SA Community Wellbeing and Resilience Grants

Grant guide

Please read through this Guide prior to submitting an application for the South Australian Community Wellbeing and Resilience Grants for 2020-2021. This Guide is intended to help you provide relevant information to the grant assessment panel.

What is the Community Wellbeing and Resilience Grants program?

The Community Wellbeing and Resilience Grants program is part of the Open Your World - Statewide Wellbeing Strategy which supports the South Australian Government’s goal to build community resilience and support wellbeing in relation to the impacts and recovery from COVID-19.

The Grants are administered by Wellbeing SA and provide once-off funding for community-based projects targeted at groups within the community who have been disproportionately impacted by COVID-19, which aim to address these impacts by contributing to positive physical, social and mental wellbeing and resilience outcomes.

The Grants are not designed to support existing programs or services, or for service delivery to individuals.

How much grant funding is available?

- The total grant funding pool is $800,000 (GST exclusive).
- Individual grants will be allocated for between $10,000 and $100,000 each (GST exclusive).
- Funding is available for 2020-21 only; All grant funds must be expended by 30 June 2021.

The allocation of grants will consider the co-contribution of the applicant organisation. Organisations are required to outline details of any financial or other in-kind contributions as part of their application.

Applications for funding must not exceed the maximum available limit of $100,000 (GST exclusive). If your project exceeds this limit, the additional amounts need to be funded by your organisation and evidence must be provided of a confirmed additional funding source.

- The Grants provide once-off funding and organisations should not have an expectation of ongoing funding from Wellbeing SA.
Who can apply?

- Non-Government organisations
- Local Government
- Community groups (such as arts, sporting and community clubs and associations) in partnership with Non-Government organisations or Local Government

Details of the proposed project governance including the Project Committee must be included in the application, and any partner organisations should also be listed.

The applying organisation must have an active Australian Business Number (ABN). The GST status of the applying organisation is not an eligibility criterion but is requested (for information only).

Who can not apply?

South Australian or Australian Government agencies, for-profit businesses, philanthropic organisations and individuals are not eligible as the applying organisation but may be partners in an application.

What kinds of projects can be funded through the Community Wellbeing and Resilience Grants program?

Community Wellbeing and Resilience Grant projects:

- Contribute to the wellbeing and resilience of South Australians with an emphasis on addressing the impacts of COVID-19 by supporting positive mental, physical (activity and nutrition) and/or social (social connection) wellbeing.
- Demonstrate a focus on a group or groups of people who have been disproportionately impacted by COVID-19, including the key target groups outlined in the Open Your World - Statewide Wellbeing Strategy.

Community Wellbeing and Resilience Grant projects should be consistent with the principles in the Statewide Wellbeing Strategy:

1. Focus on positivity, hope and building community resilience
2. Apply a population approach – include a wide reach to the projects’ target group/s
3. Use data and evidence to inform engagement and action – use contemporary quantitative or qualitative data to demonstrate the project (a) addresses a need or gap (e.g. identified in population health data monitoring or from other reliable sources), and (b) the proposed action should contribute to the intended social, physical and/or mental wellbeing outcomes
4. Value and encourage community engagement and localised community action
5. Work in partnership across government, Non-Government organisations, peak industry groups, universities and/or community – ideally build on existing initiatives or infrastructure to increase scale or scope
6. Take a holistic view of wellbeing including physical, mental and social aspects

openyourworld.sa.gov.au
What are some examples of potential projects?

Some examples of possible Community Wellbeing & Resilience Grant projects include:

- A Non-Government organisation providing education sessions to help older South Australians to learn how to access social media platforms which will help them stay in socially connected with family and friends locally or interstate.
- A local government’s youth services providing young people with socially-distanced physical activity options.
- A food security initiative that helps people from culturally and linguistically diverse backgrounds to connect and learn about simple, quick and affordable meal options.

What cannot be funded?

Projects cannot include funding for the following:

- Goods which have been purchased prior to the grant contract date.
- Activities/programs which took place prior to the grant contract date.
- Projects that duplicate existing services already available to the community.
- Activity in interstate or international locations.

If you have made an alternative application for funding to cover your project and this approved, Wellbeing SA must be notified immediately that your project will utilise an alternative funding source.

**Key dates and timing**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 June 2020</td>
<td>Applications open</td>
</tr>
<tr>
<td>17 July 2020</td>
<td>Applications close</td>
</tr>
<tr>
<td>By end July 2020</td>
<td>Applications assessed</td>
</tr>
<tr>
<td>Early August 2020</td>
<td>Offers made</td>
</tr>
<tr>
<td>Mid-August 2020</td>
<td>Contracts signed, funding commences</td>
</tr>
<tr>
<td>30 June 2021</td>
<td>Grant funds must be expended</td>
</tr>
<tr>
<td>28 July 2021</td>
<td>Project reports &amp; funding acquittals due to Wellbeing SA</td>
</tr>
</tbody>
</table>
How do I apply for a Community Wellbeing and Resilience Grant?

