



# Grants SA 2024-25 Community Centres Grant Round Funding Guidelines

Grants up to \$30,000.

Open date: 19 August 2024

Close date: 3pm 2 October 2024



## The Department of Human Services

At the Department of Human Services our mission is to develop and implement modern, innovative, and relevant services across our entire community so all South Australians can be connected and included. Our programs and services aim to ensure South Australians are safe, empowered and connected in their communities.

The Department has three strategic priorities:

- Increasing inclusion, independence, and shared decision-making for all.
- Supporting our communities when it matters most.
- Delivering modern services for our communities.

## About Grants SA

Grants SA offers funding to eligible organisations for projects with outcomes of improved community participation, social and emotional wellbeing, and quality of life for people living and working in South Australia.

Funding is prioritised for projects that support people and/or communities experiencing socioeconomic disadvantage and other vulnerabilities with focus on the following priority focus groups who may face additional barriers to accessing services:

- Aboriginal peoples.
- People from new and emerging culturally and linguistically diverse (CALD) communities.
- People with disability with a focus on those not currently supported through the NDIS.
- LGBTIQ+ community.
- People who are financially disadvantaged (for example unemployed, in receipt of government support payments, health care card).
- People residing in communities identified as places where persistent and/or relative location-based disadvantage exists (including rural/remote). Areas of disadvantage as identified by the Socio- Economic Indexes for Areas (SEIFA Index<sup>1</sup>).

Grants SA funding aligns to the Department of Human Services':

- Social Impact Framework<sup>2</sup>

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<sup>1</sup> Areas of disadvantage as identified by the Socio- Economic Indexes for Areas (SEIFA Index)

<https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2033.0.55.001~2016~Main%20Features~IRSAD%20Interactive%20Map~16>

<sup>2</sup> DHS Social Impact Framework - <https://dhs.sa.gov.au/services/community-services/social-impact-framework>

1. Aligned to outcomes – Social impact objectives.
  2. Designed for impact – Design criteria.
  3. Developed in partnership – Partnership principles.
- SA Government’s commitments under Closing the Gap - Priority Reform Two: To increase the amount of government funding for Aboriginal and Torres Strait Islander programs and services going through Aboriginal and Torres Strait Islander Community-Controlled Sector.

## 2024-25 Community Centres Funding focus

Community Centres are organisations that meet community need and support community strengths by running community programs and activities that are based on a community development framework. The programs and activities are often run through partnerships and volunteer involvement, are open and inclusive to all, and focus on supporting community connections, information exchange, mutual support, and community participation.

This funding opportunity offers a one-off grant of up to **\$30,000**. The focus of this funding round is for eligible Community Centres to:

- Develop programs for their local community to increase community participation and inclusion by delivering activities and events which respond to community need.
- Build their governance and compliance capacity including to develop or strengthen partnerships or collaboration with other community organisations to deliver community development objectives.

Applications from eligible organisations in areas of disadvantage as identified by the Socio-Economic Indexes for Areas<sup>3</sup> (SEIFA Index) and applications from regional and remote areas will be prioritised.

## Opening and closing dates

This round is open between 19 August 2024 and 3pm 10 October 2024.

If you do not submit your application by the deadline, there is no guarantee your application will be accepted, however, if you are experiencing extenuating circumstances, please contact us before the round closes for assistance.

Assessment will occur after the closure of the round. Notification of the outcomes of all funding applications will take a minimum of 8 weeks after the closing date of the round.

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<sup>3</sup> Australian Bureau of Statistics - <https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2033.0.55.001~2016~Main%20Features~IRSAD%20Interactive%20Map~16>)

### To apply you must

- Read and understand these guidelines and the application requirements.
- Register and complete the online application form for funding via the SmartyGrants online portal. This link is available via [www.dhs.sa.gov.au/grantsSA](http://www.dhs.sa.gov.au/grantsSA).
- Be an authorised signatory for the organisation (that is, Chief Executive, President, Chairperson, Treasurer, or Secretary).
- Provide all information requested, including quotes or evidence of costs for all budget items, a current lease or evidence of property ownership.
- Address all eligibility and assessment criteria.

