

2025 SA Youth Action Plan - Life Skills Grant Round Guidelines

Grants up to \$15,000 for projects
commencing after 1 September 2025

Close Date: 3pm 4 June 2025



**Government of
South Australia**



human
services

Acknowledgement

We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and we respect their spiritual relationship with their country.

We also acknowledge the Kurna people as the custodians of the greater Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

Introductions

- Michelle Ingrames, Manager Grants
- Mark Hollis, Principal Policy and Programs Officer
Social Inclusion Policy and Partnerships

DHS support for young people in South Australia

To support young South Australians to reach their full potential, DHS provides:

- Strategic direction and advice.
- Sector support and advocacy funding to the [Youth Affairs Council of South Australia](#), the peak body representing young people and the non-government youth sector in South Australia.
- Programs and services.
- Grants.
- Awards and recognition.

South Australia's Youth Action Plan 2025-28

South Australia's Youth Action Plan 2025-28

- Developed in consultation with young people in South Australia
- Young people feel unprepared to begin adulthood and wanted more support through their transition to adulthood, especially around learning 'life skills'.
- The failure to provide support for vulnerable young people to live independently was described as putting young people at risk of various challenges, including poverty, insecurity, homelessness, involvement in the justice system, and long-term poor health outcomes.

SA Youth Action Plan – Life Skills Grant Round

One-off grants of up to \$15,000 (GST exclusive) are available to [eligible](#) organisations working directly with young people in metropolitan and regional South Australia.

Development of new initiatives, or enhance the reach or capacity of existing initiatives which teach young people how to:

- Navigate government services.
- Create a resume and prepare job applications and for interviews.
- Maintain a healthy lifestyle and understanding nutrition and the health impacts of diet choices.
- Develop a budget, manage and avoid debt, and other financial literacy skills.
- Other practical 'life skills', such as changing a tyre, preparing meals, undertaking basic home maintenance.
- Support for delivery of Learners License driving programs for learners from the priority focus groups to gain on road driving experience.

Priority will be given to projects that specifically support young people experiencing vulnerability identified as [Priority focus groups](#).

Who can apply for this grant?

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

- A Council as described under the Local Government Act 1999 (SA), or
- An Aboriginal Community-Controlled Organisation (ACCO), or
- Not-for-profit organisation, or
- Social Enterprises

ACCOs and Not for Profit Organisations must be incorporated under the South Australian *Associations Incorporation Act 1995*, or the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*, or have evidence of comparable legal status, such as Australian Public Company limited by guarantee.

- Social Enterprises must hold a current certification from [Social Traders](#).

Not Eligible

Unless you are Social Enterprise, **you may not apply** if you are an individual, sole trader, a for-profit organisation, a sport organisation, a private company, or a trust (except fixed trusts).

Eligible Applicants must:

- Work directly with young people.
- 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.

Organisations must not:

- Have any outstanding contractual or financial obligations (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.
- Be educational institutions or related representative bodies (e.g., schools and/or their parent or student associations, universities, colleges).
- Be Government agencies (Commonwealth or State Departments)

Unincorporated organisations & Sponsorship

- Not for profit community organisations that are not incorporated and/or do not have an ABN can be sponsored by an eligible organisation type or a local Council.
- A [sponsorship agreement form](#) is to be completed and signed by both organisations to confirm their sponsoring relationship and is to be uploaded in the application form.

The sponsoring organisation is responsible for:

- Submitting the grant application online.
- Entering into the grant agreement and accepts legal and financial responsibility for the grant.
- All aspects of the management of the grant including acquitting the funding.

Priority Groups

The priority focus for Grants SA funding is determined by whether an applicant's proposal identifies as supporting one (or more) of the following priority focus groups who may face additional barriers to accessing services:

- Young people at risk of homelessness.
- Aboriginal and Torres Strait Islander young people.
- Young people from culturally and linguistically diverse backgrounds.
- Young carers.
- Young people experiencing unemployment.
- Young people in contact or at risk of becoming in contact with the youth justice and/or the child protection systems.
- Young people from regional and/or remote SA.
- Young people with disability.
- Neurodivergent young people.
- LGBTIQ+ young people

Target of 50% of grants being provided to rural and regional SA.

