THE ROADS AND TRANSPORT ALLIANCE

Transport Infrastructure Development Scheme

Statewide Capability Development Fund (SCDF) Program Guidelines

Queensland Government

Contents

1. Introduction

The Statewide Capability Development Fund (SCDF) is a discrete annual allocation provided through the Transport Infrastructure Development Scheme (TIDS) to support local government to improve their road stewardship capability and capacity.

The Department of Transport and Main Roads (TMR) is responsible for administering the SCDF, which is an application-based grant program available to all Queensland local governments, under certain conditions (refer to Section 2.3 Eligibility criteria).

A total of $600,000 is made available annually for single- or multiple-year projects which may include training, development of technical documents and processes, and forums.

This document sets out the guidelines of the Grant Program for applicants.

2. The SCDF Program

2.1 SCDF aim

The aim of the SCDF is to support investment in capacity building at a local government or Regional Roads and Transport Group (RRTG) level.

2.2 SCDF objectives

The objective of the SCDF is to provide funding for an overall increase in the capability of local government, focussed on the Roads and Transport Alliance (the Alliance) core functions (as outlined below) while also being responsive to local and regional priorities.

Function	Program Development	Road Safety	Asset Management	Joint Purchasing and Resource Sharing
Description	• Investment strategies based on transport network and regional objectives / prioritisation and strategic decision-making • Capability initiatives that improve project management, design, and delivery	• Road safety assessments • Assistance to local government to meet their duty of care as a road authority	• Consistent practices, processes, and systems • Condition, inspection, and risk assessment datasets	• Regional collaboration and knowledge sharing within and/or between RRTGs • Achieving consistency in standards and their application

2.3   Eligibility criteria

To be eligible for Project Funding under the SCDF, an applicant must be a Queensland local government and must be either:

- A member of a RRTG
- A member of the Torres Cape Indigenous Alliance (TCICA).

Note: Eligibility extends to councils who are not members of a RRTG or TCICA. These councils should be included in broader RRTG/TCICA initiatives or can have individual applications considered by exception. TMR district staff are also eligible to participate in initiatives along with local government staff.

For RRTGs, it is considered best practice to have a Capability Agreement and Action Plan (CAAP) in place to better identify opportunities for skills development. For more information, please refer to the *Roads and Transport Alliance Operational Guidelines* which outlines the information required for a CAAP including requirements for regular review.

Regional collaboration is encouraged and a group of councils or RRTGs can apply for funding that will benefit multiple local government areas through a joint application.

The Roads and Transport Alliance Project Team (RTAPT) may also propose, receive and assess regional or statewide initiatives to address capability needs for the broader benefit of Alliance members.

2.4   Eligible projects

To be eligible for Project Funding under the SCDF, a project must:

(a) Be consistent with the objectives of the SCDF; and

(b) Be planned and/or delivered so that it is aimed at achieving improved capability and/or skills in one or more of the Alliance's core functions.

2.5   Eligible project costs

Project funding may only be applied towards eligible project costs:

(a) Include only:

(i)   Direct costs incurred in the delivery of the approved project scope *

(b) Do not include:

(i)   Administrative, travel or accommodation expenses

(ii)   Activities that have been completed prior to approval for funding

(iii)   Purchasing of assets.

Successful applicants must use Project Funding solely for eligible project costs. Generally, provision of grant funding to local governments is not considered a taxable supply and so GST is not applicable.

* Note: catering limits apply (refer to Section 2.6 for further detail).

2.6   Other requirements

Unless otherwise specified, program funding is to be matched dollar for dollar by local government (excluding Aboriginal and Torres Strait Islander councils that are eligible for 100 per cent reimbursement through the SCDF Program).

Requests for information and/or updates on specific projects may be requested at any time.

If applicable, there may be a requirement to ensure the Alliance is granted licence to use, reproduce and communicate any works produced.

Where SCDF is used for a course that has an assessment component, funding will only be released when evidence is provided that attendees have passed. Costs associated with 're-sitting' will not be funded.