### Before starting your application

Read the application requirements to ensure that you are eligible for this funding. The application requirements include key information explaining the application process, grant assessment processes, and contractual obligations.

### Enquiries and feedback

If you have any questions about applying for a grant through Grants SA or wish to obtain support or feedback on an application, please contact:

#### Grants SA Team

Phone: 1300 650 985

Email: [grantssa@sa.gov.au](mailto:grantssa@sa.gov.au)

Website: [www.dhs.sa.gov.au/grantsSA](http://www.dhs.sa.gov.au/grantsSA)

## Requirements

### Eligible Applicants

To be eligible to apply, organisations **must be:**

- A community centre meeting the definition: *“Community Centres are organisations that meet community need and support community strengths by running community programs and activities that are based on a community development framework. The programs and activities are often run through partnerships and volunteer involvement, are open and inclusive to all, and focus on supporting community connections, information exchange, mutual support, and community participation.*
- Eligible for *Community Centres and Neighbourhood Houses* membership from Community Centres SA, or currently holding *Community Centres and Neighbourhood Houses* membership.
- Not in receipt of current Community and Neighbourhood Development Program Funding awarded through DHS Community Programs and Partnerships program.

And

- Be incorporated under the *Associations Incorporation Act 1985*, or the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*, or have evidence of a comparable legal status, such as Australian Public Company limited by guarantee.  
OR
- Owned or managed or operating under the auspice of a local government entity/ created and operates as described under the *Local Government Act 1999 (SA)*.  
OR
- Social Traders registered Social Enterprise

#### All applicants must:

- be currently operating within South Australia, and recipients of the program/service/initiative are residents of South Australia.
- be currently registered with a valid and eligible Australian Business Number (ABN).
- have an Australian bank account in the name of the legal entity.
- agree to the terms and conditions of the grant agreement.

Any eligible organisation can be funded for a maximum of two Grants SA grants per financial year.

Please contact Grants SA on 1300 650 985 before starting your application if your organisation:

- Is an unincorporated organisation that is aligned with the definition of a Community Centre shown above. We can discuss the opportunity for you to apply through a sponsor organisation via another not-for-profit or Council.

## Ineligible Applicants

Applications will **not be accepted** from organisations or sponsored organisations that:

- Are currently funded through the DHS Community and Neighbourhood Development Program. [https://dhs.sa.gov.au/how-we-help/grants/available-grants/grant-tba/community-centres/\\_nocache](https://dhs.sa.gov.au/how-we-help/grants/available-grants/grant-tba/community-centres/_nocache)
- Have any outstanding contractual or financial obligations (including reports, acquittals, unpaid invoices) for any funded Department of Human Services projects/programs.
- Have licensed gaming machines in their facilities or hold a gaming machine license.
- Are educational institutions or related representative bodies. For example, schools and/or their parent or student associations, universities, colleges.
- Are family trusts.
- Are individuals, sole traders, or organisations applying on behalf of an individual.
- Are for-profit organisations or private companies unless a Social Traders certified Social Enterprise.
- Commonwealth or State Government Agencies

Any eligible organisation be funded for a maximum of two Grants SA grants per financial year.

## Funding Opportunities

Grants up to **\$30,000** are available to support community programs and/or governance and compliance projects, which can be delivered over a one or two-year period.

### Community Development

Community development involves working with local people, community organisations and other stakeholders to develop activities or projects that respond to local community needs. In the context of community centres this could include:

- Programs to increase community participation specifically for groups more likely to experience social isolation.
- Support for the recruitment, training, and retention of volunteers.
- Resources and equipment to support community connections, inclusion, skill development, and diversity.
- Wage support to employ a part time officer to coordinate or deliver a new program

or initiative or improve or expand an existing program or initiative.

- Increasing organisational capacity for service delivery (for example, training, digital skills training, mentoring or Mental Health First Aid through training for employees and /or volunteers).

