Frequently Asked Questions

What is Grants SA?
Grants SA is a one-off grants program that provides over $3 million to not-for-profit organisations contributing to strong, resilient and inclusive communities.

Who can apply for funding?
Organisations that are registered and operating within South Australia, non-government, not-for-profit, incorporated with a registered ABN, and delivering services or support to the South Australian community.

This includes organisations incorporated under the *Aboriginal Councils and Associations Act 1976* and organisations constituted under the *South Australian Fire and Emergency Services Act 2005*, for example: Emergency sector organisations including Country Fire Service (CFS) brigades and State Emergency Services (SES) units.

Note: Applications are **not** accepted from organisations with outstanding acquittal reports for previously funded Department of Human Services (DHS) projects.

What if my organisation is not incorporated?
You can find an incorporated organisation to sponsor your application. A council registered under the *Local Government Act 1999* is also able to sponsor a community organisation.

Who cannot apply?
- organisations that have licensed gaming machines in their facilities

- educational institutions or related representative bodies e.g. schools and/or their parents' associations, universities and for profit childcare centres

- trusts (excluding fixed trusts), individuals, or organisations applying on behalf of an individual

- for-profit organisations or private companies

- other government departments and agencies (with the exception of agencies included in the *South Australian Fire and Emergency Services Act 2005*)

- organisations with outstanding acquittal reports for previously funded Department of Human Services projects

My organisation and/or my project is not eligible for funding through Grants SA, where can I find information on other grant programs?

GRANTassist   www.GRANTassist.sa.gov.au

Community Grants Hub   www.communitygrants.gov.au

GRANTGURU   https://grantguru.com.au

The Funding Centre   www.fundingcentre.com.au

How can I check if my organisation has an outstanding acquittal for a previously funded Department of Human Services project?
Contact the Grants SA team on 1300 650 985.

How do I apply?
Use the on-line form available at: www.dhs.sa.gov.au/grantssa

Do I have to use the on line form?
Yes. If you do not have a computer, your local library has computers, which you can use. If you need assistance call 1300 650 985 or email GrantsSA@sa.gov.au.

I have forgotten my Smarty Grants password, how do I reset my password?
On the login screen click on the 'Forgotten your password?' link, enter the e-mail address and username you registered with and click on the reset button. An e-mail will be sent to the registered e-mail address. Follow the instructions and click on the link provided. This will take you to a page where you can enter your new password.

Can I change the username (email address) attached to my Smarty Grants Account?
Yes. To change the email address associated with your Smarty Grants account email GrantsSA@sa.gov.au. Please include the current email address, the new email address, and the reason for the change.

How much information do I need to include in the project details?
To enable the assessment panel to make an informed decision ensure you put in enough information to outline what the funding will be used for. Things to keep in mind are: describe what the project will do, why you have chosen this project, who it will benefit and how it will benefit the target group, how the project complements your organisation's existing programs and services.

Firstly, provide a short summary of the project, for example:
Example 1 – Deliver a one off program or service - Fund Project Worker @ SACS Level 4, 5 hours per week x 10 weeks and program resources to provide an 8 week parenting program for 20 young single mums (aged 18 to 24) who are at risk of depression and isolation.

Example 2 – Equipment Purchase – Purchase six computers, six desks and six chairs to upgrade equipment within the community centre to provide basic computer training to 12 disadvantaged volunteers who are unemployed and experience mental health issues.

Secondly, provide further information about why you have chosen the project, who will benefit and how they will benefit.

Thirdly, write about your organisation and the existing programs and services you provide and how this funding will complement your current activities.

What information needs to be provided in the budget?
List all items you wish to receive funding for in separate rows in the budget. If you have many items, group them into generic types eg. office equipment, tools. A detailed budget can be provided in an attachment. For wages, include the Award, level and rate per hour.

Can I have an extension to submit an application?
No. Applications submitted after 11:59pm on the day the round closes, will not be accepted.

I forgot to attach a document or need to add more information to my application?
If the grant round is still open, contact Grants SA on 1300 650 985 and request to have the application re-opened.

If the grant round has closed, no additional information can be accepted.

How many times can I apply?
Organisations can submit one application for each of the funding rounds. For example, you can apply for two major rounds, four medium rounds and four minor rounds per year, however organisations are eligible to be successful for a maximum of three grants per financial year.

When will I be notified?
The Chief Executive of your organisation can expect to receive a letter approximately eight weeks after the closing date of the round.

If successful how long do we have to spend the grant?
Most agreements will be a maximum of twelve months, however, agreements for equipment, purchasing vehicles or events will be six months.

When will the funding period start?
You are able to spend the funds between the start and end date of the signed agreement. The start date of the agreement is likely to be approximately two months after the close of the round. It is important that you apply at least three to six months prior to when your activity commences.

If there are changes to my project can I still use the funds?
You must use the funds in line with your project as outlined in your agreement. If you are unable to complete the project, or use grant funds for purposes other than outlined in your grant agreement, you may be required to return the funds to the Department of Human Services. You should contact the Grants Team on 1300 650 985 as early as possible to discuss any changes to your project.

How do I acquit my funding?
You can complete your organisation's acquittal online. An acquittal form will be added to your Smarty Grants account at the same time as your grant agreement is issued.

To view the form, you must first be **Logged In** to your account. Once you are logged in, click on the **My Submissions** link near the top left of the screen and the acquittal form will be directly underneath the successful application.

Do I have to keep receipts?
Yes. All purchased items obtained with one off grant funding require a receipt. While you do not have to submit these to the department, they should be retained for auditing purposes. Up to 10% of grant recipients will be audited annually.

Who do I contact to discuss my questions?
Call 1300 650 985 or email GrantsSA@sa.gov.au.