



Government of South Australia
Department of Human Services

Grants SA

COVID-19 Support Grant

2020-21 Funding Guidelines (up to \$10,000)

Open date: 20 April 2020

Close date: 3pm 20 October 2020



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1. Introduction

These guidelines contain information for the 2020-21 Grants SA 'COVID-19 Support Grant' application, assessment and approval process. You must read these guidelines carefully before filling out an application.

2. About Grant 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.

3. About the Grants SA COVID-19 Support Grant

Due to the COVID-19 public health emergency, the normal Grants SA program is ceasing operations until further notice.

The 'COVID-19 Support Grant' is a modified Grants SA initiative that has been released to support not-for-profit organisations continue to provide services to vulnerable and disadvantaged people in South Australia in the current circumstances of the COVID-19 public health emergency.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

To be eligible for Grants SA COVID-19 Support Grant funding, all organisations must:

- have not-for-profit objectives
- be community based
- be currently operating within 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,

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.

4.2 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, the legal and financial accountability of the project, and will be required to enter into the grant agreement. Sponsoring organisations will receive the funding and be responsible for acquitting the funding.

4.3 Who cannot apply for a grant?

Your application cannot be considered for assessment if you do not satisfy the eligibility criteria.

Applications will not be accepted from organisations or sponsored organisations that have licensed gaming machines in their facilities or hold a gaming machine licence.

5. Funding details

Grants of up to \$10,000 are available to eligible not-for-profit community organisations so they can continue to deliver programs during the COVID-19 public health emergency.

Funding is prioritised for organisations that can demonstrate that the requested items are required due to the direct impact of the COVID-19 public health emergency on their services either by needing to adapt services to meet increased demand or continuing to provide services within the restricted public health requirements. Projects should also achieve the objectives of providing benefits to people and/or communities who are vulnerable or experiencing disadvantage.

Note: *You must spend the grant funding in accordance with the grant agreement, which will commence on execution of the agreement for a period of no more than 12-months. You can only spend the grant funding on eligible activities as defined in the grant details in your grant agreement.*

5.1. Target Group



The '**Target Group**' is 'People and/or Communities experiencing Disadvantage, or who are vulnerable due to the COVID-19 public health emergency'

Refer to the 'Glossary' for a more detailed definition.

6. Funding eligibility

6.1. What will be funded to support organisations

Examples of eligible expenditure includes:

IT equipment to enable staff and volunteers to operate from home, including computers, webcams, headsets etc

Internet data increase costs

Software Licensing costs

Personal Protection Equipment (PPE)

Volunteer and staff transportation/communication costs

Website upgrades/updates

Short-term hire of vehicles, storage, or equipment

Items or resources such as project officer salary to supplement or expand existing services experiencing an increased demand due to the COVID-19 public health emergency

Items or resources such as project officer salary to prevent disruption of services due to the COVID-19 public health emergency.

Staple grocery items such as food and cleaning products to be distributed to households in need.

6.2. What will not be funded

The following items or projects will not be supported for funding:

Item or project

Retrospective funding – funding for items, services and resources that have been purchased prior to 22 March 2020

Projects primarily aimed at religious or political outcomes

Project primarily aimed at sporting and recreation outcomes

Purchase of building or land

Novated Lease of vehicles

Funds to distribute to individuals - sponsorships, scholarships, donations, reimbursements, uniforms (except PPE)

Funds to distribute to other bodies except through sponsoring an application

Individual debt payments

Police checks / DHS Screening

Grant writer, auspice or auditor fees

Sport and recreation projects - projects, activities or items that are eligible for grants administered by the Office for Recreation, Sport and Racing (to check eligibility for ORSR funding refer www.orsr.sa.gov.au or phone 1300 714 990)

Items, projects, programs or equipment that are already funded, or are the core responsibility of other state and commonwealth government departments

Activities not in line with the health response to COVID 19, particularly approaches that breach social distancing guidelines as per the latest advice from SA Health on their website www.sahealth.sa.gov.au

The following items are unlikely to be funded:

Item or project

Catering, including food, beverages and consumables, not linked to a community program or service providing emergency relief

Marketing and promotion – specific to the organisation’s existing services

Training for paid staff

Contingency costs - over 10% of grant request

7. How to apply

7.1. Application process

Before applying, you must thoroughly read and understand these 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.

Organisations or sponsored organisations can apply multiple times, however the assessment panel may consider equity as part of their recommendations. There is no limit to the number of times an eligible organisation can sponsor other organisations.

To apply you must:

- register and complete the online application form for funding via the SmartyGrants online portal (link is available on the Grants SA website) 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 items requested
- address all eligibility criteria
- submit your application prior to **3pm 20 October 2020**.

8. Assessment of grant applications

Applications will be assessed as they are submitted, rather than waiting for allocated round dates like the normal Grants SA program. Assessments will be undertaken through a two-stage grant process.

8.1. Stage 1 – Eligibility Assessment

Department of Human Services' staff, with suitable knowledge, skills and training, will assess each application against the eligibility criteria and rate applications as eligible or not eligible for funding.

