

RD102 LGR&DS Delivery Policy

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LGA File Reference	ECM 764892
Responsible Officer	Project and Grants Coordinator
Relevant Legislation	Local Government Act 1999
Related Documents	LGR&DS Delivery Procedure ECM 764894 LGR&DS Eligibility Policy ECM 763666 LGR&DS Eligibility Procedure ECM 763665 LGR&DS Finance Procedure ECM 768957 Memorandum of Understanding between the LGA and Treasurer ECM 620101 Local Government Research and Development Scheme Logic ECM 759195 LGA Grant Management Framework ECM 697821 LGR&DS Register Grant Condition Breaches 777672 LGR&DS Funding Agreement Template

1. Purpose

The purpose of this policy is to establish the parameters for the delivery of the Local Government Research and Development Scheme (“the Scheme”) through projects and ongoing allocations.

This policy should be read in conjunction with the *LGR&DS Delivery Procedure*.

2. Scope

This policy applies to the delivery of the Scheme’s ongoing allocations and competitive grant rounds

3. Policy Statement

3.1 Project Commencement

3.1.1 Funding Agreement

3.1.1.1 The LGA will provide all grant recipients with a funding agreement which will include:

- (a) project details
- (b) funds management requirements
- (c) reporting requirements
- (d) ownership and intellectual property requirements
- (e) acknowledgement of support requirements
- (f) insurance requirements
- (g) a payment and reporting schedule
- (h) Any conditions imposed by the LGR&DS Advisory Committee or the Board.

3.1.1.2 Projects managed by the LGA as ongoing allocations, through the competitive internal grant round will received a simplified agreement and reporting schedule.

- 3.1.1.3** In the case of a partnership projects involving multiple parties, the organisation signing the agreement will be responsible for ensuring all aspects of the Funding Agreement are achieved.
- 3.1.1.4** Funds will not be paid unless the recipient provides the LGA with a signed agreement within 60 business days of receiving the agreement.
- 3.1.1.5** If the recipient does not accept the offer of grant funding by signing the agreement within 60 business days, the funding offer will lapse, and the allocated funding will be returned to the Scheme.

3.2 Project Monitoring

- 3.2.1** Grant recipients, including recipients of ongoing funding, are required to provide regular progress reports to the LGA in accordance with the reporting schedule in their Funding Agreement.
 - 3.2.1.1** If an applicant fails to meet a reporting deadline, they will receive a regular reminder from the LGA to provide their overdue report.
 - 3.2.1.2** When a report is overdue by 30 days, the LGA will issue a Final Reminder outlining the consequences of not adhering to the reporting requirements.
 - 3.2.1.3** If the recipient fails to provide a report within 60 business days of the due date, the LGA will:
 - (a) arrange for the project to be closed and for the funding to be returned to the Scheme
 - (b) If the project is managed by the LGA, the relevant Executive Director will be informed about the failure to report and closure of the project.
- 3.2.2** The LGA reserves the right to request additional reporting at any time, including upon the receipt of a Progress or Final Report.

3.2.3 Reporting Criteria for Ongoing Allocations

- 3.2.3.1** Ongoing allocations are required to report to the LGA as follows:
 - (a) An annual report for the previous financial year by 31 July each year;
 - (b) A forward work plan for the current financial year no later than 31 July each year; and
 - (c) A Progress Report no later than 28 February each year.
- 3.2.3.2** Progress and annual reports for ongoing allocations must include, as a minimum:
 - (a) Overview of activities undertaken in reporting period against milestones and deliverables in the forward plan;
 - (b) Overview of how the activities contribute to the Principles and Purposes of the Scheme, and Scheme Logic outcomes;
 - (c) Description of how the outcomes have benefited the local government sector, and how these have been communicated;
 - (d) Outcomes of any evaluation of funded activities (for annual report only)
 - (e) Financial report.
- 3.2.3.3** Additional reporting requirements for current Ongoing Allocations is detailed in Appendix A of this policy. In the case of conflicting requirements, any reporting requirement in Appendix A takes precedence over the more general requirements of Section 3.2.3.2.