#### **Governance and Compliance**

- Building governance capacity through the sharing of resources or initiatives, develop or strengthen organisational structures including a business plan, or partnership with another organisation.
- Preparing employees/volunteers to take on leadership roles (for example, governance, strategic, community development or financial planning).
- Providing wage support for eligible organisations to achieve Recognition Level 1<sup>4</sup>, a development program to build capacity and improve work practices in small community organisations.
- Providing wage support and assessment fees for eligible organisations to finalise Australian Service Excellence Standards (ASES)<sup>5</sup> to improve business practices and client services.
- Membership of Community Centres SA or other relevant associations.

#### **This funding cannot be used for:**

- Core operating costs of applicant organisations i.e. rent, insurances, utilities, internet, phone, and video conferencing.
- Expenditure on items, services, or resources already paid for or purchased.
- Areas of responsibility of other Federal or State Government Departments including Sport and Recreation, Health, Tourism, Arts and Education.
- Development of sport and recreational activities. Applications must demonstrate charitable outcomes and benefit to the broader community beyond the general sporting activities of a club.
- Religious, political, or animal welfare outcomes
- Individual benefit, prizes, awards, gifts, trophies, sponsorships, donations, reimbursements, uniforms, food vouchers, pre-paid store cards, individual debt, or bill payments.

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<sup>4</sup> StarService: [www.starservice@sa.gov.au](mailto:www.starservice@sa.gov.au)

<sup>5</sup> ASES - <https://dhs.sa.gov.au/services/community-services/ases>

## Project Information

The project description needs to contain key information to assist the assessment panel evaluate the application against the key criteria of:

### Link to Funding Focus

- Does the applicant meet all eligibility criteria?
- Does this proposal link to the funding focus of community programs and /or governance and compliance, as outlined in these guidelines?

### Organisational Need

- Who will eventually benefit from this funding longer term? (Target group/s)
- Why are you seeking this funding? Why is this proposal important?
- Location of centre being supported. Applications for regional and remote areas and communities facing greater need/disadvantage will be prioritised.

### Organisation Impact or benefit

- What outcomes will be achieved for the community or your organisation?
- How will this funding expand your community development and/or governance, and compliance capacity?
- Who are your potential partners? (Other organisations or within the community)

### Value for money

- How will the funds be spent?
- Are the quotes included realistic for the activity proposed?
- Other support for this proposal including cash or in-kind.

These questions assist assessors to establish the need and merit of the proposal against other applications. The questions also help assessors establish if the community centre/ neighbourhood house has the leadership capability, skills, and resources to deliver the desired outcomes.

Grants SA funding is competitive and there may not be enough funds to support all applications submitted.

## Assessment Panel and Criteria

The Assessment panel comprises of DHS staff and a representative from Community Centres SA.

The Assessment Panel assesses each application against the Assessment Matrix in the



table shown below. The matrix includes questions to evaluate each application to establish the need and merit of the proposal against other applications and establish if the community and /or organisation has the leadership capability, skills, and resources to deliver the desired outcomes.

Grants SA may assist the Assessment Panel by contacting persons listed in your application for assessment purposes, such as referees, partners, supporters, or those nominated as persons of authority.

Assessors may also take into consideration the geographic or demand-driven funding distribution to ensure a range of proposals are supported and an equitable distribution of funding throughout South Australia.

The information included in your application is confidential, with staff and assessment panels bound by DHS policies and procedures.

**Assessment Matrix**

<b>Linkage to the published Guidelines</b>	<p>20% Is the applicant eligible for full membership of Community Centres SA?</p> <p>How well does the application link to the funding focus of governance, sustainability and/or programming?</p> <p>Does the application identify and support any of the priority groups?</p>
<b>Organisational need</b>	<p>20% Location of organisation being supported and/or demographic of the community that the organisation supports, considering the SEIFA and regional or remote location of applicant.</p> <p>What will be achieved with this project?</p>
	<p>20% How has the need for the project been determined?</p> <p>How will this project address that need?</p>
<b>Impact or benefit</b>	<p>30% The extent of the positive impact or benefit on the organisation seeking funding. How will this be measured?</p> <p>Are there potential partnerships or collaborations with other groups or organisations?</p> <p>Evidence that this funding is crucial to sustaining or expanding current operations.</p>
<b>Value for Money</b>	<p>10% The value for money given the community who will benefit.</p> <p>Applications must contain reasonable and realistic costs outlined in attached quotes.</p>

Please ensure all attachments are included at the time of submission. Applications will be assessed on the documentation provided at the time of submission.

