



# Grants SA 2024 -25 Digital Inclusion Funding Guidelines

**Grants up to \$20,000**

**Open date: 21 October 2024**

**Close date: 3pm 19 November 2024**



**OFFICIAL**

## 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>).

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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>

Grants SA funding aligns to:

Department of Human Services Social Impact Framework:<sup>2</sup>

1. Aligned to outcomes – Social impact objectives.
2. Designed for impact – Design criteria.
3. Developed in partnership – Partnership principles.

AND

SA Government's commitments under Closing the Gap<sup>3</sup> - Target 17: *By 2026, Aboriginal and Torres Strait Islander people have equal levels of digital inclusion and the First Nations Digital Inclusion Plan 2023-26.*

## 2024-25 Digital Inclusion Funding focus

Digital inclusion is focused on ensuring that South Australians have access to and can use digital technologies with confidence to participate in an ever-increasing on-line world. This funding round is intended to support projects that address barriers to digital inclusion for DHS priority groups and communities.

Grants SA's Digital Inclusion Round offers funding of up to \$20,000 to eligible organisations to support:

- Digital infrastructure for community and/or public use. Requests for digital technology equipment are capped at \$10,000.
- Increasing accessibility of existing digital platforms.
- Digital literacy workshops and initiatives to improve digital skills, safety, and confidence for both on-line and in person training.
- Expansion of existing digital literacy programs including drop-in support services for community education.

## Opening and closing dates

This round is open between 21 October 2024 and 3pm 19 November 2024.

If you do not submit your application in the SmartyGrants online portal by the deadline, your application will not be accepted, unless:

- Grants SA determines in its sole discretion that it has caused or contributed to the failure to lodge by the closing date and time, or
- Grants SA decides that exceptional circumstances exist that warrant consideration of the late offer. A late offer will not be accepted if doing so will compromise the integrity of the grant process.

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

<sup>3</sup> Closing the Gap - <https://www.agd.sa.gov.au/aboriginal-affairs-and-reconciliation/closing-the-gap>

If you are experiencing extenuating circumstances, please contact Grants SA 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.

## 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:**

- An Aboriginal Community-Controlled Organisation, or
- Another not-for-profit organisation.<sup>4</sup>

And

- Be incorporated under the *Associations Incorporation Act 1985*, a Public Company under the *Corporations Act 2001* or established under 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

- Be a Social Enterprise that holds a current certification with by Social Traders<sup>5</sup>

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.

### Sponsored organisations

Organisations that are not incorporated and/or do not have an ABN, can apply if they meet all other eligibility criteria and are able to secure an eligible organisation to act as their sponsor (auspice) for the project. The sponsoring organisation submits the application online and enters into the grant agreement. Sponsoring organisations will receive the funding and be legally responsible for all aspects of the management of the grant including acquittal of the funding.

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<sup>4</sup> SA.gov.au [www.sa.gov.au/topics/family-and-community/community-organisations/types/not-for-profit-organisations](http://www.sa.gov.au/topics/family-and-community/community-organisations/types/not-for-profit-organisations).

<sup>5</sup> Social Traders certification - <https://www.socialtraders.com.au/for-social-enterprise/certification/> based on the Finding Australia's Social Enterprise Sector Final Report 2016 - <https://assets.csi.edu.au/assets/research/Finding-Australias-Social-Enterprise-Sector-2016-Final-Report.pdf>

### If sponsoring an organisation

- Ensure the sponsored entity does not have its own legal status, and
- Ensure the sponsored entity has not-for-profit objectives, and
- Agree to accept legal and financial responsibility for the grant.

If your organisation is eligible as per the **Eligible Applicants** section or is an **Ineligible Applicant**, you **cannot** be sponsored.

### Ineligible Applicants

Grants SA can only award funds to community-based or community-controlled not-for-profit organisations that are either incorporated or can show evidence of a comparable legal status or are Social-Traders certified Social Enterprises. This is to ensure funding is provided to organisations that are the intended recipients of the Charitable and Social Welfare Fund.

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

- 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 and are not Social Trader certified social enterprises.
- Are individuals, sole traders, or organisations applying on behalf of an individual.
- Are for-profit organisations or private companies and are not Social Trader certified social enterprises.
- Are Government agencies - Commonwealth or State Departments and Local Government Agencies. (Local Government Agencies can only act as a sponsor for community organisations).
- Have been established **for less than** 12 months.

