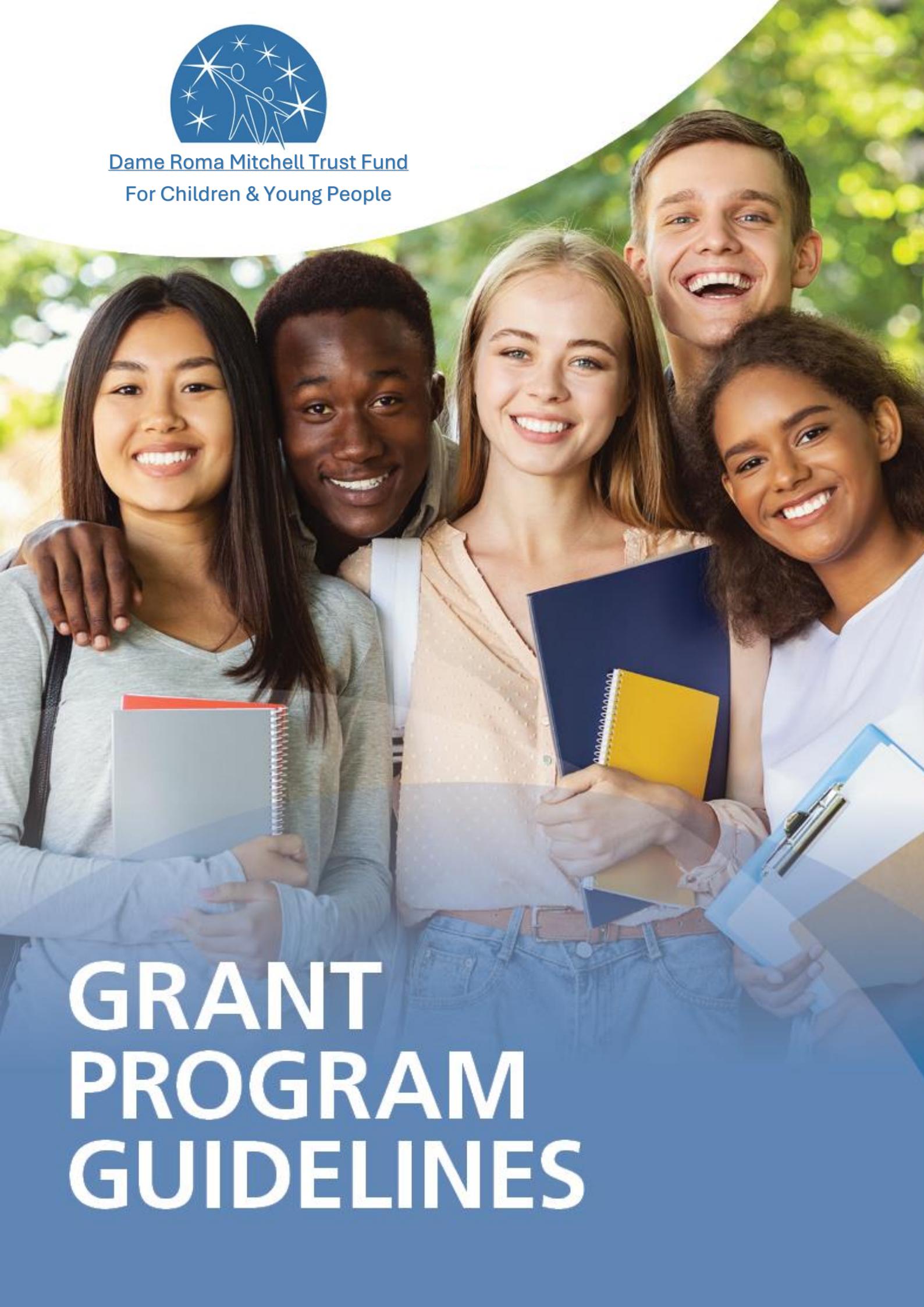




Dame Roma Mitchell Trust Fund
For Children & Young People



GRANT PROGRAM GUIDELINES



About our grants

The South Australian Government and South Australian Council of Social Service established the Dame Roma Mitchell Trust Fund for Children and Young People (DRMTF) to make grants available to children and young people who are, or have been, under a guardianship order pursuant to current or previous child protection legislation in South Australia, for at least one full year. Grants are also available under certain circumstances, to those who have lived in the long-term care of relatives under family care agreements, financially supported on a regular basis by the Department for Child Protection (*or a previous equivalent*) for a combined total of at least one year.

