Grants SA

Funding Guidelines

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About the program

Grants SA provides over $3 million in grants annually to community organisations to improve community participation, wellbeing and quality of life for South Australians, particularly those who are experiencing persistent or relative disadvantage.

Grants SA brings together three of the Department of Human Services (DHS) one-off grant programs:

- Charitable and Social Welfare Fund (Community Benefit SA);
- Multicultural Grants; and
- Volunteer Grants.

Community organisations only have to apply once to be considered for funding across all of these program streams.

Funds will be distributed through major, medium and minor funding rounds. Major grant rounds of $20,001 to $50,000 will be open twice a year, medium grants of $5,001 to $20,000 will be open four times a year and minor grants of up to $5,000 will be open all year round and assessed at the end of every second month.

Organisations are eligible to be successful for a maximum of three grants per financial year.

For the opening and closing dates of all Grants SA major, medium and minor grant rounds, visit **www.dhs.sa.gov.au/grantsSA**.

Key priorities

The priority groups for Grants SA funding are as follows.

- People and/or communities experiencing disadvantage, meaning those with less access to social and economic opportunities;
- Culturally and linguistically diverse groups and communities; and
- Volunteers.

Refer to the Glossary of terms for more detailed definitions of priority groups.

Outcomes

Grants SA invests in community organisations to:

Work directly with community to achieve one of the following outcomes:

- community members participate more fully in their community, are more connected to each other and to their community
- community members have improved skills and knowledge
- community members have enhanced wellbeing and resilience

or

Strengthen organisational capacity toward one of the following outcomes:

- our organisation is better able to recruit, retain and improve the skills and knowledge of volunteers and members

- our organisation works better with the community and/or other organisations

What can be funded

The Department of Human Services (DHS) funds organisations for a maximum of 12 months to contribute to the Grants SA outcomes through:

- delivery of a one-off program or service

- delivery of a community or cultural event/project

- delivery of a community development activity

- activities that promote the recruitment and retention of volunteers and/or members

- learning and skill development opportunities for members of a community organisation and/or volunteers

- upgrades to community facilities

- equipment purchase

- vehicle purchase

Appendix 1 provides detailed descriptions of the types of activities that can be funded under each of the above categories.

Appendix 2 provides details of activities that will not be funded.

Who can apply

To be eligible, organisations must deliver services or support to the SA community. They must also be registered and operating within South Australia, not for profit, with a registered ABN and:

- incorporated under the *Associations Incorporation Act 1985*, or the *Aboriginal Councils and Associations Act 1976*, or certificate or evidence of comparable legal status,

or

- 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,

or

- a council under the *Local Government Act 1999*; to sponsor an unincorporated community organisation, or engage a registered training organisation to deliver training for volunteers working in community organisations.

Organisations that are not incorporated or do not have an ABN can apply if they are able to secure an eligible organisation to act as their sponsor (auspice) for the project. The sponsor organisation is then responsible for submitting the application online, the legal and financial accountability of the project, and will be required to enter into the grant agreement. Sponsor organisations will receive funding and be responsible for acquitting funding.

Who is not eligible to apply?

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

- have outstanding acquittal reports for previously funded DHS projects

- have licensed gaming machines in their facilities

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

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

- are for-profit organisations or private companies

- are Commonwealth, State, or Local Government departments and agencies (except as a sponsor).

How to apply

- Ensure you apply at least three months prior to your activity or event commencing. If successful, your agreements will commence in 2018-19.

- Read the funding guidelines to determine whether your organisation meets the eligibility criteria for funding. If you are unsure, contact the Grants SA team on 1300 650 985.

- Complete the online application in full. Incomplete applications will be deemed ineligible.

  Required documentation

  - Quotes for items $1,000 and over

  - Award, level, hourly rate, weekly hours and length of employment, if applying for a salary

- **Medium and major grants only** - most recent end of year financial report (does not apply to ACNC registered organisations if recent financial records are available on ACNC website)

- **Facility upgrade grants only** - building owner consent, lease agreement and council approval if applicable. Please note: Council consent will not be accepted. Refer to page 10 for further specifications

Additional documentation

- If you are working with a particular population group or another organisation, you may be prompted to provide a support letter or evidence in the application process.

- Submit the completed application by the closing time and date. Late applications will not be accepted.

Note

- The funds sought by organisations generally exceed those available. As a result, you may not be successful in obtaining a grant or you may not be offered the full amount of money requested.

- Organisations can only apply once per round.

- Organisations or sponsored organisations are eligible to be successful for a maximum of three grants per financial year. There is no limit to the number of times an eligible organisation can sponsor other organisations.

Grants and the GST

- It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application. Please note that if your organisation's annual turnover is greater than $150,000 (non-profit organisations), then you are required by the Australian Tax Office to be registered for the GST (**www.ato.gov.au**).

