



Dame Roma Mitchell Trust Fund
For Children & Young People

Dame Roma Mitchell Trust Fund *for Children and Young People*

Grant Program Guidelines

(Please read before filling out an Application)

August/September 2020

The grant round **opens on 10 August 2020** and will **close on 18 September 2020**



Contents

When can I apply for a grant?	3
How do I apply for a grant?	4
Before I start my application?.....	4
How much funding can I apply for?.....	4
Can I apply for more than one thing?.....	4
Are there standard prices allocated for items?	5
What will not be supported?	6
What may not be supported?	6
What may be supported?	6
What supporting documentation should I provide with my application?	7
What else should I consider when applying for a grant?	7
How is my application assessed?	7
What is meant by 'another grant scheme or funding source'?.....	8
How long will it take for my application to be assessed?	8
My application was unsuccessful.....	9
My application was successful.....	9



About our grants

The South Australian Government and South Australian Council for Social Services established the Dame Roma Mitchell Trust Fund (DRMTF) for Children and Young People to make grants available to children and young people who are, or have been, under the guardianship of the Chief Executive (*under the Children and Young People (Safety) Act 2017*) or under the guardianship of the Minister for Child Protection (*under the Children's Protection Act 1993*) or *previous equivalent 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.

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

You are eligible to apply if



you are, or have been, under the guardianship of the Chief Executive (*under the Children and Young People (Safety) Act 2017*) or under the guardianship of the Minister for Child Protection (*under the Children's Protection Act 1993*) or *previous equivalent in South Australia* for at least one full year; or



alternatively, you **may** be eligible, if you are a child/young person **from a remote Aboriginal community** 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;



you are under 30 years of age, at the closing date of the funding round.

If you are under 18 years of age:

- if you are in foster care, your carer and support worker must also sign your application.
- if you are in residential/commercial care, your unit manager must also sign your application.

We will need to verify your eligibility. We can do this on your behalf, confidentially, if you give us permission to do so.

Please Note: Agencies or groups are not eligible to apply for this funding.

Commonly asked questions

? When can I apply for a grant?

There are two opportunities to apply for grant funding each year.

- 1st grant funding round is held in January/February
- 2nd grant funding round is held in August/September

Contact the Executive Officer on 1300 650 971 to be sent an email reminder when the grant round opens!



? How do I apply for a grant?

You will need to fill in an application form. There are two application forms;

- Application Form – I am under the Guardianship of the Chief Executive
- Application Form – I am no longer under the Guardianship of the Chief Executive

Please complete and submit *only* the application form that relates to your current circumstances.

Application forms can be accessed at any time through;

- [DCP Website](#)
- emailing drmtrust@sa.gov.au or calling 1300 650 971 to request a copy to be sent by post or email.

? Before I start my application?

- It is important to note that whilst an application can be submitted at *any* time, applications are assessed by the board *twice per year*, at the close of one of the two grant rounds.

1st grant funding round is held in January/February

2nd grant funding round is held in August/September

- Find out when the grant funding rounds open and close each year. If you require funds urgently, you may need to find an alternative source of funding.
- 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 (use your own words when completing the application).
- Seek help with your written application, if necessary. If you do not have anyone to help you, please contact the DRMTF Executive Officer on 1300 650 971 who will assist you.
- The Board reserves the right to seek more information from you to help with their assessment of your application.

? How much funding can I apply for?

There is no set limit on how much funding you can apply for. *However*, the funds available for grants are limited. All eligible applications will be considered but there are generally more requests for funds than available funding.

The Board aims to provide:

- consideration of an individual's circumstances
- consistent contributions towards commonly funded items (*refer to Standard Price Guide on the next page*).

? Can I apply for more than one thing?

Yes – you can apply for more than one item in your application.

If you do this, 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.



? Are there standard prices allocated for items?

The Board aims to provide consistent contributions towards commonly funded items.

