

# CAPACITY BUILDING GRANT FUND 2023-2024



PLEASE READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING THE ONLINE APPLICATION



Government of  
South Australia

VeteransSA

## TABLE OF CONTENTS

INTRODUCTION	3
What is the Veterans SA Capacity Building Grant Fund?	3
ELIGIBILITY CRITERIA	3
What type of projects can the grant be used for?	3
Which organisations are eligible to apply?	4
GRANT AMOUNT & GRANT PERIOD	5
How much can I apply for?	5
What amount of funding is available?	5
When are applications due?	5
ASSESSMENT PROCESS & CRITERIA	6
What is the grant assessment process?	6
HOW TO APPLY	7
What documentation is required?	7
What should I consider when preparing an application?	7
How do I submit my application?	7
NOTIFICATION OF APPLICATION OUTCOMES	8
How will I be notified of the outcome of my application?	8
What happens if my application is successful?	8
What are my obligations?	8
CONTACT	9

## INTRODUCTION

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### What is the Veterans SA Capacity Building Grant Fund?

The Veterans SA Capacity Building Grant Fund offers support to eligible ex-service organisations to help them improve their governance and strengthen their capacity building skills.

Applicants can seek funding of up to \$5,000 (ex GST) for projects that help strengthen the governance of ex-service organisations to lead, develop, support and advocate for their communities.

There will be one funding round in the 2023-2024 financial year. Funds will be allocated prior to 30 June 2024 and projects must be delivered within 12 months of receipt of funding.

The grant 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

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### 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:

- leadership and governance training for board or committee members
- temporary project staff salaries or consultant costs to assist in developing a plan or strategy (e.g. strategic plan, communication/social media strategy)
- training and skills development (e.g. grant writing skills, volunteer management training, financial management training)
- development of a website or app to make services more accessible to the community
- professional mediation services for members
- First Aid Training.

Grants will not be distributed for:

- applicant organisations which are 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
- purchase of capital equipment (e.g. computers, photocopiers, fridges, vehicles)
- funding for individuals to attend courses offered by educational institutions (e.g. universities, TAFE SA)
- to purchase or lease buildings or land
- projects that are already funded or are the core responsibility of other state or Commonwealth government departments.

## Which organisations are eligible to apply?

Organisations are eligible to apply if they are:

- Non-government, not-for-profit and
  - incorporated under the *Associations Incorporation Act 1985*; or
  - a Statutory Authority established through an Act; or
  - registered with the Australian Charities and Not-for-Profit Commission.

In addition, applicant organisations must:

- have a registered Australian Business Number (ABN)
- have met requirements for any previous grants received from Veterans SA, such as acquitting or reporting on grants.

Organisations that do not meet these requirements, such as unincorporated organisations, may partner with a lead applicant which meets eligibility requirements.

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

## GRANT AMOUNT & GRANT PERIOD

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### 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).

Applications may be funded in full, partially funded or not funded at all.

### What amount of funding is available?

A maximum of \$25,000 (ex GST) in grant funding is available for distribution in the 2023-2024 financial year.

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

### When are applications due?

Applications for the 2023-2024 funding round close at 5:00 pm ACST on 31 May 2024, unless funds are exhausted prior to this date.

Applications will be assessed as they are received. Should funding for the 2023-2024 round be fully committed to eligible project before the closing date, applications for the remainder of the year will be closed.

Late applications will not be considered.

## ASSESSMENT PROCESS & CRITERIA

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### What is the grant assessment process?

After you submit an application you will receive a receipt of your application via email.

#### Stage one – Application screening

Veterans SA will screen all applications as they are received to check that:

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

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

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

## HOW TO APPLY

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### What documentation is required?

The following documentation is required to support your application:

- itemised list of all items to be acquired with the grant
- quotes for items with a value over \$500 (ex GST) - all receipts will be required to be provided to Veterans SA as part of the acquittal process
- 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?

- Make sure you include all attachments and essential documentation as above, including quotations for items valued over \$500 (ex GST).
- Please 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/capacity-building-grant/>

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](mailto:veteranssa@sa.gov.au)

## NOTIFICATION OF APPLICATION OUTCOMES

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

Veterans SA will notify applicants of the outcome of their application in writing.

Unsuccessful applicants may contact the Veterans SA team at [veteranssa@sa.gov.au](mailto: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. Wording and logo placement must be approved by Veterans SA prior to being published.
- Grants must be expended within 12 months of receipt of funding unless approval has been granted by Veterans SA for an extension of time.
- Funds must be spent on the project as described in the application. No portion of the grant funding can be expended on items not listed 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, which administers the fund.
- The grant must be acquitted in accordance with the requirements of the grant agreement.
- Your organisation must retain and provide to Veterans SA copies of receipts for all grant expenditure. You must maintain records of expenditure for at least five years.



## CONTACT

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For more information contact:

Clare Hennessy

Project Officer, Veterans SA

Phone: 08 8226 8541

Email: [veteranssa@sa.gov.au](mailto:veteranssa@sa.gov.au)