only be considered under exceptional circumstances with supporting evidence.

4.0 Funding Acknowledgement and Communications

4.1 Acknowledgement and Communications

(a) All grant and funding recipients that receive funding from programs administered by the Department of Housing, Local Government, Planning and Public Works are required to acknowledge the funding provided by the Queensland Government.

(b) Any reference to Queensland Government funding in communication materials (see Section 2.1) requires approval from the Department of Housing, Local Government, Planning and Public Works. Funding recipients must provide copies of any planned project-related communication materials to the Department before the intended release date so approval can be arranged.
(c) Information about funding acknowledgement requirements can be found under Funding Acknowledgement Requirements via the Department's website: Local Government Division Funding Acknowledgement Guidelines.

4.2 Confidentiality, privacy and use of information

(a) The State will maintain controls in relation to the management of confidential information provided by Councils. Councils should specifically mark any information the applicant considers to be confidential.
(b) During the submission, review, assessment and endorsement processes, Councils must keep confidential their project proposals and dealings with the State about their project proposals but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality.
(c) Councils must also keep confidential any information designated by the State as confidential.
(d) The State may disclose information, including confidential information, of or provided by Councils:
    1) to its representatives and advisors for any purpose
    2) to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
    3) to comply with or meet applicable standards of accountability of public money or established government policies, procedures, or protocols or
    4) if required to be disclosed by law.
(e) The State may publicly disclose the names of Councils receiving funding under the program, including information about projects (e.g. project scope and project delivery process), the amount of funding granted to each Council and details about the anticipated economic outcomes and benefits of projects.
(f) Any personal information submitted as part of an application will not be used by the State or disclosed to any third party for a purpose other than in connection with the assessment of the application without a Council's consent, unless required by law or in accordance with the *Information Privacy Act 2009*.
(g) For audit purposes, the State is required to retain project proposals and other supplied supporting material for a period of seven years.
(h) The provisions of the *Right to Information Act 2009* apply to documents in the possession of the State.

4.3 Complaints

(a) The decision in relation to an application is final and may not be appealed. If, however, a Council has any concerns in relation to the application or assessment process, they may raise their concerns in writing by contacting: lgdgrants@dsdilgp.qld.gov.au.
(b) All questions about decisions on applications for the Grant Program are to be lodged in writing to: lgdgrants@dsdilgp.qld.gov.au.

5.0 Enquiries and Contact details

(a) Councils should contact their designated Departmental Regional Advisor in relation to general questions, clarification in relation to assessment criteria, requests for further information and questions on how to apply.
(b) The contact telephone numbers for the Regional Offices are:

Email: lgdgrants@dsdilgp.qld.gov.au
Website: www.localgovernment.qld.gov.au

Note: The Department is not able to assist in preparing Council's application/s.

6.0 Terms and conditions

6.1 Reservation of rights

(a) Despite any provision of these guidelines to the contrary, the State reserves the right to administer the grant program and conduct the process for the assessment and approval of applications to the grant program in such manner as it thinks fit, in its absolute discretion.

(b) Without limiting paragraph (a), the State retains all rights and powers to make all decisions and actions to achieve the program objectives and the State reserves the right, in its absolute discretion and at any time, to:

(1) change the structure, procedures, nature, scope, or timing of, or alter the terms of participation in the process or overall grant program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants

(2) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect;

(3) vary or amend the eligibility or assessment criteria

(4) take into account any information from its own and other sources (including other government agencies and other advisors)

(5) accept or reject any application, having regard to these guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the grant program

(6) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria

(7) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals

(8) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information

(9) terminate the further participation of any applicant in the application process

(10) terminate or reinstate the grant program or any process in the grant program

(11) not proceed with the grant program in the manner outlined in these guidelines, or at all

(12) amend the nature, scope or timing of the grant program

(13) allow the withdrawal of an applicant

(14) seek presentations from or interviews with any applicant and conduct negotiations with any one or more applicants after the applications have been lodged

(15) publish the names of applicants to the grant program and

(16) take such other action as it considers in its absolute discretion appropriate in relation to the grant program processes.

(c) Where, under these guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

6.2 No relationship

(a) The State's obligations in connection with the application process are limited to those expressly Stated in these guidelines.

(b) No contractual or legal relationship exists between the State and an applicant in connection with the grant program, these guidelines or the application process or any stage of the grant program.

(c) An applicant, or its representatives:

(1) has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State

(2) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner, or joint venturer with the State
(3) must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the application process detailed in these guidelines.

6.3 No action

(a) To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
   (1) any costs, expenses, losses, or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the grant program
   (2) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the grant program
   (3) any of the matters or things relevant to its application or the grant program in respect of which the applicant must satisfy itself under these guidelines
(b) Without limiting paragraph (a), if the State cancels or varies the grant program at any time or does not select any applicant following its assessment of the applications or does (or fails to do) any other thing referred to under clause Section 6.1 of these guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the grant program.
(c) For the avoidance of doubt, each applicant:
   (1) participates in the grant program at its own risk and
   (2) is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the grant program.

6.4 Non-exhaustive

(a) These guidelines do not contain all the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.
(b) Applicants must make their own independent investigations of the information contained or referred to in these guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these guidelines, or otherwise made available to them, during the application process.