Item	Amount
Washing Machine	\$700.00
Refrigerator	\$700.00
Freezer	\$400.00
Microwave	\$150.00
Television	\$500.00
Vacuum Cleaner	\$150.00
Dining Suite	\$400.00
Lounge Suite	\$850.00
Bookcase	\$150.00
Study Desk	\$200.00
Study Chair	\$100.00
Tallboy / Wardrobe	\$300.00
Bedside Table / Cupboard	\$80.00
Floor Mat / Rug	\$150.00
Bed frame	\$150.00 (single) \$300.00 (Bunk) \$200.00 (double) \$300.00 (queen)
Mattress	\$250.00 (single) \$400.00 (double) \$450.00 (queen)
Bedroom Suite (Adult) <i>(comprises 1 x queen bed frame, 1 x queen bed mattress, 1 x tallboy or wardrobe, 2 x bedside tables or cupboards).</i>	\$1,210.00
Bedroom Suite (Child) <i>(comprises 1 x single bed frame, 1 x single mattress, 1 x tallboy or wardrobe, 1 x bedside table or cupboard).</i>	\$780.00
Portable air conditioner	\$500.00
Camera (special purpose)	\$800.00
Adult Bicycle (including safety wear)	\$850.00
Lawnmower	\$300.00
Driving Lessons	\$1,000.00
Tertiary Course Costs (per application)	\$2,000.00
Business Set Up / Advancement Costs (once-off)	\$2,000.00
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>	\$800.00



? What will not be supported?

The following items **will not** be funded:

- funds to pay debts for Higher Education Contribution Scheme (HECS)
- 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
- telephones or game consoles (*or similar*)
- motor vehicles
- non-essential furniture or household items – i.e. home entertainment systems and clothes dryers

? What may not be supported?

Only apply for these items if you believe you have a very strong case, above and beyond normal circumstances, and can provide justification why you require the item:

- **services, items or activities that should reasonably be made by the Department for Child Protection**
- **services, items or activities for which there are existing government or other avenues of funding**
- items or services that have already been provided through previous DRMTF grants (*especially if provided in recent grants*)
- general budgetary items – such as clothing, school uniforms
- nursery items – clothing, toys, nursery set-up
- overseas travel

? What may be supported?

The following are examples only:

activities to enhance independence

- essential furniture and household items
- driving lessons or a bicycle
- modifications to a vehicle for young people with a disability

activities to promote identity

- costs associated with participation in cultural activities and events
- activities which enhance self-esteem and identity

educational costs and associated expenses

- study opportunities, workshops and conferences
- computers, specific software or technical modifications
- 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.e. sensory equipment and toys*)

social and recreational activities

- costs associated with the participation in or improvement of skills for sporting, musical, artistic or recreational activities



health purposes

- counselling
- dental/orthodontic treatment
- medical services or aides

employment requirements

- apprenticeship/traineeship costs (*i.e. tools, high risk work licences*)
- protective clothing/footwear
- personal business costs - starting up a new, or building on an existing business.

? What supporting documentation should I provide with my application?

- website screenshot (or similar) for each item funding is requested; showing the item, cost and the store/service provider. (*If your application is successful, a tax invoice from the store/service provider along with their bank account details will need to be provided in order to progress with payment of your successful grant funding*).
- if you are 18 years or older, proof of income (this is used to determine from which Trust Fund a grant may be accessed).
- course/enrolment information, business plans, medical/treatment plans (as applicable).
- support letters, whilst not mandatory, are 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. This letter may help to strengthen your application and is especially important when applying for items that are not normally funded.

? What else should I consider when applying for a grant?

- If you require **delivery** of your items, please ensure the cost of this is included with your application.
- 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.
- If you are applying for goods due to theft or damage, you must provide your Police Report Number or Incident Number.
- 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?

? How is my application assessed?

Your application is assessed by the Dame Roma Mitchell Trust Funds Board of Advice. The Board comprises eight volunteers who come from a variety of backgrounds including young people who have been in the care system.

All eligible applications received by the closing date of the grant round are assessed by the Board.

The Board's grant recommendations are submitted to the South Australian Public Trustee for consideration and approval.