The provision of SCDF for catering purposes as part of workshops and/or training courses must be transparent. For example, quotes from providers that include catering in the advertised training cost will be accepted. Where catering is not included in the training provider's quote, applications for funding may include a secondary quote for the catering costs as an 'additional eligible cost'.

Any approved project funding for catering must represent the best use of public resources and should be consistent with the Appropriate and ethical use of public resources guidelines. Examples include, but not limited to:

Less than three hours	Nil
Greater or equal to three hours	Tea / coffee / juice and light refreshments (for example, juice / packet of biscuits / health bars / fruit)
Greater than four hours	Light meal (for example, sandwich / wrap)

2.7 Funding arrangements

Applicants will be advised in writing of the funding decision.

Approval and notification will be dependent upon applicants providing sufficient project information for an assessment to be completed. Letters to successful applicants will contain details of any specific conditions attached to the funding.

Funding must be allocated and expended within the financial year (1 July to 30 June), unless proposed over multiple years. Individual project timeframes will be linked to the delivery schedule put forward in the funding application.

Requests for additional project funding, delivery extensions, and/or a project scope change may be considered and should be submitted in writing or via email, which will then be assessed and actioned as appropriate. Where possible, requests for additional funding should be made prior to being incurred.

Project savings or a withdrawal of a project must be communicated in a timely manner, so that the approved funding can be transferred and where necessary, reallocated within the Program. The reason/s for the savings or withdrawal should be highlighted and where appropriate, any alternative or future plans.

2.8 Application process

While there is flexibility for applications to be submitted at any time, eligible applicants are encouraged to apply for available funding based on the following recommended annual timeframes:

- **Start of financial year (July)** – Applications submitted for consideration
- **Mid-February** – Program review period and closing date for applications

Please note these dates may change; refer to the RTAPT for the latest information.

All funding is linked to the cost of the project put forward in the application and if approved, will be allocated within the financial year (1 July to 30 June), unless proposed over multiple years.

How to apply

Funding under this grant program is awarded through a competitive application assessment process. To apply you must:

- Complete the application form
- Provide all the information requested
- Address the assessment criteria that apply
- Include all necessary attachments (including quotes)
- Submit your application and supporting documents to the RTAPT via email.

2.9   Assessment criteria

Applications for Program funding will be assessed against the following criteria:

- Capability and capacity building needs identified in a CAAP and aligned with the core functions of the Alliance
- Development of new or improved practices, processes or systems
- Leveraging cooperation within and/or between RRTGs and local governments
- Transferability and shared learning opportunities.

2.10   Assessment process

Applications for funding are assessed by the RTAPT. Assessments are primarily based on the ability to facilitate capability development and will be evaluated based on, but not limited to, the following:

- How well it meets the assessment criteria
- Whether it provides value for money.

Applications that demonstrate broad regional benefit or transferability will be considered favourably. The Director-General TMR or delegate approves, allocates and monitors funding for eligible projects. Decisions are based on merit, alignment to the Alliance core functions and development needs identified in a CAAP.

Applicants will be advised of the decision and any specific approval conditions in writing.

2.11   Payment claim requirements

Payment claims can be made upon completion or progressive payments to suit each individual project. For training initiatives that include an assessment component, approved funding will only be released once evidence of successful completion is provided. Please note: Additional costs associated with "re-sitting" a course will not be funded.

2.12   SCDF monitoring, acquittal, and evaluation

All Projects will be monitored by the RTAPT to ensure that the SCDF is achieving the program aim and objectives.

Evaluations may be conducted by RTAPT to determine the extent to which the project is contributing to the outcomes of the SCDF. Periodic monitoring may be undertaken, and successful applications may be required to provide information to assist with evaluations.

Successful applications will be required to report on the project / activity and acquit the expenditure funding upon completion or the close of the financial year. Specific requirements, including project completion reports, are to be submitted via email to RTAPT.

3. Enquiries and contact details

Applicants may contact the RTAPT in relation to general questions, requests for clarification and requests for further information.

The RTAPT is also able to assist in the preparation of Applications.

Contact us

Email: roads.alliance.communications@tmr.qld.gov.au

Website: www.tmr.qld.gov.au/RRTG