Grants are provided to:

- assist the applicant to achieve personal goals
- contribute to the health and wellbeing of the applicant
- provide developmental opportunities for the applicant

Eligibility

You are eligible to apply if

- you are, or have been, under a guardianship order pursuant to current or previous child protection legislation in South Australia, for at least one full year; or
 - alternatively, you may be eligible, if you are a child/young person who is/was placed in the long-term care of relatives under family care agreements, financially supported on a regular basis by the Department for Child Protection (*or a previous equivalent*) for a combined total of at least one year;*
- **and** you are under 30 years of age, at the closing date of the funding round.

Please note: agencies or groups are not eligible to apply for this funding.

We are here to support you

We understand that guidelines and forms can be complicated. If you need any support, please reach out to us!



1300 650 971



dcpdrmtrust@sa.gov.au



Dame Roma Mitchell Grants
Department for Child Protection
Financial Systems and Compliance
GPO Box 1072, ADELAIDE SA 5001



Commonly asked questions

Pre-checklist

Am I eligible?	If you are unsure whether you are eligible to apply for a grant, please contact us to verify your eligibility.
When can I apply for a grant?	There are two grant rounds held each year GRANT ROUND 1 – February/March; and GRANT ROUND 2 – August/September Grant round dates for the following year are set/posted in November.
Are there any exceptions to apply for funding <i>outside</i> of the grant rounds?	The Board <i>will</i> consider grants for <i>educational purposes</i> outside of the normal grant rounds (where the timing of the next grant round is too late). Please contact us for further information.
I need money for an item/service right now?	If you require funds urgently, please find an alternative source of funding. (It can take up to 6 weeks following the <i>closing date of the grant round</i> for outcomes to be received by applicants).

Things to know before starting your application

What to consider before starting?	<ul style="list-style-type: none">If you are still under guardianship orders, your DCP Support Worker will need to complete a section of the application form. Please reach out to your DCP Support Worker to help you with your application.Applications must be submitted on or before the closing date of the round. Late applications will not be considered.Items or services being applied for, should express your interests and desires, not those of your carer or support worker.Seek help with your application, if need be. If you do not have anyone to help you, please reach out to us.The Board reserves the right to seek more information from you to help with their assessment of your application.
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I am ready to start!

How do I apply?	The application form can be accessed and completed <ul style="list-style-type: none">electronically https://childprotection.smartygrants.com.au/;as a hard copy – contact us to post or email you the application form.
How do I navigate the online portal?	Please refer to our Online Grant Portal - Help Guide



How much and what can I apply for?

How much funding can I apply for?	<p>There is no set limit on how much funding you can apply for. <i>However, the funds available for grants are limited.</i></p> <p>All eligible applications will be considered but there are generally more requests for funds than available funding.</p> <p>The Board aims to provide:</p> <ul style="list-style-type: none">• consideration of each individual's circumstances• consistent contributions towards commonly funded items (refer to Attachment A, Standard Price Guide)
Can I apply for more than one thing?	<p>YES! You may apply for <i>two</i> items per grant round.</p> <p>If you are applying for more than one item, make sure that you put the most important item first as the Board will consider the items that you apply for, in the order that they are listed in your application.</p>
What items <u>will not</u> be supported?	<ul style="list-style-type: none">• funds for emergency or crisis relief, including the payment of bills, debts or fines• payment for an item on 'lay-by' or 'hire purchase'• reimbursement of something you have already paid for• mobile phones, gaming consoles and equipment (or similar)• motor vehicles• non-essential furniture or household items• nursery items – clothing, toys, nursery set-up• general budgetary items – such as clothing, school uniforms• travel for recreational purposes
What items <u>may not</u> be supported?	<p>Only apply for these items if you believe you have a strong case, above and beyond normal circumstances, and can provide justification why you require the item:</p> <ul style="list-style-type: none">• services, items or activities that should reasonably be made by the Department for Child Protection (if DCP still has an obligation to you in its role as guardian for providing the goods or services).• services, items or activities for which there are existing government or other avenues of funding, such as<ul style="list-style-type: none">○ Services Australia – <u>government payments and services</u>○ Department of Social Services – <u>TILA</u>○ NDIS (<u>National Disability Insurance Scheme</u>)• items or services that have already been provided through previous DRMTF grants (especially if provided in recent grants)



What can I apply for funding for?

