



Government  
of South Australia

Department of Human Services

# LGBTIQ+ Youth Grants

## Grant Guidelines

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## About the program

LGBTIQ+ Youth Grants offers small grants to not for profit community and/or volunteer organisations to improve the inclusion, wellbeing and quality of life for LGBTIQ+ young South Australians.

The one-off grant is a direct response to listening to LGBTIQ+ young people and aim to:

- resource programs, services and support groups
- ensure programs, services and support groups are accessible to, and informed by, people with lived experience.

Small grants of up to \$5,000 will be made available for projects that meet these guidelines. LGBTIQ+ specific organisations as well as mainstream organisations that reach young people aged 12 – 25 years are eligible to apply.

## Key priorities

The priority group to benefit from grants funded through this grants program is **LGBTIQ+ young South Australians aged between 12 to 25 years.**

Proposals that seek to support LGBTIQ+ young South Australians and/or their families are particularly encouraged if they seek to also support disadvantaged population groups, for example: LGBTIQ+ young people who also identify as Aboriginal and Torres Strait Islander people, or LGBTIQ+ young people who are also from culturally diverse or rural or remote communities, or LGBTIQ+ young people who also have lived experience of disability, or a low income, or limited access to social and economic opportunities.

## Outcomes

LGBTIQ+ Youth Grants invests in community organisations to;

**Work directly with LGBTIQ+ young people aged 12-25 years to achieve one or more of the following outcomes:**

- Increased sense of belonging and connectedness
- Protective mental health factors, such as resilience and help-seeking behaviours
- Access to the help or support they need, when and if they need it
- Access to safe and inclusive spaces where they can participate and express themselves freely.
- Confidence that those providing services or support are adequately trained and informed about LGBTIQ+ youth issues

**Or**

**Strengthen the capacity of volunteer-run groups or organisations to achieve the following outcomes:**

- More inclusive services or supports for LGBTIQ+ young people
- Volunteer program developed by and/or in support of LGBTIQ+ young people
- Improved capacity to work with the LGBTIQ+ community and collaborate with organisations that advocate for and support LGBTIQ+ young people.

## What can be funded

Grantees can be awarded a one-off grant for up to 12 months, to June 2020 for several types of activities, including:

- Deliver a program / service / project
- Deliver a community or LGBTIQ+ cultural event
- Provide learning and skill development opportunities for volunteers or members
- Upgrade infrastructure / facilities to ensure access
- Purchase access-promoting equipment

**Appendix 1** provides detailed descriptions of the types of activities that can be funded under each of the above categories.

**Appendix 2** provides details of activities that will not be funded.

## Who can apply

LGBTIQ+ Youth Grants invests in both community groups with a specific LGBTIQ+ focus and mainstream applicants whose program participants may include LGBTIQ+ young people.

To be eligible, organisations must deliver services or support to the SA community. They must also be registered and operating within South Australian, not for profit, with a registered ABN and:

- incorporated under the *Associations Incorporation Act 1985*, or the *Aboriginal Councils and Associations Act 1976*, or certificate or evidence of comparable legal status,

or

- constituted under the *South Australian Fire and Emergency Services Act, 2005*, for example: Emergency sector organisations including Country Fire Service (CFS) brigades and State Emergency Services (SES) units,

or

- a council under the *Local Government Act 1999*; to engage a registered training organisation to deliver training for volunteers working in community organisations.

Organisations that are not incorporated or do not have an ABN can apply if they are able to secure an eligible organisation to act as their sponsor (auspice) for the project. If you need assistance connecting with a sponsor organisation please contact us.

The sponsor organisation is responsible for submitting the application online, the legal and financial accountability of the project, and will be required to enter into the grant agreement. Sponsor organisations will be responsible for receiving and acquitting the grant.

All persons involved in the delivery of goods and services at sites where children, persons with a disability, the aged or other vulnerable people may be present, must agree to a screening assessment by the DHS Screening Unit.

In addition, DHS may opt to include a “Suitability of Persons” clause which if breached may result in termination of the contract.

## Who is not eligible to apply?

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

- have outstanding acquittal reports for previously funded DHS projects
- have licensed gaming machines in their facilities
- are educational institutions or related representative bodies e.g. schools and/or their parents' associations, universities and for profit childcare centres
- are trusts (excluding fixed trusts), individuals, or organisations applying on behalf of an individual
- are for-profit organisations or private companies
- are Commonwealth or State government departments and agencies (except as a sponsor).