The application for a Community Wellbeing and Resilience Grant can be submitted via the online Application Form available from the Open Your World website by 5:00 pm Friday 17 July 2020.

Please ensure that the application addresses each section of the form.

Questions about the grants or other elements of the Open Your World Strategy can be directed by email to: openyourworld@sa.gov.au

How will applications be assessed?

Applications must meet the eligibility criteria (see Appendix 1) to be assessed.

Due to the limited amount of funding available, not every application that meets the eligibility criteria will receive funding.

All eligible applications will be assessed in August 2020 by the Grant Assessment Panel comprising of cross-government members with expertise relating to wellbeing policy and programs, and evaluated according to the assessment criteria (see Appendix 2).

The highest scored applications will be considered by the Grant Assessment Panel for the potential allocation of Community Wellbeing and Resilience Grant funding, within the available funding pool.

How will applicants be advised about the status of their application?

All applying organisations – successful and unsuccessful – will be advised in writing following the public announcement of the successful applications. This is expected to occur around mid-August 2020.

What happens if we receive a grant?

Accountability and reporting

Successful organisations who are offered a Community Wellbeing and Resilience Grant must enter into a grant contract with South Australian Government. This contract will outline the agreed service outputs and outcomes for the approved grant.

At the completion of the Community Wellbeing and Resilience Grant, the funded organisation must provide the following within 28 days:

> a completed Community Wellbeing & Resilience Grant Acquittal Form detailing how funds were expended and evidence of expenditure, and
> a completed Community Wellbeing & Resilience Grant Reporting Form which will summarise the implementation of the project and report on the reach and impact of the project (as proposed in the application).

Interim progress reports may also be a requirement stipulated in the grant contract, depending on the size, durations and value of the project.
Publicity and information sharing

It is a condition of funding that South Australian Government may promote or publicly refer to any Community Wellbeing and Resilience Grant project. This may be done directly or through the communication mechanisms of Wellbeing SA and the South Australian Government. Funded organisations will be required, if requested, to provide project related information for the purpose of promotion.
Tips for completing your application

The following tips and examples may assist you in completing the application form and improve your prospects of being successful. Please note, these are guides to support you in preparing a full application.

1. **Summary of your project**
   
   *Principle 1: Focus on positivity, hope and building community resilience*
   
   Please provide a high level description (250 words) of the project, including details about its overall aims, objectives and proposed duration.

2. **What aspect of resilience and/or wellbeing related to the impacts of COVID-19 does your project address, and what evidence do you have that there is a need to address this?**
   
   *Principle 3: Use data and evidence to inform engagement and action*
   
   Please specify the aspects the proposed project will address or support for example physical (e.g. nutrition, physical activity, sleep), social (e.g. reducing social isolation, creating connectedness) and/or mental wellbeing, and the connection to the impacts of COVID-19.
   
   It is important to ensure the proposed project is needed and wanted by the community or target population group at this time. What recent data provides evidence of this need, for example qualitative (e.g. meeting minutes, reports) or quantitative (e.g. surveys or South Australian data source)?
   

3. **Who does your project aim to help, how have they been impacted by COVID-19, and how do you plan to engage with the target community?**
   
   *Principle 2: Apply a population approach*
   
   *Principle 4: Value and encourage community engagement and localised community action*
   
   Which group or groups of people does your project aim to help? Please identify whether your project will target people who have been disproportionally impacted by COVID 19 including priority population groups outlined in the [Statewide Wellbeing Strategy](https://saphs.sa.gov.au).
   
   What geographical location is the focus of your project? Will it cover people across all of South Australia or those in a specific area?
   
   Please provide an estimate (with justification) of the number of people who your project will reach or impact.
   
   How do you propose to engage with the community group/s that your project aims to help?
4. **What strategies, actions and activities will be used and why do you think they will work to address the identified wellbeing and resilience need of your project?**

   **Principle 3: Use data and evidence to inform engagement and action**

   What will the project do to meet the wellbeing need? Please provide some details on how the project will be implemented.

   Please note: Any projects proposing an infrastructure component need to also include a supporting program or planned activity to encourage ongoing use of the infrastructure. This is because simply providing infrastructure (for example a playground) does not necessarily mean it will be used by your target group.

   Please explain how you understand the strategies, actions and activities of the project will contribute to improving the resilience and wellbeing of the people it will reach. Why and how do you think it will work?

5. **What are your key timeframes?**

   Please provide a simple breakdown of the timeframe of when the key strategies will take place – bullet points are sufficient. Within the project timeframes, all funding needs to be expended for the project by 30 June 2021.

6. **Will you partner with other organisations in this project?**

   **Principle 5: Work in partnership across government, Non-Government organisations, peak industry groups, universities and/or community - ideally build on existing initiatives or infrastructure to increase scale or scope**

   Who will your project work with, and what role will these partners play? Are your partner organisations co-applicants or have they reviewed your project proposal? Note that partner organisations should also be represented on the Project Committee responsible for overseeing the project.