What items <u>may</u> be supported?	<p>The following are examples only:</p> <p>Items/activities to enhance independence</p> <ul style="list-style-type: none">• essential furniture and household items• driving lessons• non-motorised transportation, i.e. bicycle, scooter <p>Educational costs and associated expenses</p> <ul style="list-style-type: none">• study opportunities, workshops and conferences• laptops, computers, specific software• equipment or specialised tutoring activities which further educational goals• enrolment expenses such as course materials, text books and course fees (where applicable)• specialised equipment for people with a disability (<i>i.e. sensory equipment and toys</i>) <p>Social and recreational activities</p> <ul style="list-style-type: none">• costs associated with the participation in or improvement of skills for sporting, musical, artistic or recreational activities <p>Health purposes</p> <ul style="list-style-type: none">• counselling, dental, orthodontic, medical services where an existing government or other avenues of funding does not exist. <p>Employment requirements</p> <ul style="list-style-type: none">• apprenticeship/traineeship costs (<i>i.e. tools, high risk work licences</i>)• protective clothing/footwear• personal business costs - starting up a new, or building on an existing business.
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Finalising my application

Do I need to include any documents?	<ul style="list-style-type: none">• if you are over 18, you will need to provide proof of income (this is used to determine from which Trust Fund a grant may be accessed) for example, a payslip, Centrelink Income Statement.• course/enrolment information, business plans, medical/treatment plans (as applicable).
Do I need to include a supporting letter?	<p>A support letter, whilst not mandatory, is a great way of providing the Board with valuable information in support of your request. A support letter may be from a care worker, education provider, health professional or similar.</p> <p>This letter may help to strengthen your application and is especially important when applying for items that are not normally funded.</p>



Final things to consider

Delivery	<ul style="list-style-type: none">If you require delivery of your items, please ensure the cost of this is included with your application.
Size/fit for home	<ul style="list-style-type: none">If applying for whitegoods, please consider the appropriate size of appliances for your household needs and the energy rating of the appliance you are wishing to purchase.
Replacement of item due to theft/damage	<ul style="list-style-type: none">If you are applying for goods due to theft or damage, you must provide your Police Report Number or Incident Number.
Assembly of item	<ul style="list-style-type: none">If your item requires assembly, you will need to consider how you will assemble the item – perhaps you may need to ask for help from a friend, family or care team member?

Application Assessment

How is my application assessed?	All eligible applications received by the closing date of the grant round are assessed by the Dame Roma Mitchell Trust Funds Board of Advice (the Board). The Board comprises eight volunteers who come from a variety of backgrounds, and includes two young people who have been in the care system. The Board's grant recommendations are submitted to the South Australian Public Trustee for approval.
What is the criteria for assessment?	The following assessment criteria is used to consider your grant request (in no specific order): <ul style="list-style-type: none">the priority in which you list the items that you want/need (i.e. please put your priority item first, followed by your secondary item)your previous DRMTF grantsthe funding availableyour explanation of why you require the goods or servicesyour age and current care/living arrangementsgoods or services that would be eligible for funding from another grant scheme or funding source
How long will it take for my application to be assessed?	It may take up to six weeks after the close of the funding round for all applications to be assessed and/or approved. Please take this into account when applying for funds. Sometimes there may be a slight delay – please be patient – we are working as fast as we can! If you require funds urgently, please find an alternative source of funding.



Application Outcome

How do I get my outcome?	<p>The outcome of your application will be uploaded to your individual online grant portal.</p> <p>You will receive an email to prompt you to sign-in and view your outcome.</p> <p>IF your support person used their email address – THEY will receive the outcome/notification of the outcome and will be responsible for communicating the outcome to you.</p> <p>IF your application was submitted by post or email, your outcome will be sent by post/email.</p>
My application was unsuccessful	<p>If your application was not successful, you will receive a grant notification letter with some detail as to why you were unsuccessful.</p> <p>The Board's decision is not a reflection on you personally and you are welcome to re-apply in future grant rounds while still eligible.</p> <p>The Board's decisions are final but if you need more information or wish to discuss your application, please contact us</p>
My application was successful	<p>If your application has been successful, you will receive;</p> <ul style="list-style-type: none">• a grant notification letter advising you of the item(s) that you have been successful in receiving full or partial grant funding for; and• instruction on how to access your grant funding.

Accessing my grant funding

I received grant funding, what next?	<ol style="list-style-type: none">1. log-in to your individual online grant portal2. an “accessing your grant funding” form has now been uploaded to your landing page; please take a moment to read through and follow the instructions.
Important to note	<p>Grant payments are made by the Public Trustee to the supplier of approved goods and/or services.</p> <p>The Public Trustee will</p> <ul style="list-style-type: none">• not reimburse you for something you have already paid for.• only make payment of your approved funding on receipt of an official supplier order/quote/invoice. <p>On receipt of the correct documentation, payment will generally be processed within 5-7 business days.</p>
To ensure prompt payment	<p>Your tax invoice/order/quote needs to comply with the following checklist</p> <div style="background-color: #f0f8ff; padding: 5px;"><ul style="list-style-type: none"><input type="checkbox"/> I am providing an official order/quote/invoice for the approved goods or service(s) from the supplier.<input type="checkbox"/> the order/quote/invoice is current (dated within the last 7 days)<input type="checkbox"/> the order/quote/invoice includes the supplier's ABN and business address<input type="checkbox"/> the order/quote/invoice has an itemised description of the goods or service(s) and the price(s)<input type="checkbox"/> the order is in my name with my current address<input type="checkbox"/> the supplier accepts payment by direct bank transfer, BPAY or cheque<input type="checkbox"/> EFT payment details (i.e. BSB, account number, account name) are being provided</div>