## Timeline for grant process

- **March** Applications open 29 March 2019
- **April** Applications close 29 April 2019 at midday
- **May** Notification of results to all applicants in May 2019
- **June** Agreements signed with successful applicants in June 2019

## How to apply

1. **Read these grant guidelines** to determine whether your organisation and proposal meets these criteria. If you are unsure, please contact the LGBTIQ+ Youth Grants team to discuss.
2. Ensure you are applying for an eligible future activity or event.
3. Complete the online application in full. Incomplete applications will be deemed ineligible.
4. Supply required documentation with your application (eg quotes for items \$1,000 or over). If you are working with a particular population group or another organisation, you may be prompted to provide a support letter or evidence in the application process.
5. Submit the completed application by the closing time and date. Late applications will not be accepted.

Contact us to  
discuss your  
project proposal  
before you apply

### Note

- The funds sought by organisations generally exceed those available. As a result, you may not be successful in obtaining a grant or you may not be offered the full amount of money requested.
- There is no limit to the number of times an eligible organisation can sponsor other organisations.

### Grants and the GST

- It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations), then you are required by the Australian Tax Office to be registered for the GST ([www.ato.gov.au](http://www.ato.gov.au)).
- Successful grantees that are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant. Organisations that are not registered for the GST will not have their grant grossed up and must include GST amounts in their application. If successful, organisations cannot have their Grant Agreement transferred to another body because of GST registration.

## How applications are assessed

### Stage one – application screening

Once the round has closed, the applications are screened to check that:

- the applicant organisation is eligible to apply
- the application has been completed in full and all essential information has been provided
- the applicant does not have any outstanding obligations for DHS funded projects.

Applications that do not meet minimum stage one requirements will not progress to stage two.

### Stage two – assessment against criteria

Applications that pass the screening process will be assessed by a panel with experience and expertise in one or more of the following areas – financial management, charitable or social welfare organisation administration, young people, LGBTIQ+ community issues.

The panel will consist of up to three DHS officers and two community representatives with lived experience of LGBTIQ+ and/or youth sector issues who will assess the applications against the following criteria:

|                                               |                                                                                                                                                                                                                       |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Value for money</b>                        | The extent of value for money for the number of people who will directly benefit; the costs proposed are reasonable and realistic; level of complementary funding or in-kind support; and cost of comparable programs |
| <b>Organisational capacity</b>                | The capacity of the organisation to carry out the proposed project. A demonstrated track record of working with the target group is considered favourably                                                             |
| <b>Identified need</b>                        | Evidence of need; level and type of community need being addressed; addresses priority population or policy areas and complements existing community initiatives                                                      |
| <b>Outcomes focus</b>                         | The connection to a program outcome and the capacity of the project to meet the outcomes sought                                                                                                                       |
| <b>Extent of benefit for the target group</b> | The extent of benefit for the target group and South Australian community, taking into account the sustainability, significance or type of benefit                                                                    |
| <b>Whole program distribution</b>             | The extent to which the grant will contribute to an equitable allocation of funds across target groups, interventions and geographic regions of South Australia                                                       |

## Notification to applicants

### **If your application is successful**

Successful applicants will receive written notification from the Minister of Human Services. You will then receive an agreement detailing the terms and conditions of the grant provided.

All successful applicants will be required to sign the agreement and comply with its conditions, which will include requirements to:

- report on how you have spent the money provided
- measure and report on the outcomes from the funded project
- have public liability insurance – no less than \$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 agreement.

### **If your application is unsuccessful**

All ineligible or unsuccessful applicants will receive written notification from DHS. Unsuccessful applicants are encouraged to contact the LGBTIQ+ Youth Grants team for feedback regarding their application.

## Reporting requirements

On completion, you will need to sign a declaration that you have spent your funds in accordance with your agreement. You are required to keep receipts for all purchased items.

You will be required to provide a short summary about the difference your project has made, including a description of project outcomes addressing the following performance measures:

- **How much did we do?** (quantity of effort)
- **How well did we do it?** (quality of effort)
- **Is anyone better off?** (outcome or result)

The table below provides information about what these performance measures might include.

| Activity                                                                                                                                                                                                                                                | Measures                                                |                                                                                                                                                                                    |                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                         | How Much?                                               | How Well?                                                                                                                                                                          | Is Anyone Better Off?                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Deliver a short term program / service / project</li> <li>• Deliver a community or LGBTIQ+ cultural event</li> <li>• Provide learning and skill development opportunities for volunteers or members</li> </ul> | Number of participants directly involved in the project | <p>Level of satisfaction of participants/ organisation with the project.</p> <p>Based on five-point scale – very unsatisfied, unsatisfied, neither, satisfied, very satisfied.</p> | <p>Extent of change for the participants/ organisation due to project.</p> <p>Based on three-point scale – no change, some change, significant change.</p> |
| <ul style="list-style-type: none"> <li>• Upgrade infrastructure / facilities</li> <li>• Purchase equipment</li> </ul>                                                                                                                                   | n/a                                                     | n/a                                                                                                                                                                                |                                                                                                                                                            |

## More information

For further information on the guidelines or to discuss your project or application, contact the LGBTIQ+ Youth Grants team.

