RD101 LGR&DS Eligibility Policy

Issued / Approved	January 2023
Next Review	January 2026
LGA File Reference	ECM 763666
Responsible Officer	Projects and Grants Coordinator
Relevant Legislation	Local Government Act 1999
	Local Government Finance Authority Act 1983
Related Documents	LGR&DS Eligibility Procedure ECM 763665
	LGR&DS Delivery Policy ECM 764892
	LGR&DS Delivery Procedure ECM 764894
	LGR&DS Finance Procedure ECM 768957
	Memorandum of Understanding between the LGA and the Treasurer ECM 620101
	Local Government Research and Development Scheme Logic ECM 759195
	LGA Grant Management Framework ECM 697821
	Register of LGR&DS Grants Condition Breaches ECM 777672

1. Purpose

The purpose of this policy is to establish the eligibility parameters for accessing funding from Local Government Research and Development Scheme ("the Scheme") through ongoing allocations and competitive grant rounds.

This policy is supported by a related *Eligibility Procedure.*

2. Scope

This policy applies to the Scheme's ongoing allocations and competitive grant rounds; and applies to all organisations accessing Scheme funding, including the LGA and external organisations.

3. Policy Statement

3.1. Ongoing Allocations

The Scheme may establish ongoing allocations that provide recurring funding for activities that support the Principles and Purposes of the Scheme, and the Scheme Logic. Ongoing allocations are reconfirmed by the Board on an annual basis through the LGR&DS budgeting process. A register of the current ongoing allocations is maintained in *Appendix A* of this policy.

3.1.1   Establishment of ongoing allocations

Proposals for ongoing allocations must be supported by a Business Case that is reviewed by the Scheme's Advisory Committee and approved by the Board.

Ongoing allocations must achieve:

(a) Both principles of the Scheme
(b) One or more purposes of the Scheme

(c) One or more outcomes contained within the Scheme Logic.

3.1.1 Reporting and management of ongoing allocations

Ongoing allocations are included in Scheme's Budget on an Annual Basis.

Reporting requirements for ongoing allocations are detailed in the *LGR&DS Delivery Procedure*.

The budgeting parameters for ongoing allocations are detailed in the *LGR&DS Finance Procedure.*

3.1.2 Changes to ongoing allocations

Ongoing allocations can be changed or discontinued through a decision of the Board.

Decisions to change or discontinue an ongoing allocation should be informed by advice from the Scheme's Advisory Committee.

Any changes to ongoing allocations by the Board will be recorded in Appendix A of this Policy.

3.2. Annual Grant Rounds

In accordance with the Scheme's Finance Procedure, funding available for the annual grant rounds comprises the remainder of funds available after ongoing allocations have been provided for. Funding for annual grant rounds must be approved by the Board through the LGR&DS budgeting process. and is allocated as follows:

Up to 60% is available for new internal (LGA led) projects through a call that closes by May each year

At least 40% is available for new external (sector led) projects through a call that closes by August each year.

3.2.1 Annual Guidelines

The Scheme will publish annual guidelines that details the requirements of both the internal and external grant rounds.

The annual guidelines must include the following:

(a) The principles and purposes of the Scheme
(b) The Scheme Logic
(c) Research and development priorities identified in the Scheme's Annual Business Plan
(d) Project and applicant eligibility criteria
(e) An overview of the assessment process
(f) A description of budgetary, reporting, evaluation and project communication requirements.

3.2.2 Project Eligibility

All projects funded through the annual grant round must provide benefit to the entire local government sector and be aligned to the:

(a) Principles and purposes of the Scheme
(b) The outcomes identified in the Scheme Logic
(c) Key research and development priorities for the current year as identified in the Scheme's Annual Business Plan.

3.2.3 Non-eligible project costs

The Scheme does not provide funding for:

3.2.3.1 Incentives, prizes and sponsorship.

3.2.3.2 The purchase of capital equipment.

3.2.3.3 Administrative or corporate overhead costs not directly attributable to the project.

3.2.3.4 Alcohol and entertainment at project related events.

3.2.3.5 Training

The *Local Government Act 1999* requires that employees 'are given reasonable access to training and development'. Meeting the cost of training and development is a core responsibility for councils and will not attract scheme funding**.**

The Scheme will consider applications that contain a training component if the following criteria are met:

1. The training addresses a strategic capability need for the local government sector
2. The training is available for the entire local government sector
3. The training is associated with at least one of the following:
   a. new training methodology;
   b. new training mode of delivery; and/or
   c. the effective implementation of a scheme-funded project, or strategic priority for the local government sector.
4. There is a clear plan in place for the ongoing delivery of the training following the conclusion of the project.

3.2.4 Income generation from project outputs

The Scheme is committed to safeguarding the interests of local government and income derived from projects funded by the Scheme must provide benefit to the local government sector.

3.2.4.1 As part of the application process, all applicants are required to:
(a) Identify the potential to generate income from their project.
(b) Describe the how the local government sector will continue to realise the benefits of the project following the conclusion of the project.