- Successful applicants that are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant. Organisations that are not registered for the GST will not have their grant grossed up, and must include GST amounts in their application. If successful, organisations cannot have their Grant Agreement transferred to another body because of GST registration.

How applications are assessed

Stage one – application screening

Once the round has closed, the applications are screened to check that:

- the applicant organisation is eligible to apply

- the application has been completed in full and all essential information has been provided

- the applicant does not have any outstanding obligations for one-off projects funded by DHS.

Two criteria will be scored on the basis of information collected:

Value for money	The extent of value for money given the number of people who will directly benefit; the costs proposed are reasonable and realistic; level of complementary funding/in-kind support; and cost of comparable programs
Organisational capacity	The capacity of the organisation to carry out the proposed project. Engagement with a quality improvement program will be considered favourably

Applications that do not meet minimum stage one requirements will not be progressed to stage two.

Stage two – assessment against criteria

Applications that pass the screening process will be assessed by either of two panels with experience and expertise in one or more of the following areas – financial management, charitable or social welfare organisation administration, multicultural, young people and volunteering:

- For major and medium grants: a panel of up to seven community members and one DHS member.

- For minor grants: a panel of up to three DHS members and two community members.

The panels will assess the applications against the following criteria:

Community need	Evidence of need; level and type of community need being addressed; addresses priority population, and/or policy areas
Outcomes focus	The connection to a program outcome and the capacity of the project to meet the outcomes sought
Extent of benefit for the target group	The extent of benefit for the target group and South Australian community, taking into account the number of people and significant or long term benefits

Whole program funding distribution	The extent to which funding the project contributes to an equitable allocation of funding across target groups and geographic regions of South Australia

Notification of applicants

If your application is successful

Successful applicants will receive written notification from the Minister. You will then receive an agreement detailing the terms and conditions of the funding provided.

All applicants will be required to sign the agreement and comply with its conditions, which will include requirements to:

- report on how you have spent the money provided
- measure and report on the outcomes from the funded project where the funding is $5,000 and over
- have public liability insurance – a minimum of $10 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 agreement.

If your application is unsuccessful

All ineligible or unsuccessful applicants will receive written notification from DHS.

Unsuccessful applicants are encouraged to contact the Grants SA team for feedback regarding their application.

Reporting requirements

On completion, you will need to sign a declaration that you have spent your funds in accordance with your agreement. You are required to keep receipts for all purchased items. Up to 10% of grant recipients will be audited annually.

If you receive more than $5,000 through the major or medium rounds, you will be required to provide a short summary about the difference your project has made, including a description of project outcomes addressing the following performance measures:

- **How much?**
- **How well?**
- **Is anyone better off?**

The table below provides information about what these performance measures might include.

Activity	Measures		
	How Much?	How Well?	Is Anyone Better Off?
• Deliver a program or service • Deliver a community or cultural event/project • Deliver a community development activity • Undertake activities that promote the recruitment and retention of volunteers/members • Provide learning and skill development opportunities for members of community organisations, volunteers/ volunteer managers	Number of participants directly involved in the project	Level of satisfaction of participants/ organisation with the project. Based on five point scale – very unsatisfied, unsatisfied, neither, satisfied, very satisfied.	Extent of change for the participants/ organisation due to project. Based on three point scale – no change, some change, significant change.
• Upgrade facility • Purchase equipment • Purchase vehicle	Not required	Not required	

Links to policy

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

• *Volunteer Strategy for South Australia 2014-2020*

• *Department of the Premier and Cabinet Circular 044 – South Australian Funding Policy for the Not for Profit Sector*

• *Departmental Strategic Plan 2014-2018*

More information

For further information on the guidelines or to discuss your project or application, contact the Grants SA team.

Phone: 1300 650 985

Email: **grantssa@sa.gov.au**

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

Glossary

- **Culturally and linguistically diverse groups and communities** – people within the South Australian community who share a common language, traditions or culture.
- **Disadvantage** – Disadvantage is caused 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 these opportunities.
- **Members** – refers to those people who are members of community organisations eligible for a grant under the Grants SA program.
- **Multicultural** – multiculturalism describes the cultural and ethnic diversity of South Australia. Multicultural grants aim to develop and strengthen our culturally and linguistically diverse communities, encourage cross-cultural awareness, and foster intercultural relationships, mutual respect, understanding and community unity.
- **One-off** - a short-term project with a start and end date within a 12-month period.
- **South Australian based** – office and staff located in South Australia.
- **Volunteers** – volunteers give their time willingly for the common good and without financial gain.
- **Young people** – refers to young people aged 12-25 years inclusive.