7. **How will you measure the reach of your project (the number of people who benefited)?**

   **Principle 3: Use data and evidence to inform engagement and action**

   At the end of the project, you will need to provide a report on the reach and impact of your project. Please describe the information/data you plan to collect and how you intend to do this – it is important to have a plan in place before the commencement of your project so that information can be collected as you go.

   Examples of information and data that could be collected include:

   - Numbers of people who take part in activities, complete training, access information.
   - Frequency or how often activities occur, or different ways in which information is accessed.
   - Whether the same people or different people are participating or involved at different times.

   You could collect this type of data and information through surveys, counting website ‘hits’, counting attendance, or using attendance sheets for example.
8. How will you measure the *impact* the project has made (the difference it made to community resilience and wellbeing)?

*Principle 3: Use data and evidence to inform engagement and action*

Please describe the information and data you plan to collect to measure the impact (or change/improvement) of your project on the resilience and wellbeing of your target group, and how you plan to do this during the project.

For example, a project which aims to increase people’s confidence in using online platforms for social connection might survey people’s familiarity with these platforms, and confidence in using them, before they are taught and then again afterwards.

9. How much grant funding is being requested? How will the grant funds be spent? How will your organisation (and partners) co-contribute resources for the project (such as but not limited to, financial, data, staff time and expertise)?

Please outline the amount of grant funding being applied for and a breakdown of how the grant funds will be spent. A budget template is included in the Application Form. Please outline how your organisation (and partners) will co-contribute resources for the implementation of the project. This may be by way of co-funding, or other in-kind resources.

**Project Logic**

If you are familiar with project logics, you may like to include a simple project logic in support of your application.

<table>
<thead>
<tr>
<th>Need</th>
<th>Strategies and Timeframes</th>
<th>Reach</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspect of resilience or wellbeing to be addressed <em>(Q 2)</em></td>
<td><em>(Q 4,6)</em></td>
<td><em>(Q 3,7)</em></td>
<td><em>(Q 8)</em></td>
</tr>
</tbody>
</table>

| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
Eligibility criteria

1. Eligible organisations include:
   - Non-Government organisations;
   - Local Government; or
   - Community groups (such as arts, sporting and community clubs and associations) in partnership with a Non-Government organisation or Local Government,

2. The applying organisation must have an active Australian Business Number (ABN). (The GST status of the applying organisation is not an eligibility criterion and is for information only).

3. Applying organisations have identified a Project Committee to oversee the project comprising, at a minimum, representative(s) from the applying organisation and partners.

4. Applications must address all parts of the Grant Application Form

5. Applications are for project funding:
   a. between $10,000 and $100,000 (GST exclusive). If total project costs exceed $100,000, evidence must be provided of a confirmed additional funding source;
   b. which will be fully expended by 30 June 2021; and
   c. which does not include funding for:
      i. goods which have been purchased prior to the grant contract date; or
      ii. activities/projects which took place prior to the grant contract date; or
      iii. duplication of existing services already available to the community; or
      iv. activity in interstate or international locations.
Eligible projects will be assessed by an Assessment Panel against the following criteria and weightings:

<table>
<thead>
<tr>
<th></th>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Overview</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>Principle 1: Focus on positivity, hope and building community resilience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does the application set out a proposal for a resilience and wellbeing project linked to the impacts of COVID-19, with a focus on positivity, hope and building community resilience?</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Project design</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>Principle 3: Use data and evidence to inform engagement and action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Is it clear what aspect of resilience or wellbeing related to the impacts of COVID-19 the project will address, and is it clear that there is evidence of a need to address this? (15%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principle 2: Apply a population approach</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principle 4: Value and encourage community engagement and localised community action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Does the project take a population approach and target a group or groups who have been disproportionately impacted by COVID 19?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are details provided of the approach to engaging the community group/s who are the target of the project? (15%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principle 3: Use data and evidence to inform engagement and action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Is a clear description provided of the proposed strategies, actions and activities? Is a reasonable justification provided for the selection and effectiveness of these? (15%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Are key timeframes provided which are feasible for the project, including for the full expenditure of funding by 30 June 2021? (10%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principle 5: Working in partnership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e. Does the project include a partnership approach and detail the roles of respective parties? Are partner organisations included on the Project Committee (5%)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Measurement – reach and impact</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Does the application describe a clear and appropriate approach to measuring the reach and impact of the project?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principle 3: Use data and evidence to inform engagement and action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Does the application detail what information will be collected about reach, and how it will be collected?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Does the application detail what information will be collected about the impact of the project (the difference it made) and how this will be collected?</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Funding, co-investment and value</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Does the application include a funding request within the grant parameters?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does the project proposal represent value for money, noting the funding requested?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does the application present a reasonable estimate of costs and a breakdown of how funding will be utilised?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does the application detail a co-contribution from the applicant organisation?</td>
<td></td>
</tr>
</tbody>
</table>

Optional: Applying organisations may choose to complete a simple Project Logic Table in support of their application