Any eligible organisation or sponsored organisation can be **funded for a maximum of two** Grants SA grants per financial year. There is no limit to the number of times an eligible organisation can sponsor.

## Funding Opportunities

This funding opportunity is a one-off grant of up to \$20,000 to:

- Purchase digital infrastructure to improve digital access for communities who may have low or minimal access to personal or public digital infrastructure. For example, the creation of digital kiosks or IT equipment in a community space. Requests for digital technology equipment are capped at \$10,000.
- Improve accessibility of your organisation's website / apps, which may include the conduct of an accessibility audit or projects to improve identified accessibility issues.
- Develop or expand digital inclusion projects and initiatives to support people who may face barriers to participation in on-line activities. For example, employing a project officer to deliver workshops or one on one training to priority focus groups. Resources required to run the program may be included in the application.
- Workshops or initiatives that support community members to enhance their online safety.
- Develop programs focussed on teaching and upskilling people to increase their ability and confidence in general computing skills and to use advanced applications. For example, digital storytelling projects or community organisations teaching computer skills to build general or specific skills such as programming.
- Increase organisational capacity for service delivery of digital inclusion programs. For example, training for employees/volunteers in digital skills to increase their ability and capacity to support digital inclusion activities.
- Support strategies that remove barriers to participation in community programs which support the development of digital skills. For example, creches or translation / interpreting services.

## Ineligible application/items

This funding cannot be used for:

- Purchase of computers, IT equipment, mobile phones, or data allowance for **personal or organisational use**.
- **Core business costs** including operational staff wages, rent, insurances, utilities, phones, and video conferencing, purchase or lease of buildings, land, vehicles, lease of IT equipment.
- **Retrospective funding** for items, services, or resources already paid for or purchased.
- **Areas of responsibility of other** Federal, State or Local 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**, purchase of items for individual use, food vouchers, emergency financial assistance, pre-paid store cards, prizes, awards, gifts, trophies, sponsorships, donations, reimbursements, uniforms, individual debt, or bill payments.
- **First Aid equipment** including defibrillators.
- **Grants writer, auspice, audit fees, research projects, feasibility studies, Council and/or building approvals.**

## Project Information

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

### Immediate need of the community.

- What community need is this project aiming to resolve?
- Why are these resources and/or equipment needed?
- Who (including [priority groups](#)) will benefit from this project?

### Impact or benefit to community.

- How will this project support your organisation to achieve its goals for the community?
- How will this project encourage and support:
  - Strong and inclusive communities and/or
  - Social and emotional wellbeing in the community
- How will the impacts or benefits be measured?

### Value for money.

- How well does the proposed expenditure align with the project and it's intended outcomes for the identified community?
- Are the quotes included realistic and reasonable for the items requested?
- Higher Value Projects – how well has the project plan covered timeframes, resources, capacity of personnel or contractors involved and a schedule of activities?

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 and /or organisation has the leadership capability, skills, and resources to deliver the desired outcomes.



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

## Assessment Panel and Criteria

The Assessment panel comprises external community members with relevant specialist expertise.

The Assessment Panel assesses each application against the Assessment Criteria in the matrix shown below as Table 1. 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.

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

**Table 1: Assessment Matrix**

<b>Linkage to the published Guidelines</b>	20%	<p>How well does the application align with the funding focus?</p> <p>Does the application identify and support any of the priority groups?</p>
<b>Community need</b>	30%	<p>What community need your project aiming to resolve?</p> <p>Why are these resources and/or equipment needed?</p> <p>How will this project address the community need?</p>
<b>Direct Community Impact</b>	30%	<p>The extent of the impact or benefit for the identified beneficiaries and DHS priority groups.</p> <p>Does the project encourage and support:</p> <ul style="list-style-type: none"> <li>• strong and inclusive communities</li> </ul> <p>and/or</p> <ul style="list-style-type: none"> <li>• social and emotional wellbeing in the community.</li> </ul>

<b>Value for Money</b>	20% The value for money given the number of people who will benefit.  Applications must contain reasonable and realistic costs as outlined in attached quotes.
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## 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.

### 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 is 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 project expenditure has occurred in accordance with the 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 increase the development of digital skills within your community? And/or How to the project increase access to digital services in 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? What did the project officer /program staff achieve during the funding period? 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.

## 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.

## 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, including:

- Changes to purchases (including change of supplier).
- Timeframes.
- Business activities, particularly if they affect the ability to complete the activities stated in the grant.

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.

## Links to Policy

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

- 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>