## Application Budget

The submitted budget must clearly demonstrate the items the Grants SA funds will support if the application is successful. The budget must also include other sources of income for the project including other grants, government or organisational support or support in-kind.

The budget must be realistic and include quotes for items which are eligible as per these guidelines. This assists the Assessment Panel in understanding the size and scope of the project and how the funds will achieve positive and long-term benefits to the community as outlined in the application.

## Outcome Notification

All applicants will be notified of the outcome of their application by email. Unsuccessful applicants are encouraged to contact the Grants SA team for feedback on their application.

Grants SA funding is very competitive and there may not be enough funds to support all applications submitted.

## Successful applications

If your application is successful, you will receive an agreement detailing the terms and conditions of the funding provided. All applicants will be required to sign this agreement and comply with all conditions, which include requirements to:

- submit an online final report accounting for how the funding was spent (financial acquittal), including copies of all receipts for all purchases relating to the original application submitted.
- measure and report on the outcomes from the funded project (project evaluation)
- have public liability insurance – a minimum of \$1 million or as required in your agreement.
- appropriately acknowledge the State Government of South Australia as a funding source for the project

Payment will be made in accordance with the terms and conditions of the funding agreement.

## Reporting Requirements

On project completion, you are required to sign a declaration confirming the allocated funds were spent in accordance with terms of the agreement. Copies of all receipts of purchases funded through Grants SA as part of the acquittal process must be submitted.

The acquittal report is completed online via the SmartyGrants portal. Once grant funds have been paid to the organisation, the registered user (person who submitted the application), will receive a link to the online portal.

A short summary about the difference the project made in achieving real outcomes for people, communities, or your organisation, including a description of what you learned from implementing the project is also required as part of the acquittal process.

The following information is required for reporting purposes.

<b>What did you do?</b>	How did funding address an immediate need within your community? What impact (difference) did the project make to the community?
<b>What is the outcome your project achieved?</b>	How did the purchase of resources and/or equipment assist your organisation to support its community? How were individuals and/or the community better off from this project?
<b>What did you learn and what would you do differently?</b>	Describe any learnings from the project or your organisation's experience during the project.
<b>How was your Grants SA experience?</b>	Please summarise your experience and if you have any suggestions for improvement.

## Communication

### If spending of the grant is affected

You must inform Grants SA if anything is likely to affect the spending of the grant in accordance with the agreement.

### If you want to vary the contract

- You must also seek approval to vary the original contract from Grants SA. This includes any:
- Changes to purchases (including change of supplier).
- Timeframes.
- Business activities, particularly if they affect the ability to complete the activities stated in the grant.

### If your contact or banking details change

You must also inform us, via email, of any changes to your:

- Organisation name.
- Nominated contact details of key contacts.

- Addresses (including emails).
- Bank account details.

## DHS Acknowledgement

The State Government of South Australia may be appropriately acknowledged as a funding source for the project.

You must not make, or permit to be made, a public announcement or media release about any aspect of the grant agreement without first giving reasonable notice, in writing, together with a summary of the proposed public announcement or copy of the media release, to the Minister through Grants SA staff.

## Links to Policy

Grants SA links to the objectives, principles and recommendations in South Australian Government strategies, policies, and funded programs:

- Department of Human Services Strategic Plan 2022–2024: <https://dhs.sa.gov.au/about-us/strategic-plan>
- Department of Human Services Social Impact Framework: <https://dhs.sa.gov.au/services/community-services/social-impact-framework>
- Closing the Gap: <https://www.agd.sa.gov.au/aboriginal-affairs-and-reconciliation/closing-the-gap>
- Community Centres funded through the Community and Neighbourhood Development Program <https://dhs.sa.gov.au/how-we-help/community-connections/community-centres/> [nocache](#)