Grant Period

1 September 2025 to 30 June 2027

Projects cannot commence until grant agreement has been signed.

Grant monies cannot be spent outside of the grant period dates.

Funding Opportunities

- Projects or short-term programs to support young people to build life skills. Example: employing a project officer or another provider to coordinate or deliver a new short term program including equipment required for the program. Training of volunteers.
- Intergenerational projects, mentoring, skill sharing. Example: workshops, demonstrations, practical learning sessions.
- Equipment purchases and resource development to support community programs for young people to develop life skills. Examples: IT equipment for young people to access web-based portals and digital literacy training, Meal planning and preparation, financial literacy and budgeting, home maintenance.

Example Projects

Community Health Onkaparinga Inc – 2122Minor2249

\$10,000.00 to support “Cooking and Connecting” cooking program. The program will emphasize budget cooking, use of seasonal food, ways to prevent food waste and easy and nutritious recipes. It will incorporate meal planning and smart shopping ideas.

Reported outcome - *The programs were very popular and well received. This enhanced our profile in the local area and also gave participants a greater sense of community services and programs available, especially related to food. Since the completion of the program, the cook has been invited back by one of the youth centres to do additional work with that cohort of people.*



Jira Wills

Example Projects

Careworks Inc. – 2122medium20075

\$19,000 to provide a yearlong mentoring project to resource young people to gain employable qualifications such as learners permit, white card, first aid, barista, responsible service of alcohol. As well as resume building and employability workshops and work experience opportunities.

Reported outcome - *The funding allowed the organisation to provide two mentors who:*

- *Worked one on one, and in group sessions to help shape and empower our young cohort to make better life and relationship decisions.*
- *Helped facilitated a regular drop in centre and,*
- *Connect the young people with (employment) training opportunities.*



Funding Opportunities (cont.)

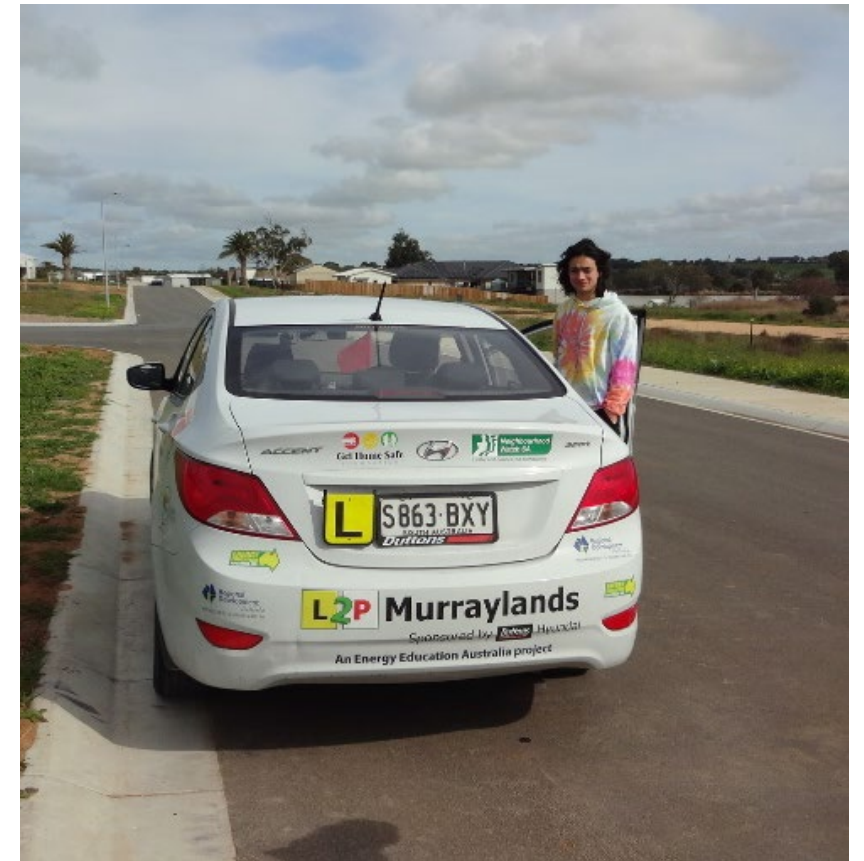
Support for delivery of Learners License driving programs for learners from the priority focus groups to gain on road driving experience. Funding may support:

