



Government of South Australia
Department of Human Services

Grants SA

2021–22 Funding Guidelines

Minor Round (up to \$10,000)

Open date: 8 October 2021

Close date: 3pm 26 November 2021



The Department of Human Services

The Department of Human Services delivers strategies, programs and services that improve the wellbeing and safety of South Australians with the vision of “Fairness, opportunity and choice for all South Australians.”

About Grants SA

Grants SA is a funding program for one-off projects 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.

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

- Local community needs
- Strong and inclusive communities
- Wellbeing
- People and/or communities experiencing vulnerability or disadvantage*

Grants SA’s 2021–22 Minor Round funding focus is linked to the social impact objectives 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 \$10,000, will be available to eligible organisations whose projects align with the social impact objectives listed above.

Grant funding can be used 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 web of challenges that limit people’s access to life opportunities and their capacity to act on these 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 may need to comply with please refer to these resources from the SA Government COVID-19 website: <https://www.covid-19.sa.gov.au/>

Applications

Any eligible organisation or sponsored organisation can be funded for **a maximum of two Grants SA grants (Minor or Medium) per financial year**. There is no limit to the number of times an eligible organisation can sponsor other organisations with not-for-profit objectives.

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
- 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 and assessment criteria
- This round is open between **8 October 2021 and 3pm 26 November 2021**. You can submit your application anytime as assessments take place regularly during the round.

Before starting your application, please read the following pages about **application requirements** for this funding.

Key information, explaining the application process, grant assessment processes and contractual obligations are 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 or feedback on an application, please contact:

Grants SA Team

Phone: **1300 650 985**

Email: grantssa@sa.gov.au

Website: www.dhs.sa.gov.au/grantsSA

Requirements

Eligible Applicants

Organisations applying for grants **must**:

- have not-for-profit objectives
- be community based
- be currently operating within (preferably with an office) South Australia 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 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
- if sponsoring an organisation:
 - ensure the sponsored entity has not-for-profit objectives, and
 - agree to accept legal and financial responsibility for the grant.

**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.*

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 responsible for acquitting the funding.

Legal entities **cannot** be sponsored by other eligible organisations.

Ineligible Applicants

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 e.g. schools and/or their parent or student associations, universities, colleges etc
- Are trusts (excluding fixed trusts), 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).
- 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.

Eligible Applications

Grant funding can be for:

- Improving an area of service or a facility — including purchasing related equipment, resources, supplies or infrastructure.
 - For example, kitchen or community space improvements, air conditioning, IT equipment etc. (Not including standard operational upgrades or maintenance that would be considered part of the organisation's or landlord's remit.)

- Community enhancement activities and initiatives – including program /project officer time or engaging a program or service.
 - For example, to employ a part time officer to coordinate or deliver a new program or improving or expanding an existing program. Another example is engaging another organisation to deliver a program, service, or initiative. Resources required for programs can also be included in the application

Ineligible Applications

- Core (normal) operating costs of applicant organisations i.e. staffing, rent, insurances, utilities, internet, phone, and video conferencing
- Areas of responsibility of other Federal, State or Local Government Departments including Sport and Recreation, Health, Tourism, Arts, Environment and Education
- Funding for items, services, or resources already paid for or purchased
- 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, scholarships, donations, reimbursements, uniforms, emergency relief including food, 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, PPE or Emergency equipment including defibrillators
- Grants writer, auspice, audit fees, research projects, feasibility studies
- Items, projects, programs or equipment on or for leased property that are the responsibility of the land or building owner.

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

If in doubt, please contact the Grants SA Team on 1300 650 985 before submitting your application.

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 as per these 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 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?
- How does the project align with the social impact objectives of **Connecting** and/or **Belonging**?

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?

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/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

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 required attachments are included (e.g. quotes for budget items)

Assessment Criteria

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

Assessment Matrix	
Community need	20% How has the community need been determined?
	20% How will this project address the community need?
Community impact	20% The extent of the immediate and positive impact or benefit on the target group community.
Linking to themes of <ul style="list-style-type: none"> • Connecting • Belonging 	20% How does the application clearly demonstrate a link to the social impact objectives of either 'connecting' or 'belonging'?
Value for Money	20% The value for money given the number of people who will directly benefit. Applications must contain reasonable and realistic costs as outlined in attached quotes.

The Assessment Panel assesses each application against the Assessment Criteria and the extent to which they address the **target group**. The Assessment panel includes a mix of State Government officers and external Peers with relevant specialist expertise.

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.

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 completion of the project, 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, 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.

Reporting Requirements:	
What did you do?	How did this funding address an immediate need within your community? What difference did the project make to the community?
What is the outcome your project achieved?	How did the project outcome connect with the themes of either 'connecting' or 'belonging' for your community?
What did you learn and what would you do differently?	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 in accordance with the agreement. You must also seek approval to vary the original contract from Grants SA. This includes any changes to purchases (including change of supplier), timeframes and 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 and nominated contact details of key contacts of proposal
- 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 2019–2022 (<https://dhs.sa.gov.au/about-us/key-strategies-and-plans>)