Phone: 8413 8178

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

Website: <https://dhs.sa.gov.au/services/grants-for-organisations>

## Glossary

- **Community** – a group of people either living in the same place or having a particular characteristic in common.
- **Culturally diverse communities** – people within the South Australian community who share a common language, traditions or culture.
- **Culture** – the ideas, customs, and social behaviour of a part of society (including but not limited to ethnicity, identity, nationality, etc)
- **Disadvantage** – Disadvantage is a circumstance or condition, often resulting from inequity of some form, either income or social connectedness. People who experience disadvantage can also have barriers to accessing education, employment, or other services and supports. When people experience disadvantage, other complexities or social issues can arise (such as homelessness, domestic violence, or unhealthy use of substances), and limiting access to life opportunities and their capacity to act on these opportunities.
- **Grantee** – a successful applicant that signs a grant agreement
- **LGBTIQ+** – lesbian, gay, bisexual, transgender, intersex and queer people and community.
- **Members** – refers to people who are members of the applicant group or organisation.
- **One-off** - a short-term project with a start and end date and a defined outcome to be achieved within a 12-month period.
- **Volunteers** – people who donate time willingly for a common good without financial gain.
- **Young people** – refers to young people aged 12-25 years inclusive.

## Appendix 1

### Descriptions of the types of activities that can be funded

| Activities                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deliver a short term program / service / project                               | <b>Short term programs</b> for existing groups or to establish new community-based social or support groups led by LGBTIQ+ specific groups or mainstream organisations.                                                                                                                                                                                                                                                                                                                                |
| Deliver a community or LGBTIQ+ cultural event                                  | <b>Deliver a community or cultural event</b> or activity that celebrates and includes LGBTIQ+ young people to build connectedness and raise awareness in mainstream communities to better understand the diverse needs of LGBTIQ+ young people and to challenge discrimination. Events are to be held in South Australia and may cover the cost of venue hire, equipment hire, purchase or materials.                                                                                                  |
| Provide learning and skill development opportunities for volunteers or members | <b>Learning and skill development opportunities</b> for emerging LGBTIQ+ young leaders. Training might include (but is not limited to): mental health first aid, upskilling in referral pathways to LGBTIQ+ friendly services, LGBTIQ+ cultural awareness, topic specific speakers. Examples of eligible items include payment of training/provider fees, including travel costs associated with the provider delivering training in remote areas; purchase of learning resources or coaching support. |
| Upgrade infrastructure / facilities                                            | <b>Upgrade accessibility of infrastructure</b> of places, supports or services, including initiatives that use technology-based solutions, upgrade community facilities (all access toilets) and administrative practices (eg form questions about gender). Please note that for requests for contributions to major facility works proposals must be accompanied by building owner consent, a minimum 2-year lease, development plans, approval letters and detailed quotes.                          |
| Purchase equipment                                                             | <b>Purchase of equipment</b> or supplies that facilitate or demonstrate inclusive spaces, services and support. Applications for equipment should include details about how often the equipment will be used and who can access the equipment.                                                                                                                                                                                                                                                         |

## Appendix 2

### Activities that will not be funded

#### **Core operational expenses including:**

Ongoing expenses to conduct your services such as:

- wages, rent, purchase or lease of land, lease of vehicles, insurance, telephone, internet
- core operational staff – e.g. chief executive, administration staff, accounting staff
- training for paid staff
- existing debts or shortfalls
- police checks / DHS screening
- ongoing costs of programs and services

#### **Duplication of funding including:**

- items, projects, programs or equipment that are already funded or are the core responsibility of other state and commonwealth government departments (eg programs for school age children during school hours or sport and recreation projects eligible for grants administered by the Office for Recreation and Sport)
- research projects

#### **Funding for individuals including:**

- funds to distribute to individuals via sponsorships, scholarships, donations, financial assistance, reimbursement, uniforms
- volunteer honorariums, petrol expenses or other reimbursements
- emergency relief such as food vouchers, food, payment of bills, clothing, money

#### **Other**

- activities or events that happen before the grant agreement is signed
- activities primarily aimed at meeting religious or political outcomes
- activities primarily aimed at sporting and recreation outcomes
- personal pursuits, or hobbies
- funds to distribute to other bodies
- retrospective funding for any function or activity
- activities that will be implemented interstate (not including attendance at events)
- fundraising activities, prizes, competitions or donations
- overseas artists, facilitators or speakers
- catering including food, beverages and consumables

The following items are generally not funded but may be considered based on the assessment of merit:

- participation in interstate activities (extent of benefit for the South Australian community)
- travel costs including accommodation, associated with skill development and learning opportunities for volunteers