3.2.4.2 The Scheme's Advisory Committee will consider the potential for income generation when accessing the applications and will make recommendations to the Board ensure that any proceeds will be used for the benefit of the:
(a) The Scheme; and/or
(b) The local government sector.

A key consideration when determining the appropriateness of any income generation from project outputs is:

- the extent to which income generation supports the ongoing benefit realisation of the project; and
- the need to avoid unreasonable commercial benefit from scheme funded projects.

The Scheme may request further information from applicants about income generation, including a business case.

3.2.4.3 The Scheme's Advisory Committee will forward their recommendations to the Board which approves any requests for income generation from project outputs, including any conditions attached to this.

3.2.4.4 Reporting requirements for income generation from projects is described in the *Delivery Policy*.

3.2.5 Eligible Applicants

3.2.5.1 The internal funding round is limited to projects initiated by the LGA and its subsidiaries.

3.2.5.2 The external funding round is open to any organisation interested in the development of the local government sector in South Australia, including but not limited to:
   (a) South Australian councils and subsidiaries[1]
   (b) Regional Local Government Associations
   (c) Education Institutions and Universities
   (d) Local Government Professional Bodies and Practitioner Networks
   (e) Local Government Unions
   (f) State and Federal Government Agencies.

3.2.5.3 All organisations applying for funding are required to:
   (a) Have an ABN
   (b) Be an incorporated organisation
   (c) Have a minimum of $1 million Professional Indemnity Insurance and minimum of $10 million Public Liability Insurance.

3.2.5.4 Any party that does not meet the criteria in 3.2.5.3 may deliver a project if the project is auspiced by an incorporated association. In this case, the organisation auspicing the project is responsible and accountable for all aspects the project delivery.

3.2.6 Non eligible applicants

The Scheme's Advisory Committee may deem an applicant ineligible from one or more funding rounds based on performance in previous projects if:

   (a) The applicant has breached their conditions of funding as outlined in the Project Funding Agreement
   (b) The applicant has utilised Scheme funding for purposes other than the defined project outputs and outcomes
   (c) The applicant failed to deliver the project outputs and outcomes
   (d) The applicant has failed to complete their project within a reasonable time frame
   (e) The application has failed to report and/or evaluate their project.

The LGA will maintain a register of all breaches.

3.2.7 Timing of Grant Rounds

The Scheme only accepts applications through the dedicated grant round, but the Board reserves the right to:
   (a) Change the timing of the grant round
   (b) Postpone or cancel a grant round
   (c) Receive and consider an application outside a grant round.

3.2.8 Grant Approvals

All applications must be assessed by the Scheme's Advisory Committee, who makes

recommendations to the Board.

The Board approves funding applications.

4. Definitions

Board means the Local Government Association Board of Directors

GAROC means Greater Adelaide Regional Organisation of Councils

LGA means the Local Government Association of South Australia

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[1] Defined in Division 3 of the Local Government Act 1999

Ongoing Allocations means funding provided by the Scheme on an annual basis for recurrent activities that support the Principles and Purposes of the Scheme, and the Scheme Logic

Regional LGAs means regional Local Government Associations

SAROC means South Australian Regional Organisation of Councils

The Scheme means the Local Government Research and Development Scheme

The Scheme's Advisory Committee means the Local Government Research and Development Scheme Advisory Committee.

5. Roles & responsibilities

5.1. Local Government Association Board of Directors

The LGA Board is responsible for approval of this policy, and for allocating scheme funding in accordance with this policy.

5.2. Local Government Research and Development Schemes Advisory Committee

The Schemes Advisory Committee is responsible for providing advice to the LGA Board of Directors of any changes to this policy, and recommendations for the allocation of scheme funding in accordance with this policy.

5.3. LGA staff

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

6. Review

The LGR&DS Eligibility 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.

7. Availability

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

Review History

Document History	Version No:	Issue Date:	Description of Change
	1.0	23/09/2021	New Document
			The following existing policies are incorporated in this policy:
			Funding for training
			Funding for Incentive prizes
			Income generation for LGR&DS Project Outputs
	2.0	19/01/2023	Updated as part of scheduled review

Appendix A – Register of Ongoing Allocations (updated 9 September 2021)

Allocation	Recipient	Rationale
Scheme Administration	LGA	Cost recovery for administration and management of the Scheme.
Greater Adelaide Regional Organisation of Councils (GAROC) and South Australian Regional Organisation of Councils (SAROC)	GAROC and SAROC	Funding to support project priorities as identified in GAROC and SAROC's annual business plans.
Local Government Awareness Campaign	LGA	Funding to deliver an ongoing awareness campaign to build community understanding of and participation in local government.
Regional Capacity Building Allocations	Regional LGAs and GAROC	Funding to regional LGAs and GAROC to enable capacity building in South Australia's regions.
CEO/Board Initiated Programs	LGA	Funding for projects initiated by the CEO and/or the Board outside of the competitive grant rounds.