Applications are screened to check that:

- the applicant organisation is eligible to apply
- the application has been completed in full and all required information has been provided

Note: Grants SA may contact you for further information or clarification regarding your application (e.g. quotes and other documentation and explanations)

8.2. Stage 2 – Panel Assessment against Assessment Criteria

The Assessment Panel will assess applications for funding against the Assessment Criteria (*refer 8.3 Assessment Criteria*) and the extent to which they address the target group. The Assessment Panel will include a mix of senior staff from DHS, State Government officers or external advisors with relevant specialist expertise.

8.3. Assessment Criteria

Applications will be assessed by a merit-based assessment process using the criteria outlined below. Organisations should aim to address each criterion through the information they provide in their application form.

Criterion	Scoring	Detail
Organisation and community need	40%	How will your project address the need within your organisation to adapt your continued services or increased service delivery during the COVID-19 public health emergency? Projects will be assessed on the extent to which the project addresses need. Projects that can show evidence of a higher community need, such as servicing the most vulnerable in the community, and projects in regions experiencing a high disadvantage or impact from COVID-19 will be considered a priority.
Impact of benefit for community	40%	What will the impact be of your project on the target group as a result of the resources? Projects will be assessed on the extent of positive impact or benefit on the target group community, considering the number of people and significant benefits.
Value for money	20%	Projects will be assessed on the extent of value for money given the number of people who will directly benefit. Projects should show the costs proposed are reasonable and realistic.

The panel may also take into consideration the following when making a final decision to allocate funding:

Geographic/demand driven funding distribution	The extent to which funding the project contributes to an equitable allocation of funding across geographic regions of South Australia. Higher risk areas or where a high demand exists will also be taken into consideration
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8.4. Approval

The Minister or Minister’s delegate will decide which grants to approve based on recommendations of the panel and availability of grant funds for the purposes of the grant program.

9. Notification

All applicants will be notified, in writing, of the outcome of their application.

9.1. Successful applications

If your application is successful, you will receive written notification from the Department of Human Services. 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:

- submit an online final report accounting for how you spent the funding (financial acquittal), including 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 (*refer 12.2 – Acknowledgement*)

Payment will be made in accordance with the terms and conditions of the agreement.

Note: *It is anticipated that the number of eligible applications and funds may exceed the funds available. Therefore, the Department of Human Services does not guarantee applications will be successful, nor that successful applications will receive the full amount of funding requested.*

9.2. Unsuccessful applications

All ineligible or unsuccessful applicants will receive written notification from the Department of Human Services.

Unsuccessful applicants are encouraged to contact the Grants SA team for feedback regarding their application (*refer 12.4 – Enquiries and feedback*).

10. Announcement of grants

Details of successful grants may be published on the Grants SA website (www.dhs.sa.gov/grantsSA) after notification.

11. Reporting requirements

11.1. Acquittal and Project Evaluation

On completion of the project, you will need to sign a declaration stating that you spent your funds in accordance with your agreement.

Reports are completed online via the SmartyGrants portal. Once grant funds have been paid to the organisation, the registered user (the person who submitted the application), will receive a link to the online portal.

You will be required to provide a short summary about the difference your project made, including a description of what you learned from implementing the project. The department will gather this information to support organisations to better respond to future crises.

The table below provides information about the summary's requirements:

What did you do?	Describe what you did with the grant to enable your organisation to adapt and continue to provide services
What is the outcome your project achieved?	Describe the outcome that your funded project achieved for your organisation and the community
What did you learn and what would you do differently in a public health emergency or crisis	Describe any learnings from the project or your organisation's experience during the public health emergency. Is there anything your organisation would do differently or would need, to continue to provide services in a public health emergency or crisis?

11.2. Record keeping

You are required to keep receipts for all purchased items and submit receipts with your financial report for all purchases.

12. Additional information

12.1. Keeping us informed

You should let us know if anything is likely to affect your organisation spending the grant.

We need to know of any changes to your organisation or its business activities, particularly if they affect its ability to complete the activities stated in the grant, carry on business and pay bills.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

12.2. Acknowledgement

You may appropriately acknowledge the State Government of South Australia 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 the Grants SA staff.

12.3. 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](#)

[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](#)

12.4. Enquiries and feedback

If you have any questions or queries about applying for a grant through Grants SA or wish to obtain feedback on an application, contact the Grants SA team.

Grants SA Team
Department of Human Services
Phone: 1300 650 985
Email: grantssa@sa.gov.au
Website: www.dhs.sa.gov.au/grantsSA

13. Glossary

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.
Legal entity	The entity with legal responsibility for a grant, which must be capable by law of entering into an agreement
One-off	A short-term project with a start and end date within a 12-month period
Operating within South Australia	Located in South Australia
Organisation	Either a legal entity or a sponsored entity
Sponsored entity	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.
Volunteers	Volunteers give their time willingly for the common good and without financial gain
Vulnerable	Vulnerability is the degree to which a population, individual or organisation is unable to anticipate, cope with, resist and recover from the impacts of disasters