



# Grants SA 2023-24 Social Impact Round 1 Funding Guidelines (up to \$10,000)

Open date: 31 October 2023

Close date: 3pm 14 December 2023



OFFICIAL

## The Department of Human Services

The purpose of the Department of Human Services (DHS) is 'Making a difference so South Australia Thrives', and the Department has three 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 funding is available for projects with outcomes of improved community participation, social and emotional wellbeing, and quality of life for people living and working in South Australia.

Those who can apply to Grants SA are not-for-profit community organisations, Aboriginal community-controlled organisations, and Social Traders-certified social enterprises.

Funding is prioritised for projects that support people and/or communities experiencing socioeconomic disadvantage and other vulnerabilities.

This funding round and guidelines align to the Department of Human Services' Social Impact Framework<sup>1</sup> and the SA Government's commitments under Closing the Gap<sup>2</sup>.

### Social Impact Framework

The Social Impact Framework defines five objectives that underpin quality of life:

- Belonging - to communities that are inclusive, equitable, and resilient.
- Connecting - with opportunities to engage and participate.
- Building - resources and skills for self-direction and a fulfilling life.
- Aspiring - toward economic social and civic empowerment.
- Creating - safe environments and wellbeing.

### 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.

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<sup>1</sup> DHS Social Impact Framework - <https://dhs.sa.gov.au/services/community-services/social-impact-framework>

<sup>2</sup> Closing the Gap - <https://www.agd.sa.gov.au/aboriginal-affairs-and-reconciliation/closing-the-gap>

## Funding focus

Grants SA's Social Impact Round has funding of up to \$10,000 to eligible organisations for resources and materials that encourage and support:

- strong and inclusive communities.
- advancing social and emotional wellbeing in the community.

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.

## Applications

### Organisations who can apply

Organisations must be either:

- Aboriginal Community-Controlled Organisations.
- Other not-for-profit organisations.
- Social Traders Certified Social Enterprises.

A not-for-profit organisation provides services to the community and does not operate for the profit or personal gain of its individual members. All profits made must go back into the services the organisation provides. Profits must not be distributed to owners, members, or other private people.<sup>4</sup>

Social enterprises are organisations that:

1. Are led by an economic, social, cultural, or environmental mission consistent with a public or community benefit; and
2. Derive a substantial portion of their income from trade; and
3. Invest efforts and resources into their purpose such that public/community benefit outweighs private benefit.<sup>5</sup>

Further eligibility requirements and criteria is listed on Page 5.

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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>)

<sup>4</sup> SA.gov.au - <https://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>

## 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.
- 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.

## Opening and closing dates

This round is open between 31 October 2023 and 3pm 14 December 2023.

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.

## 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>6</sup>

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

- Be a Social Enterprise that holds a current certification with by Social Traders

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 is then responsible for submitting the application online and entering into the grant agreement. Sponsoring organisations will receive the funding and be legally responsible for all aspects of the management of the grant including acquitting the funding.

### If sponsoring an organisation

- 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, you **cannot** be sponsored by another eligible organisation.

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<sup>6</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).

## 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 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.
- Are individuals, sole traders, 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 for community organisations).

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 **\$10,000** for:

- Minor upgrades to infrastructure to encourage participation especially in regional and remote areas. Examples include disability access upgrades or inclusions, counselling rooms, kitchens, bathrooms, and community spaces.
- Establish or expand community gardens for locally grown seasonal fruits and vegetables.
- Materials and resources for programs that enable, encourage, and or increase participation in community activities.
- Equipment purchases, to establish or improve a program or a facility to ensure it is a safe space for all participants/community members. Examples include IT equipment, digital technology, catering equipment, furniture, and air conditioning.
- Marketing and contingency costs can make up 10% of combined budget request.

## Not a funding focus

The following funding requests are not in the funding focus for Grants SA support:

<p><b>Ongoing operational costs:</b></p>	<p><b>Individual benefit:</b></p>
<ul style="list-style-type: none"> <li>• Core wages and committee reimbursements</li> <li>• Insurances, rates, and taxes</li> <li>• Utilities and water</li> <li>• Internet and phone</li> <li>• Consumables</li> <li>• Purchase or lease of vehicles</li> <li>• Purchase or lease of land or buildings</li> <li>• Leasing of IT equipment</li> <li>• Grants writer fees</li> <li>• Research projects and feasibility studies</li> <li>• Audit and auspice fees</li> <li>• Design fees, Government approvals and engineering drawings</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships</li> <li>• Conference attendance</li> <li>• Awards, prizes, and sponsorships</li> <li>• Individual bill or debt payments</li> <li>• Emergency Relief</li> <li>• Pre-paid Store cards</li> <li>• Donations</li> <li>• Uniforms</li> </ul>
<p><b>Events or activities funded by other government funding sources including:</b></p>	<p><b>Not a responsibility of the Department of Human Services:</b></p>
<ul style="list-style-type: none"> <li>• Sport and recreation</li> <li>• Health</li> <li>• Education</li> <li>• Arts</li> <li>• Environment</li> <li>• Tourism</li> </ul>	<ul style="list-style-type: none"> <li>• Religious outcomes</li> <li>• Political outcomes</li> <li>• Animal welfare outcomes</li> </ul>

In addition to the above funding requests, the following are also not included in the funding focus:

- Projects that do not reflect the principles of community inclusion i.e., being accessible to all community members.
- Project costs that have been incurred prior to the contracted commencement dates.

### If your organisation has been in SA less than 12 months

Applications from organisations that have been operating in South Australia for less than 12 months may need to provide further information on how their operations are sustainable beyond this funding.



## 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.

- Why is this project important for your community?
- Who (target group) 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 will the funds be spent? What items are being sought?
- Are the quotes included realistic and reasonable for the items requested?

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 may not be enough funds to support all applications submitted. 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 Assessment

The application needs to contain key information to enable the assessment panel to evaluate against key assessment criteria (see below):

Applications are first 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 required attachments are included (for example, quotes for budget items).



## Assessment Criteria

The Assessment panel includes a mix of State Government officers and external community members with relevant specialist expertise.

Applications will be assessed by a merit-based assessment process using the Assessment Matrix below.

These questions assist assessors 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.

<b>Community need</b>	40%	What community need is being addressed? How will this project address the community need?
<b>Direct Community Impact</b>	40%	The extent of the impact or benefit for the target group. Does the project encourage and support: <ul style="list-style-type: none"> <li>• strong and inclusive communities</li> </ul> and/or <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.

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

## The Assessment Panel

The Assessment Panel includes a mix of State Government officers and external community members with relevant specialist expertise.

The Assessment Panel assesses each application against the Assessment Criteria.

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.

## 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 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 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 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>