The following assessment criteria is used to prioritise your grant request (*in no specific order*):

- the priority in which you list the items that you want/need (*i.e. please put the item of greatest want/need first, followed by other items, if applicable, in priority order*)
- your previous DRMTF grants
- the funding available



- your explanation of why you require the good(s) or service(s)
- your age and current care/living arrangements
- goods or services that would be eligible for funding from another grant scheme or funding source (*see next question*)

? What is meant by 'another grant scheme or funding source'?

The DRMTF will not generally provide financial assistance for purposes for which there are existing government or other avenues of funding.

These options should be explored in the first instance. Examples include:

Commonwealth or State Government payments

- Australian Department of Human Services - families assistance Payments and Services
<https://www.humanservices.gov.au/>
- SA Housing Authority Adolescent Community Brokerage
<https://dhs.sa.gov.au/services/sa-housing-authority>
- Transition to Independent Living Allowance (TILA)
<https://www.dss.gov.au/our-responsibilities/families-and-children/benefits-payments/transition-to-independent-living-allowance-tila>
- Visit sa.gov.au website for other grants and services for young people

Department for Child Protection (DCP)

- If DCP still has an obligation to you in its role as guardian for providing the good(s) or service(s).
- Children's Payments Brokerage

Eligibility for government subsidised training courses

- South Australians of any age who have been, or are under the guardianship of the Chief Executive (or previous equivalent) are eligible for an exemption from student course fees for courses delivered by training providers. The normal government subsidised training eligibility rules apply.
 - <https://www.skills.sa.gov.au/course-search>
 - <https://www.courses.com.au/government-funding/work-ready>

? How long will it take for my application to be assessed?

It may take up to five 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.

If you require funds urgently, you may need to find an alternative source of funding.

? Ok. It has been 5 weeks, what happens next?

Sometimes there may be a slight delay – please be patient - we are working as fast as we can!

You will receive a notification letter regarding the outcome of your application to the email address provided on your application form (this email address may be your personal email address or the email address of a member of your Care Team).

A copy of the notification letter will also be posted to the address provided on your application form.



? My application was unsuccessful

If your application was *not successful*, you will receive a grant notification letter with some detail as to why you were unsuccessful. The Board's decision is not a reflection on you personally.

You may re-apply in future grant rounds while still eligible.

The Board's decisions are final but if you need more information or wish to discuss your application, please contact the Executive Officer.

? My application was successful

If your application has been *successful*, you will receive;

- a grant notification letter advising you of the item(s) that you have been successful in receiving *full or partial* grant funding for; and
- a Client Declaration – My Grant is Approved – What Next? form (Client Declaration)

to start the acquittal process, please;

1. sign your client declaration form;
2. get your tax invoice(s) (don't forget to get the store/service provider bank account details!); and
3. Email or post your client declaration form and tax invoice(s) to the Executive Officer!

? I have provided all of the paperwork, what next?

Once this paperwork has been received, payment to the store/service provider will be arranged on your behalf. This will generally take 3-5 business days.

The Executive Officer will keep you informed every step of the way! You will receive;

1. an acknowledgement of the receipt of your paperwork;
2. a payment in progress advice; and
3. a payment confirmation advice.

? When can I pick up my item/commence my service?

Once you have received your payment confirmation advice from the Executive Officer – please contact the store/service provider to arrange collection, delivery or commencement of service.

? What if I purchase the approved item(s) for a cheaper price, can I use the remaining money for something extra?

No, the Board will approve applications for an item, to an 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 item I applied for costs more than what I was approved?

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.

? **I want to apply for a grant related to education and/or development, but the timing of the next grant round is too late?**

The Board will consider grants for education and development outside of the normal grant rounds.
Please contact the executive officer for further information.

? **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.

? **Still need help?**

We are here to help – please contact the Executive Officer for more information or support.



1300 650 971



drmtrust@sa.gov.au



Dame Roma Mitchell Grants
Department for Child Protection
Financial Systems & 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.