Descriptions and requirements of activities

Activities	Description
Deliver a program / service / project	This funding is directed to short-term programs or the establishment of new services, or a project. Examples of these might include: • building the skills and knowledge of participants so they are better able to manage their personal circumstances and/or • building the capacity of, and opportunities for, people to actively engage in a wide variety of social, cultural, recreational and learning activities and/or • building the capacity of your organisation so you are able to provide better outcomes.
Deliver a community or cultural event	Community events and cultural events and projects should promote people's participation and inclusion in their community by building trust, respect and connectedness. Grants for cultural events are awarded for events that aim to encourage cross-cultural awareness as well as foster intercultural relationships, community contributions, mutual respect, understanding and community unity. Events are to be held in South Australia and grants may be provided to cover the cost of venue hire, equipment hire or purchase, or materials.
Undertake activities that promote the recruitment and retention of volunteers and members	Funded projects must provide a direct benefit to volunteers including those that support volunteer recruitment and retention. Examples of suitable projects include: the purchase of equipment for volunteers e.g. safety equipment and whitegoods; the purchase of resources for volunteers e.g. computer software and training DVDs.
Provide learning and skill development opportunities for volunteers or members of a community organisation	Funded projects that complement the organisation's goals will provide learning and skills development opportunities for: • organisations to provide members with the knowledge and skills they need so the organisation is better able to achieve its objectives • volunteers that will assist them in their volunteering role Examples of training that can be funded include but are not limited to: administration; governance; communication skills; counselling; leadership; cultural awareness; IT; marketing; risk management; and/or working with vulnerable people. Examples of eligible items include: payment of training/provider fees, including travel costs associated with the provider delivering training in remote areas; purchase of textbooks and other learning resources required e.g. participant handbooks, learner guides.
Upgrade infrastructure / facilities	These grants are to upgrade infrastructure so the organisation is better able to undertake its work. Funding can be used to: • upgrade facilities that have a significant level of use and community benefit, or • upgrade operational or administrative infrastructure including telephone system, server or client records management system.

Activities	Description
	A facility upgrade is for items that cannot be easily removed from the premises.
	Examples include air conditioners, pergolas, cement, sheds, playground equipment, and gardens. Proposals must be accompanied by: building owner consent, a minimum two year lease, development plans, development approval letters and detailed quotes.
Purchase equipment	These grants are to purchase equipment so the organisation is better able to undertake its work. Funding can be used to purchase: • software and hardware* • toys and portable playground equipment • program supplies and equipment • trade skill equipment • trailers / camping equipment • furniture, whitegoods and kitchen items • administration and communication equipment • equipment and resources for volunteers. Applications must include details about how often the equipment will be used, and who can access the equipment. *Organisations should consult with Connecting Up (**www.connectingup.org**) regarding their eligibility for donated software/hardware or for discounts before applying for funds for these items.
Purchase vehicle	These grants are to purchase a vehicle so the organisation is better able to undertake its work. To be eligible for funding, a vehicle must be essential to the delivery of services for a high needs target group. Its use must be maximised where possible by sharing it with other community organisations. Include details about how often the vehicle will be used, and who can access the vehicle. Successful applicants must provide a copy of the vehicle registration in the name of their organisation, when reporting on their expenditure.

What is not funded, but not limited to:

Core operational expenses including:

Ongoing expenses to conduct your services such as:

- wages, rent, purchase or lease of land, lease of vehicles, insurance, telephone, internet
- core operational staff – e.g. chief executive, administration staff, accounting staff
- training for paid staff
- existing debts or shortfalls
- police checks / DHS screening
- marketing and promotion of the organisation or existing services
- ongoing costs of programs and services

Duplication of funding including:

- research projects
- sport and recreation projects eligible for grants administered by the Office for Recreation and Sport
- programs for school age children during school hours
- items, projects, programs or equipment that are already funded or are the core responsibility of other state and commonwealth government departments

Funding for individuals including:

- funds to distribute to individuals via sponsorships, scholarships, donations, financial assistance, reimbursement, uniforms
- volunteer honorariums, petrol expenses or other reimbursements
- emergency relief such as food vouchers, food, payment of bills, clothing, money

Other

- activities primarily aimed at meeting religious or political outcomes
- activities primarily aimed at sporting and recreation outcomes
- personal pursuits, or hobbies
- funds to distribute to other bodies
- retrospective funding for any function or activity
- activities that will be implemented interstate (not including attendance at events)
- fundraising activities, prizes, competitions or donations
- overseas artists, facilitators or speakers
- catering including food, beverages and consumables

The following items are generally not funded but may be considered based on the assessment of merit:

- participation in interstate events (extent of benefit for the South Australian community)
- travel costs including accommodation, associated with skill development and learning opportunities for volunteers.