3.2.4 Reporting Criteria for Projects funded via Competitive Grants

- 3.2.4.1** Projects funded through competitive grant rounds are required to report to the LGA:
 - (a) At least every 6 months;
 - (b) As agreed in the funding agreement; and

(c) As requested by the LGA.

3.2.4.2 Progress report

Progress and annual reports for projects must include, as a minimum:

- (a) Overview of activities undertaken in reporting period against milestones and deliverables in the funding agreement
- (b) Overview of the progress of the project outcomes
- (c) Description of how the outcomes have benefited the local government sector, and how these have been communicated
- (d) Financial update.

3.2.4.3 Final Report and Evaluation

3.2.4.3.1 Upon completion of the project, the recipient is required to provide Final Report and Evaluation to the Scheme as per the terms of agreement.

3.2.4.3.2 The evaluation must include a summary of the

- (a) the impact of the project outcomes
- (b) effectiveness of the actions undertaken to achieve the project outcomes
- (c) Overview of how the activities contribute to the principles of the scheme and the Scheme Logic outcomes
- (d) the benefits to the local government sector and how this have been communicated
- (e) the ability of this project to deliver ongoing outcomes beyond the life of the project.

The Final Report should also include:

- include a detailed financial statement of how the Scheme's funds were used in accordance with the agreement.
- An electronic copy of final publications and related collateral.

3.2.4.3.3 Additional Evaluation Requirements

Recipients are required to evaluate their projects as per the tiered approach below:

- (a) Up to \$49,999 in Scheme funding – no additional evaluation requirements beyond the Final Reporting requirements.
- (b) From \$50,000 - \$99,999 – the project must
 - i. Develop an evaluation framework with KPIs to measure the project's impact and effectiveness against the project aims and outcomes.
 - ii. Allocated dedicated resources to complete the project evaluation.
- (c) \$100,000 – the project must:
 - i. Develop an evaluation framework with KPIs to measure the project's impact and effectiveness against project aims and outcomes
 - ii. Allocate dedicated funding for project evaluation
 - iii. Engage an independent evaluator to undertake the evaluation.

3.2.5 Project Extensions

- 3.2.5.1 All requests for extensions must be made in writing through the LGA's electronic grant management system.
- 3.2.5.2 Any request for project extensions must be submitted prior to the relevant milestone completion date, identify the revised milestone dates, explain the rationale for the extension and any impacts this will have on the achievement of original project outcomes.
- 3.2.5.3 Project extensions of up to 12 months are approved by LGR&DS staff. LGR&DS staff reserve the right to seek feedback from the LGR&DS Advisory Committee on any extension request.
- 3.2.5.4 Any project extension beyond 12 months (including cumulative extensions totalling twelve months) must be approved by the LGR&DS Advisory Committee. The LGR&DS Advisory Committee reserves the right to escalate an extension request to the LGA Board of Directors.

3.2.6 Discontinued or Partially Completed Projects

- 3.2.6.1 Grant recipients must report to the LGA as soon as practicable if the project cannot be completed or cannot meet its original objectives.
- 3.2.6.2 If the project is discontinued, the LGA will arrange for unspent funding to be returned to the Scheme
- 3.2.6.3 If the project is partially completed the recipient must complete the final report and evaluation form stating clearly the outcomes achieved. The report must include a financial statement and the LGA will arrange for remainder of the funding to be returned to the Scheme.

3.2.7 Grants Conditions Breaches Register

- 3.2.7.1 Any breaches of grant conditions within the Funding Agreement and/or Scheme policies will be recorded in the Scheme's grant condition breaches register.
- 3.2.7.2 Grant recipient will be made aware of the grant breaches register through their funding agreement.
- 3.2.7.3 The LGA secretariat must record proof on any breaches in ECM.
- 3.2.7.4 The LGA is responsible for maintaining the grant condition breaches register and report any breaches to the Schemes Advisory Committee through:
 - (a) An annual update
 - (b) Noting any breaches against any new project applications.

3 Definitions

Board means the Local Government Association Board of Directors

GAROC means Greater Adelaide Organisation of Councils

LGA means the Local Government Association of South Australia

Member means member of the Local Government Research and Development Schemes Advisory Committee

Recipient means the grant recipient organisation

Ongoing Project Allocations means project funding allocated through the Schemes budget on an annual basis

Regional LGAs means regional Local Government Association

SAROC means South Australian Regional Organisation of Councils

The Scheme means the Local Government Research and Development Scheme

The Schemes Advisory Committee means the Local Government Research and Development Schemes Advisory Committee.