- Administration of the Learner Driver program.
- Volunteer recruitment, training, and scheduling to deliver Learner Driver program.
- Contribution to the lease or purchase (up to \$15,000) of a low or no emission vehicle for learners to gain their required hours of driving experience only.
 - Organisations applying for a vehicle must give evidence that they have the capacity to run the car including services and insurances for the funding period.
 - Purchase of vehicles for other programs or service delivery will not be considered.
 - Purchase of second-hand vehicles will not be considered.

Learner driving programs

Energy Education Australia Incorporated – 2024PE047

\$3,946.00 to purchase IT equipment and L2P learner driver program resources. The program works with youth who have no fixed abode, no employment, no security and no means of bettering themselves. The program offers a chance for people to complete the Graduated Learner Driver Scheme and hopefully a step towards becoming independent and employable.



Learner driving programs

Australian Refugee Association – 2024PR073

\$42,478 to support **Culturally Inclusive Driving** and Digital Literacy Program.

ARA Drive will support people from refugee and migrant backgrounds by providing learner driver theory tuition followed by driving practice with a volunteer to complete their driver hours and the practical test.

- NOTE this project included two projects – iDrive and Digital Literacy



Ineligible Items and Projects

- Core business costs
- Marketing and administration costs above 10% of the total project value
- Requests for the maintenance or upgrading of facilities.
- Payment for Driving lessons or driver licence testing.
- Marketing and administration costs above 10% of the total project value.
- Retrospective funding for items, services, or resources already paid for or purchased.
- Items to be purchased and distributed to individuals as prizes, awards, gifts, trophies, sponsorships, donations and reimbursements.
- First aid or emergency equipment, including defibrillators and first aid kits.
- Grants writer, auspice, audit fees, research projects, feasibility studies.
- Purely sport and/or recreational activities.

Application Process

How to apply

- Submit your application through SmartyGrants ***before 3pm on 4 June 2025***, the link is on our website.
- Don't forget to press save as you progress through answering the questions.
- There are mandatory fields in the application which prevent you from submitting the application without answering all the key questions.
- Upload required documents, including quotes, project plan and, if required, the sponsorship agreement or position description.

Organisations will be funded for one application in this grant round.

Applying for this grant round

The application must be endorsed by two authorised signatories for the organisation (that is, Chief Executive, President, Chairperson, Treasurer, or Secretary).

When completing your application, it is recommended you consider:

- The [assessment criteria](#) that will be used to evaluate the need and merit of your proposal against other applications.
- Allowing enough time to complete and upload required documents: a [Project Plan](#) and if employing staff, the [Role](#) Description.
- That your Budget clearly identifies the items the DHS funds will support if the application is successful. Budget allocated for the project must be realistic and quotes are to be uploaded.
- Including other sources of income for the project in your budget: other grants, government or organisational contribution or in-kind support.
- Providing letters of support or confirmation from any partner organisations of their commitment to the project.

Application Form – Project Details

- Project Title
- Provide a brief description of the project – Key activities, actions or services.
- How does your initiative support young people to develop or enhance life skills?
- Who will be involved in the planning, design and delivery of the initiative (in particular, young people)?
- Are there any project partners?
- Previous experience in delivering similar projects and how that will contribute to this project?
- What is the need being addressed and how was it identified?
- How will the impact or benefit to young people or the success of this project be measured?
- How will the initiative be sustainable in the future?

Application Form – The Target Group

- How does the project target specific group/s of young people?
- What strategies do you have to engage the target group/s identified?
- How many people will directly benefit from your project? How has this number been determined?
- Geographic location of the project (Local Council areas)

If your project includes employment of Project Officer

Additional information on how this role will support the project will be collected in a form to be uploaded that outlines:

- Employment Award and Level e.g. SCHADS Level #
- Hourly rate of pay
- Weekly hours or FTE
- Length of Employment

Identify if this is a new position OR an expansion of existing position.