Accessing my grant funding

I have completed the form and uploaded the tax invoice/quote/order	Providing you have submitted the correct paperwork, payment to the store/service provider will progress on your behalf. This part of the process generally takes 3-7 business days. You will receive an automatic email acknowledging submission of your paperwork and advising that payment is now in progress.
Important to note:	<ol style="list-style-type: none">is the quote/invoice/order for more than the amount approved? If so, you will be responsible for paying the difference.does your item require delivery or assembly (and the cost of such was not included in your grant funding)? Perhaps you may need to ask for help from a friend, family or Care Team Member?
When will my item/service be ready?	Once your grant funding payment has been processed we will be back in touch to provide you with confirmation of payment advice. To avoid disappointment, please do not contact the store/service provider until such time as you have received an email from us advising that payment has been made and collection, delivery or commencement of service is now available.

My grant funding – other questions

The approved item(s) is now cheaper, can I use the remaining money for something extra?	No, the Board will approve applications for an item, for a specified amount. If you are able to purchase the item at a cheaper price, any surplus will be retained in the fund to help another young person.
The approved item(s) is more expensive than the approval amount received?	In some instances, only a contribution towards the total cost of the item you requested may be approved. If the quote/invoice is for more than the amount approved, you will be responsible for paying the difference.
Can I swap my approved item for something else?	No, you are only allowed to purchase the originally approved item. You may apply for the additional item in a future grant round while still eligible.
How long do I have to spend my grant?	You will need to use your grant within six months. If you need more time, you will need to apply in writing to the Board explaining why.
Can I apply for a grant more than once?	Yes. You may submit one application per funding round, for each funding fund of each year, while still eligible. When considering your application, the Board will take into account how many times you have applied previously, and what you have applied for.



Other stuff you need to know

The South Australian Government, Public Trustee and Board do not accept any liability for any injury, loss or damage incurred as a result of funding received from the Dame Roma Mitchell Trust Fund.

We love to hear from you

If at any time, you would like to provide us with feedback – please do! We love to hear from you and appreciate all feedback and opportunities to develop our program and service.

Keeping in touch with us!

If you have any questions or need any support, please reach out to us!



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Dame Roma Mitchell Grants
Department for Child Protection
Financial Systems and Compliance
GPO Box 1072, ADELAIDE SA 5001

Privacy Statement The personal information you provide when applying for a grant is kept confidential within the Department for Child Protection. When you receive funds from the Dame Roma Mitchell Trust Fund, you are required to give personal details for eligibility and statistical purposes. This information is not disclosed to any other organisation, without your consent.



Attachment A – Standard Price Guide

Item	Amount
Washing Machine / Dryer	\$800.00
Refrigerator	\$1,000.00
Freezer	\$700.00
Microwave	\$300.00
Television	\$600.00
Vacuum Cleaner	\$400.00
Dining Suite	\$1,000.00
Lounge Suite	\$1,000.00
Sofa Bed	\$650.00
Bookcase	\$220.00
Study Desk	\$250.00
Study Chair	\$240.00
Tallboy / Wardrobe	\$350.00
Bedside Table / Cupboard	\$180.00
Floor Mat / Rug	\$300.00
Bed frame	\$250.00 (single) \$500.00 (Bunk) \$400.00 (double) \$550.00 (queen)
Mattress	\$400.00 (single) \$500.00 (double) \$600.00 (queen)
Bedroom Suite (Adult) <i>(1 x queen bed frame, 1 x queen bed mattress, 1 x tallboy or wardrobe, 2 x bedside tables or cupboards).</i>	\$1,860.00
Bedroom Suite (Child) <i>(1 x single bed frame, 1 x single mattress, 1 x tallboy or wardrobe, 1 x bedside table or cupboard).</i>	\$1,000.00
Portable air conditioner	\$700.00
E- Bike (including safety wear)	\$500.00
Lawnmower	\$500.00
Laptop / Computer Package (including software and accessories) <i>Note: funding will not be considered within a 3-year period from previously grant funded computer purchase.</i>	\$1,000.00
Delivery Fee <i>Note: this is the maximum and total amount that will be granted per application. Full allocation may be used for an outer suburb delivery or for multiple items being delivered by multiple suppliers.</i>	<u>\$150.00</u>
Services	Amount
Driving Lessons	\$500.00
Tertiary Course Costs (per application) (including necessary items)	\$2,000.00
Business Set Up / Advancement Costs (once-off)	\$2,500.00
Wellbeing Assessments	\$1,500.00