



**Government of South Australia**  
Department of Human Services

# Grants SA

Reconnect Grant 2020-21  
Funding Guidelines (up to \$25,000)

Open date: 22 March 2021

Close date: 3pm 23 April 2021



# THE DEPARTMENT OF HUMAN SERVICES

The Department of Human Services delivers strategies, programs and services that support, “Fairness, opportunity and choice for all South Australians.”

## GRANTS SA

Grants SA is a one-off project funding program that provides approximately \$3 million in grants annually to not-for-profit community organisations to improve community participation, wellbeing, and quality of life for people living and working in South Australia. People and/or communities experiencing vulnerability or disadvantage\* are the core **target group** for this funding.

**Grants SA’s purpose** is to provide funding to programs and services that encourage and support:

- Local community needs
- Strong and inclusive communities
- Wellbeing
- Disadvantaged young people, adults, and families.

**Grants SA’s 2020-21 funding focus** is to build community enhancement outcomes around the key themes of:

- **Connecting** - Providing communities with opportunities to engage and participate
- **Belonging** - Belonging to communities that are inclusive, equitable and resilient

## FUNDING DETAILS

Single grants of up to \$25,000, will be available to eligible organisations whose projects align with the key themes listed above.

**Grant funding can be for:**

- Improving an area of service or a facility
- Purchasing equipment, supplies or infrastructure
- Community enhancement activities and initiatives

*\* Disadvantage is identified by issues related to discrimination, income, education, employment, housing, domestic and family violence and access to services and supports. These factors can create a complex web of challenges that limit people’s access to life opportunities and their capacity to act on opportunities.*

## COVID Safe

All funded projects must be in alignment with current government public health policies.

To understand how the public health emergency could affect your project, and the COVID Safe requirements you need to comply with refer to the resources from the SA Government COVID-19 website: <https://www.covid-19.sa.gov.au>

## APPLICATIONS

Due to limited funds available in this round, organisations are advised that **only 1 successful grant will be awarded per organisation** applying. However, there is no limit to the number of times an eligible organisation can sponsor another organisation.

### To apply you must:

- Read these **guidelines** and the **application requirements** document carefully
- 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 (i.e. Chief Executive, President, Chairperson, Treasurer, Secretary)
- Provide all information requested, including quotes or evidence of costs for all budget items
- Address all eligibility criteria
- Submit your application prior to **3pm 23 April 2021**

Before starting your application, please read the following pages about **application requirements** for this funding. Key information, explaining important aspects of the application and grant assessment processes are also outlined in this document.

### Enquiries and feedback:

If you have any questions about applying for a grant through Grants SA or wish to obtain support 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)

# APPLICATION REQUIREMENTS

## ELIGIBILITY

Organisations applying for Reconnect grants **must**:

- Have not-for-profit objectives
- Be community based
- Be currently operating within South Australia (preferably with an office) for at least 12-months, delivering services or support to the South Australian community.

AND be either:

- A **legal entity** \*, or
- A **sponsored entity** \*\* (if applying through a legal entity)

All legal entities must:

- Be incorporated under the Associations Incorporation Act 1985, or the Aboriginal Councils and Associations Act 1976, or have evidence of a comparable legal status, such as Australian Public Company limited by guarantee.

OR

- Be a council under the Local Government Act 1999, to act as a sponsor or engage a registered training organisation to deliver training for volunteers working in community organisations.

AND

- Be currently registered with a valid 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
- If sponsoring an organisation,
  - ensure the sponsored entity has not-for-profit objectives, and
  - agree to accept legal and financial responsibility for the grant.

## SPONSORED ORGANISATIONS

Organisations that are not incorporated and/or do not have an ABN, can apply if they meet all other eligibility criteria and can secure an eligible organisation to act as their sponsor (auspice) for the project. The sponsoring organisation is responsible for submitting the application online and entering into the grant agreement. The sponsoring organisation will also receive the funding and be legally responsible for the accountability of the project and acquitting the funding.

*\*The entity with legal responsibility for a grant, which must be capable by law of entering into an agreement.*

*\*\* An organisation that requires a legal entity to sponsor a grant application. A sponsored entity must be authorised by a legal entity to apply and be sponsored for funding through that legal entity. A sponsored entity is not capable of entering into an agreement in its own right.*

## INELIGIBLE ORGANISATIONS

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

- Have any outstanding contractual or financial obligations (e.g., 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 e.g. schools and/or their parents' associations, universities
- 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 Departments and agencies (Local Government Agencies can only act as a sponsor or engage a registered training organisation to deliver training for volunteers working in community organisations)
- Organisations that have been operating in South Australia for less than 12 months

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

## ITEMS SUPPORTED

**Grant funding can be for:**

- Improving an area of service or a facility – including purchasing related equipment, resources and supplies or infrastructure to improve a service or a facility.
  - For example, kitchen or community space improvements, air conditioning, IT equipment etc.
- Community enhancement activities and initiatives – including employing a program/project officer time or engaging a program or service.
  - For example, to employ part time officer to coordinate or deliver a new program or improving or expanding an existing program; engage another organisation to deliver a community, program, service or initiative. Resources required for these programs can also be included in application.