If an expansion of exiting position, will be required to identify existing role tasks / outcomes and the new tasks that will be supported by the expansion of this role.

Budgets

- Grant expenditure - Items you wish to purchase with the grant:

Grant Expenditure	Amount (exclusive of GST)	GST	Total Amount \$ (GST Incl)
Tables x 5	\$909.09	\$90.91	\$1,000
Chairs x 30	\$272.73	\$27.27	\$300
Fridge	\$1363.64	\$136.36	\$1,500

- Group each item you need funding for in separate rows, using the + and - buttons to add or remove rows.
- If the quote includes GST, calculate the GST exclusive amount by dividing the total by 1.1 and the GST by multiplying the exclusive amount by 0.1.
- This budget will form the basis of the funding contract if successful.
- GST is added into your awarded grant when paid.

Application Form – Budget (continued)

- Total project income and expenditure
- Financial Contributions (income)

Financial Contribution	Amount \$	Status
Our Organisation	\$1,000	Confirmed
XYZ Grant	\$1,000	Requested

- This number is auto-calculated
- Are there any non-financial contributions (in-kind support) i.e. volunteer time, donated goods, facility hire.
- If a grant is included, it is beneficial to put in some information on what they grant covers.

Assessment Criteria

<p>Capability and Capacity</p> <p>30%</p>	<p>The capability and capacity of the applicant to achieve the intended outcomes. Consider the skills of staff / partners as appropriate to the project.</p> <p>Existing programs and services being delivered to young people by the applicant organisation / partners.</p> <p>Are there any partner organisations and what is their role?</p> <p>What financial or in-kind contribution will be made to the initiative?</p> <p>How will success be measured?</p>
<p>Need of community / cohort / target group</p> <p>30%</p>	<p>The applicant's identification and understanding of their targeted community need, cohort and/or target group, and how their application will provide support. Consider alignment with the specific grant guidelines.</p> <p>Has the initiative been informed by young people?</p> <p>What is the initiative and what 'Life Skills' will be taught?</p> <p>Where will the initiative be delivered? Is this region experiencing disadvantage? (SEIFA).</p>

Assessment Criteria

<p>Impact or benefit to community</p> <p>30%</p>	<p>Review the application with reference to the applicant's identification of how their funds proposal will benefit their identified community.</p> <p>Will the initiative benefit young people who identify as being from one or more of the groups listed under 'Priority Focus Groups?</p> <p>To what extent does the planned project address the community need identified?</p> <p>How will success be measured?</p>
<p>Value for Money</p> <p>10%</p>	<p>Review the application to ensure the funds align with their proposal and are reasonable for the activities being undertaken. Where appropriate, also review any included quotes</p> <p>How many young people are expected to benefit from the initiative?</p> <p>How will the initiative continue to benefit young people once the funded project is finished?</p>

Assessment Process

How applications are assessed:

Stage One:

- Applications are screened by Grants SA staff for Organisation and Project eligibility.

Stage Two:

- Eligible applications are assessed by an Assessment panel that comprises of external community members.
- Applications are assessed against the criteria in the assessment matrix.
- The panel makes funding recommendations to the DHS delegate.

Notification of Applicants

- All applicants will be notified in writing via email after 15 August 2025
 - Ineligible applicants will be notified with the reason their application was ineligible.
 - Unsuccessful applicants are encouraged to contact DHS for feedback on their application.

Successful Applicants

- Will receive written notification from the Minister, followed by a funding agreement electronically, through docusign.
- Read the agreement prior to authorising. Grants are not paid until the agreements are authorised by all parties.
- Agreement outlines:
 - Project, amount and items to be funded.
 - Contracting period. Awarded monies cannot be spent outside of the contract dates.
 - Requirement to have public liability insurance.
 - Reports required at the completion of the project.

Any further questions?

At any stage of the process please don't hesitate in contacting us:

Phone: 8429 7737

Email: YouthActionPlan@sa.gov.au

Any questions?



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