

SEED FUNDING GRANT 2021-22



PLEASE READ THESE GUIDELINES BEFORE COMPLETING THE ONLINE APPLICATION



Government of
South Australia

VeteransSA

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INTRODUCTION

What is the Veterans SA Seed Funding Grant?

The Veterans SA Seed Funding Grant offers support to eligible groups or organisations to help build community capacity to deliver services for veterans and their families. The grant program seeks to recognise those who are making a difference in their local veteran community and addressing the evolving needs of veterans and their families.

Funding can be used to implement community-based projects that support safe environments for veterans and their families while encouraging social connection and positive engagement.

Applicants can seek funding of up to \$5,000 (ex GST) for projects that aim to deliver results-based programs that address the evolving needs of veterans and their families.

There will be one funding round in the 2021-22 financial year. Funds will be allocated prior to 30 June 2022 and projects must be delivered within 12 months of the funding allocation.

The Fund is administered through Veterans SA, which provides the administrative support for an annual competitive grants process to distribute payments from the Fund.

ELIGIBILITY CRITERIA

What type of projects can the grant be used for?

Funding can be used for eligible expenses that directly relate to the coordination, management, and delivery of the project within South Australia.

Examples of eligible projects are:

- social inclusion and self-confidence programs e.g. sailing daytrips
- introductory beekeeping courses
- installation of Work Health & Safety compliant children's play equipment co-located with social inclusion programs for adults
- walking and coffee activities to promote healthy habits and social inclusion
- infrastructure to enable wider participation in programs

Grants will not be distributed for:

- applicant organisations not based in South Australia

- ongoing expenditure (such as electricity bills or wages)
- catering including food, beverages and consumables
- costs relating to existing staff salaries
- travel expenses outside of South Australia
- supplementation of recurrent or ongoing costs of an existing organisation
- interstate or overseas speakers
- volunteer honorariums, petrol expenses or other reimbursements
- sponsorships or donations
- funding for individuals to attend courses offered by educational institutions (e.g. universities, TAFE SA)
- purchase or lease of buildings or land
- projects that are already funded or are the core responsibility of other state or Commonwealth government departments
- activities and events that are commemorative in nature
- programs designed to provide therapeutic benefit
- commercial operations

Which organisations are eligible to apply?

Organisations are eligible to apply if they:

- are non-government, not-for-profit
- have a registered Australian Business Number (ABN)
- were established on or after 1 January 2016
- can demonstrate that the majority of people assisted are from the veteran community (exclusive focus on veteran community not essential)
- can provide accounts for the last two financial years (or since inception if the entity was created more recently) to demonstrate fiscal prudence and liquidity
- can demonstrate commitment to program sustainability
- have met requirements for any previous grants received from Veterans SA, such as acquitting or reporting on grants.

Applications must be authorised by an appropriate executive member of the organisation. Incomplete applications may not be accepted.

GRANT AMOUNT & GRANT PERIOD

How much can I apply for?

There is no minimum amount required for an application. The maximum amount available per application is \$5,000 (ex GST).

The grant process is competitive and merit-based, and applications may be funded in full, partially funded or not funded at all.

What amount of funding is available?

There will be a maximum of \$30,000 (ex GST) in grant funding available for distribution in the 2021-22 financial year.

The Government of South Australia reserves the right to not distribute the full amount.

When are applications due?

Applications for the 2021-22 funding round close at 5.00 pm ACST on 29 April 2022.

Late applications will not be considered.

ASSESSMENT PROCESS & CRITERIA

What is the grant assessment process?

Applicants will receive a confirmation receipt of their application via email.

Stage one – Application screening

Once the round has closed, Veterans SA will screen all applications to ensure:

- the applicant and project are eligible – ineligible applicants or projects will not be progressed to assessment
- the application has been completed in full and all supporting documentation has been provided – incomplete applications may not be progressed to assessment

- the applicant does not have any outstanding obligations for previously awarded grants – applicants with outstanding obligations may not be progressed to assessment.

Stage two – Assessment against criteria

Applications will be assessed on merit using the following criteria:

Project planning and impact (25%)	<ul style="list-style-type: none">• Does the application clearly define the project's outcomes?• Does the application describe how the impact of the project will be measured?
Value for money (25%)	<ul style="list-style-type: none">• Will the project provide value to the South Australian community from government money?• Will the project be sustainable after completion and not create an ongoing need for funding from government?• Are there commitments of co-contributions from the applicant or another organisation where appropriate?
Contribution to the community (20%)	<ul style="list-style-type: none">• Does the application clearly identify how the project will contribute to the organisation or community?
Addressing an identified need (15%)	<ul style="list-style-type: none">• Does the application identify a need and describe how the project would address the identified need?
Organisational capacity (15%)	<ul style="list-style-type: none">• Does the application include evidence that the applicant organisation has capacity to deliver the proposed project and achieve the stated outcomes?• Does the applicant have the necessary skills, knowledge and experience to deliver the project?

Please note only evidence presented in the application will be assessed.

HOW TO APPLY

What documentation is required?

The following documentation is required to support your application:

- copy of your organisation's Constitution
- quotes for items with a value over \$1,000 (ex GST)
- support letters from partnering South Australian incorporated not-for-profit agencies (if applicable)

A covering letter or references are not required.

What should I consider when preparing an application?

- Ensure all attachments and essential documentation where requested are provided, including quotations for items valued over \$1,000 (ex GST).
- In order to give your application the best opportunity for success, please take the time to read the guidelines carefully, complete the application in full and answer all questions.
- Read the evaluation criteria carefully to ensure your application identifies how your project meets the criteria and will add value and contribute to the community.
- Consortiums or partnerships may be considered favourably. Note that one organisation must be nominated as the lead agency for the project and will be responsible for the receipt and acquittal of grants funds.

How do I submit my application?

Applications must be submitted via the online SmartyGrants portal. The link to the application portal is available on the Veterans SA website at <https://veteranssa.sa.gov.au/seed-funding/>

Applications that are submitted outside of SmartyGrants without prior approval from Veterans SA may not be considered.

Please contact Clare Hennessy at Veterans SA should you experience difficulties with the online form or are unable to submit your application online.

Phone: 08 8226 8541

Email: veteranssa@sa.gov.au

NOTIFICATION OF APPLICATION OUTCOMES

How will I be notified of the outcome of my application?

Veterans SA will notify applicants of the outcome of their application in writing before 30 April 2022.

Unsuccessful applicants may contact the Veterans SA team at veteranssa@sa.gov.au to receive feedback on their application.

What happens if my application is successful?

If your application is successful, you will be notified by email and a grant agreement with Veterans SA for your consideration will be attached. The grant agreement will set out the conditions of the grant, including the outcomes proposed in your application as well as the acquittal and reporting requirements.

An authorised officer at your organisation must sign and return the grant agreement to receive the grant funds.

What are my obligations?

- Successful applicants are required to acknowledge support from the Government of South Australia. Receipt of the grant must be publicly acknowledged in any programs, correspondence or promotion of your organisation and its services.
- Grants must be expended within 12 months of receipt of funding unless approval has been granted by Veterans SA for an extension.
- Funds must be spent on the project described in the application. No portion of the grant funding can be expended on items not detailed in the grant agreement.
- Your organisation must seek approval in writing from Veterans SA for any alterations to the approved project.
- Any unspent funds must be returned to Veterans SA, as administrator of the fund.
- The grant must be acquitted in accordance with the requirements of the grant agreement.
- Your organisation must retain and provide copies of receipts to Veterans SA for all grant expenditure. You must maintain records of expenditure for at least five years.

CONTACT

For more information contact:

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