## ITEMS NOT SUPPORTED

There are a number of items and project types that Grants SA is unable to support through this round. If in doubt, please contact us on 1300 650 985 before submitting your application.

This funding **cannot** be used for:

- Core business costs including operational staff/positions, rent, insurances, utilities, internet, phone, and video conferencing
- 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 or political outcomes
- Prizes, awards, gifts, trophies, sponsorships, donations, reimbursements, uniforms, food vouchers, pre-paid store cards, individual debt, or bill payments
- DHS Screening or Police checks
- Purchase or lease of buildings, land, or vehicles or leasing of IT equipment
- First Aid or Emergency equipment including defibrillators
- Grants writer, auspice, audit fees, research projects, feasibility studies

## UNLIKELY TO BE FUNDED

The following items are **unlikely** to be funded:

- Marketing and promotion specific to organisation's existing services
- Training for paid staff
- Contingency costs – over 10% of grants request.

## PROJECT 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 in the Grants SA guidelines.

The budget assists the Assessment Panel in understanding the size and scope of the project and how the funds will achieve immediate benefit to the community as outlined in the proposal.

## PROJECT INFORMATION

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

### Immediate need of community:

- **Why** are you seeking this funding?
- **Why** is this proposal important?
- **How** has the community demonstrated the need for this project?

### Impact or benefit to community:

- **Who (target group)** will benefit from this funding?
- **What** will the impact of these funds be for the community?
- **How** will this impact be measured?

### Value for money:

- **How** will the funds be spent?
- **How** will the impact of the project be recorded, evaluated, and shared?
- Are the quotes included realistic for the activity proposed?

The questions above assist the Assessment Panel to establish the merits of the proposal against other applications. The questions also help determine the detail of the proposal and establish if the community / organisation has the leadership capability, skills, and resources to deliver the desired outcomes.

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

Please ensure all attachments are included at the time of submission as Grants SA applications will be assessed on the documentation provided at the time of submission

## APPLICATION ASSESSMENT

Applications are screened for eligibility to check that:

- the applicant organisation is eligible to apply and has no outstanding commitments to the Department for Human Services
- the application is completed in full and all the required attachments are included **including quotes** for budget items

## ASSESSMENT CRITERIA

Applications will be assessed by a merit-based assessment process using the criteria outlined below.

Assessment Matrix		
<b>Community need</b>	40%	Does the application clearly outline the community need and how this funding will address that need? Projects showing evidence of higher community need through servicing the most vulnerable and/or disadvantaged in the community or regions experiencing high disadvantage will be considered as a priority.
<b>Direct impact to your Community Linking to themes of 'Connecting' or 'Belonging'</b>	40%	Projects will be assessed on the extent of the immediate and positive impact on the <b>target group</b> community and the link to the themes of either 'Connecting' or 'Belonging'
<b>Value for Money</b>	20%	Projects will be assessed on the extent of value for money given the number of people who will directly benefit.  Applications should contain reasonable and realistic costs.

The Assessment Panel assesses each application against the Assessment Criteria and the extent to which they address the **target group**.

Assessors also take into consideration the funding distribution between geographical areas and the types of proposed projects. Grants SA Assessors need to ensure a range of proposals are supported and an equitable distribution of funding throughout South Australia.

The Assessment Panel will include a mix of State Government officers and external Peers with relevant specialist expertise. The information included in applications is confidential and DHS staff and Assessment Panel Peers are bound by a Code of Conduct.

## OUTCOME NOTIFICATION

All applicants will be notified, by email, of the outcome of their application. 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 successful applicants will be required to sign the agreement and comply with conditions, including to:

- Submit an online final report accounting for how you spent the funding (financial acquittal), including **copies of receipts for all purchases**
- 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 completion of the project, a signed declaration confirming the allocated funds were spent in accordance with terms of the Grants SA agreement is required. Copies of **all receipts of purchases** funded through Grants SA, as part of the acquittal process, need to be submitted.

Reports are completed online via the SmartyGrants portal. Once grant funds have been paid, 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, including a description of what was learnt from implementing the project is also required as part of the acquittal process.

Short Summary Requirements	
<b>What did you do?</b>	How did this funding address an immediate need within your community? What difference did the project make to the community?
<b>What is the outcome your project achieved?</b>	How did the project outcome connect with the themes of either “Connecting” or “Belonging” for your community?
<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.

## COMMUNICATION

You must inform Grants SA if anything is likely to affect the spending of the grant funding in accordance with the agreement. This includes any changes to timeframes, business activities, particularly if they affect the ability to complete the agreed activities, carry on business, and/or pay bills.

Inform Grants SA via email of any changes to:

- Organisation name and 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. However, you must not make, or permit to be made, a public announcement or media release about any aspect of the Grant 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 the Grants SA Team

## LINKS TO POLICY

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

- Department of Human Services Strategic Plan 2019-2022
- Department of the Premier and Cabinet Circular 044 – South Australian Funding Policy for the Not-for-Profit Sector