6.5 Disclaimer

(a) The State makes no warranty or representation express or implied and does not assume any duty of care to the applicants that the information in these Guidelines, or supplied in connection with the grant program (information) is accurate, adequate, current, suitable or complete, or that the Information has been independently verified.
(b) The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the Information or interpretations placed on the Information by applicants.

6.6 Intellectual property

(a) Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.

(b) The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the grant program.

6.7 Law

These guidelines are governed by the laws applicable in Queensland.

7.0 Glossary

Eligible Project Costs	Total Eligible Project Cost = Total Project Cost – Ineligible Costs and other Financial Contributions.
Project Funding Agreement	the Project Funding Agreement is the agreement under which the State commits to provide Project Funding to a Local Government recipient for a particular project (or group of projects). A Project Funding Agreement is comprised of the Head Funding Agreement and its general terms and conditions, and a Project Funding Schedule and its key details of the project.
Grant Program	2024-28 Local Government Grants and Subsidies Program
Guidelines	2024-28 Local Government Grants and Subsidies Program guideline (this document)
Head Funding Agreement	the agreement entered into between the State and a Local Government recipient that governs the relationship between the two entities and sets out the general terms and conditions under which the State will enter into funding arrangements.
Milestone Schedule	a schedule detailing dates upon which specified actions, deliverables, or payments, must be achieved. Milestones relevant to the funded project are set out in the Project Funding Schedule.
Minister	the Minister responsible for Local Government
Project	a project includes the entire scope of works identified in the application, e.g. for a construction project this may include such things as pre-construction activities (e.g. tendering), construction related activities and commissioning.
Project Funding	grant funds to be provided by the State under the grant program.
Project Funding Schedule	a separate agreement that sets out the detailed information about a specific project (or group of projects) approved for funding by the State., that together with the Head Agreement, becomes the “Project Funding Agreement” for the provision of project funding. It specifies the key details for a project including the amount of approved funding, the project description, the start and end dates of the funding and the milestone and reporting requirements.

Appendix 1 – Project names and descriptions guide

Project name

The project title should be short, descriptive and accurately sum up the proposed project.
Examples:

- 25 metre swimming pool, wading pool and change rooms.
- Replace water valves in the (town name) water reticulation system.
- Stage 1 of (town name) Street beautification works – town entry Statement, footpath improvements, seating, and shade structures.

Project description

The project description should accurately illustrate the works for which funding is being sought. It should leave the reader in no doubt as to the nature, extent and scope of the works being proposed.

Using the abovementioned projects, examples of appropriate project descriptions are:

The Council proposes to construct a new 25 metre swimming pool, toddler's wading pool and change rooms. The project will be constructed on a new Council owned 'green field' site. The swimming pool will be eight lanes wide, will have a ramp to allow access by mobility impaired people and be heated to allow use all year round. The wading pool will be approximately 12 metres x 10 metres in size, will be heated and will have shade structures. The change rooms will feature a kiosk, showers, change rooms and facilities for mobility impaired people. The proposed cost will include fencing, landscaping, and filtration systems. Note: the facilities' car park will be funded through Council's own revenue.

Council proposes to replace the water valves in the (town name's) water reticulation system. There are 250 valves requiring replacement. Council has received quotes indicating 120 can be replaced for the $X Council wishes to allocate to the project – the final number will depend on market prices at the time of project commencement. The project is supported by the Queensland Department of Natural Resources and Water (see attached report – Section X).

The Council proposes to commence Stage 1 of (town name) street beautification works. Stage 1 works will include: a new entry Statement sign welcoming visitors to the town; replacing the current footpaths with 'heritage look' pavers along X and Y streets (between A and B streets); seating and shade structures for pedestrians (the exact number of seats and shade structures will depend on budget – currently the Council is looking to install eight such structures in Stage 1 works).

Project descriptions should be free of ambiguous language. Some examples:

Project description examples		
Word	**Example of Use**	**A better way to write this…**
Infrastructure	The funding is required for constructing infrastructure on the foreshore	Design and construction of fixed, covered picnic tables and chairs. Construction material to be confirmed but will probably be from concrete and timber. The items will be located on the foreshore at (location)
Works	The funding is required for works in the Council-owned playground	Purchase and installation of 'spider web' climbing structure and surrounding 'soft fall' area in the Council owned playgrounds at the following locations
Refurbish	The project will refurbish the visitor information centre	The project will involve repainting the interior and exterior of the visitor information centre, remove the old air

		conditioning system and replace it with a new air conditioning system, replace old 'not working' sliding windows and install a shade awning over the entrance
Acronyms	The project will install PAL at the aerodrome	Purchase and installation of Pilot Activated Lighting (PAL) at the (location Aerodrome). The estimated cost includes electrical connection works
Upgrade	The building will be upgraded	Upgrade of building – works will include but not be limited to: remove and replace old weatherboards, painting of entire building, remove and replace old / corroded guttering, remove and replace old wooden steps with low maintenance concrete steps
Increase	Replace the existing water pump to increase the flow rate	Replace the existing water pump to increase the flow rate above the current 10 litres per second. The final flow rate to be determined by investigations by the contractor