4 Roles & responsibilities

4.1 Local Government Association Board of Directors

The LGA Board is responsible for approval of this policy.

4.2 Local Government Research and Development Scheme Advisory Committee

The Scheme's Advisory Committee is responsible for providing advice to the LGA Board of Directors of any changes to this policy.

4.3 LGA staff/grant administrators

LGA staff are accountable for adhering to the requirements of this policy and supporting procedures when managing the Local Government Research and Development Schemes.

5 Review

The LGR&DS Delivery Policy shall be reviewed by the Local Government Research and Development Scheme's Advisory Committee within the first twelve months of adoption, and every three (3) years thereafter.

6 Availability

6.1 This policy is publicly available through the LGA Local Government Research and Development Scheme website.

Review History

Document History	Version No:	Issue Date:	Description of Change
	1.0	23/09/2021	New Document The following Scheme Policies are incorporated in this policy: Commencement, Progress Reporting, Completion and Evaluation
	2.0	19/01/2023	Updated as part of scheduled review

Appendix A – Reporting requirements for Ongoing Allocations (updated 19 January 2022)

Allocation	Recipient	Reporting requirements
Scheme Administration	LGA	Reporting to the Scheme's Advisory Committee and Board of Directors at least three times per year. Preparation of Annual Report in accordance with the Memorandum of Understanding.
Greater Adelaide Regional Organisation of Councils (GAROC) and South Australian Regional Organisation of Councils (SAROC)	GAROC and SAROC	GAROC and SAROC will provide the Scheme with their annual business plan for the upcoming year no later than 31 July each year. When submitting their annual business plan, GAROC and SAROC will provide an additional report that addresses the reporting criteria for Ongoing Allocations (Section 3.2.3). GAROC and SAROC will provide the Scheme with a copy their Annual Report no later than 30 September each year. When submitting their annual report, GAROC and SAROC will provide an additional report that addresses the reporting criteria for Ongoing Allocations (Section 3.2.3). All individual projects initiated by GAROC and SAROC using Scheme funding will be administered as LGR&DS projects. This will include the use of the LGR&DS Funding Agreement and the requirement for Progress and Final Reporting via the Scheme's electronic grant management system.
Local Government Awareness Campaign	LGA	As identified in the reporting criteria for Ongoing Allocations (Section 3.2.3)
Regional Capacity Building Allocations	Regional LGAs and GAROC	Regional LGAs must provide the Scheme the following: <ul style="list-style-type: none"> The previous year's annual report and financial statement by the 31 July each year The proposed workplan for the next financial year by 31 July each year A progress report for the current financial year by the 28 February each year. All reports must be submitted through the Schemes electronic grant management system and address the reporting criteria for Ongoing Allocations (Section 3.2.3). The Regional Capacity Allocations are subject to the additional following conditions: <ol style="list-style-type: none"> The Regional Capacity Building Allocations should be used to undertake projects and other related activities that are not able to be undertaken within existing funding bases. The Regional Capacity Building Allocations should not be used for administration. An annual report be provided to the Board (via the LGR&D Scheme Advisory Committee) regarding the activities on which the Regional Capacity Building Allocations funds have been used. Any projects undertaken with the funding are to be shared with the other regions and the project outputs made available on the LGA website.



		<ol style="list-style-type: none">5. Funds be allocated to regions on the basis that their annual subscriptions for councils be at least maintained in real terms so that scheme funding does not substitute for financial support by councils to their regional associations.6. Funding approved in one financial year may be extended to one further year. However if the project is not commenced in the second year, the Advisory Committee must be consulted with an application for a further “rollover”.7. That before payment of Regional Capacity Building Allocations in each new financial year, each region be asked to formulate an indicative scope of project work and budget; to be submitted to the LGA Secretariat for noting, with an opportunity to review the scope during the year and feedback to be provided by the Secretariat.8. Up to \$5,000 of the annual Regional Capacity Building Allocation funding can be allocated to activities that allows the grant recipient to respond to emerging priorities.
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