



Dame Roma Mitchell Trust Fund  
For Children & Young People

# DAME ROMA MITCHELL TRUST FUND FOR CHILDREN AND YOUNG PEOPLE

## GRANT PROGRAM

*(for eligible children and young people who are or have been  
under the guardianship of the Minister)*

## FEBRUARY 2019

## Guidelines

The grant round **opens on 14 January** and will **close on 25 February, 2019**

# Contents

<b>Guidelines for all Applicants .....</b>	<b>3</b>
Eligibility .....	3
Commonly asked questions .....	4
Q How is my application assessed? .....	4
Q What is meant by 'another grant scheme or funding source'? .....	4
Q When would the grant funds be available? .....	5
Q How much funding can you apply for? .....	5
Q What will not be supported?.....	5
Q What may not be supported?.....	5
Q Are there standard prices allocated for items?.....	7
Q How do I apply for a grant?.....	8
Q What supporting documentation should I provide with my application?.....	8
Q What if I purchase the approved item(s) for a cheaper price, can I use the remaining money for something extra? .....	8
Q Can I swap my approved item for something else? .....	8
Q Can I apply for a grant more than once? .....	8
Q How often will grants be offered?.....	8
Q What else should I consider when applying for a grant?.....	9
Q What happens post grant round?.....	9
➤ If your application has been successful .....	9
➤ If your application has been unsuccessful .....	9



## Guidelines for all Applicants

(Please read this before filling out your Application)

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The South Australian Government 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 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

### Eligibility

You are eligible 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 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;

**and**

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

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

### If you are under 18 years of age:

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

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

\* *Child Protection and Young Offenders Act 1979*

\*\* *Department for Families and Communities, Children, Youth and Family Services, Department of Social Justice, Department of Human Services, Family and Youth Services, Department of Family and Community Services, Department of Community Welfare or Department for Communities and Social Inclusion, Department for Child Protection*

## Commonly asked questions

### Q How is my application assessed?

- Your application is assessed by the Dame Roma Mitchell Trust Funds Board of Advice. The board comprises of 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 are assessed by the board. The Board's grant recommendations are then 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*):
  - your previous DRMTF grants
  - the funding available
  - your explanation of why you require the good(s) or service(s)
  - your listed priority of the request
  - 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*)

### Q 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
    - The Commonwealth Transition to Independent Living Allowance (TILA) <https://www.dss.gov.au/our-responsibilities/families-and-children/benefits-payments/transition-to-independent-living-allowance-tila>
    - 'Families' assistance – i.e. Newborn Upfront Payment and Newborn Supplement and/or Parental Leave Pay <https://www.humanservices.gov.au/customer/themes/families>
    - Visit [sa.gov.au](http://sa.gov.au) website for grants and services for young people
  - Department for Child Protection (DCP)
    - If DCP still has an obligation to you in its role as parent/guardian for providing the good(s) or service(s)
    - Adolescent Community Brokerage Scheme
  - Eligibility for government subsidised training courses
    - South Australians of any age who have been, or are under the guardianship of the Minister for Child Protection (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.
    - **Note:** If your course is a 'Work Ready' course you may be eligible for a Government subsidy to assist with course costs. Refer to: <http://www.skills.sa.gov.au/for-training-providers/about-workready-contracts/workready-subsidies/subsidised-training-list>. Call the Work Ready info line on **1800 506 266** for more information.
    - For information about education scholarships and grants visit: <https://www.tafesa.edu.au/apply-enrol/before-starting/scholarships-grants>

For enquiries regarding **TILA** or the **Adolescent Community Brokerage Scheme** please call Hilda Cheng, DCP, on (08) 8226 6037 or email: [Hilda.Cheng@sa.gov.au](mailto:Hilda.Cheng@sa.gov.au)

## Q When would the grant funds be available?

- 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.
- You will receive a notification letter regarding the outcome of your application and a Declaration form. Once the completed Declaration form has been returned with any outstanding quotes/invoices, payment to the supplier(s) will be arranged on your behalf.
- In some instances, only a contribution towards total cost may be approved.

## Q How much funding can you apply for?

- 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 when considering their application.
  - consistent contributions towards commonly funded items (*see the Standard Price Guide table, page 6*).

## Q 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 - including home entertainment systems and clothes dryers
  - services, items or activities that should reasonably be made by Disabilities SA

## Q 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:
  - items or services that have already been provided through previous DRMTF grants (*especially if provided in recent grants*)
  - 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
  - overseas travel
  - general budgetary items – such as clothing, school uniforms
  - nursery items - refer to the Commonwealth Government 'Families' assistance information: <https://www.humanservices.gov.au/customer/themes/families>

## Q What may be supported?

The following are examples only:

- activities to enhance independence
  - driving lessons or a bicycle
  - modifications to a vehicle for young people with a disability
  - essential furniture and household items
- activities to promote identity
  - costs associated with the participation in cultural activities and events
  - costs associated with tracing family connections; participating in family reunions
  - 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
- assistance with special event costs i.e. exhibitions and formals (*weddings are excluded*)
- health purposes
  - counselling
  - dental/orthodontic treatment not covered by government services; or unable to be undertaken through the Community Outreach Dental Program  
<https://health.adelaide.edu.au/dentistry/community-outreach>
  - medical services or aides which are not covered by the government prescription list
- 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.

*(Include a copy of your Business Plan with your application). If you require help visit: The Business Enterprise Centre [www.beaustralia.org.au](http://www.beaustralia.org.au); or the Australian Government – Business: <https://www.business.gov.au/Info/Plan-and-Start>*

**Q Are there standard prices allocated for items?**

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

**Standard Price Guide** (*note: prices are 'up to' amounts*)

<b>Washing Machine</b>	\$700.00
<b>Refrigerator</b>	\$700.00
<b>Microwave</b>	\$150.00
<b>Television</b>	\$500.00
<b>Vacuum Cleaner</b>	\$150.00
<b>Dining Suite</b>	\$400.00
<b>Lounge Suite</b>	\$850.00
<b>Bookcase</b>	\$150.00
<b>Desk</b>	\$200.00
<b>Tallboy or Wardrobe</b>	\$300.00
<b>Bedside Table/Cupboard</b>	\$80.00
<b>Floor Mat/Rug</b>	\$150.00
<b>Bed frame</b>	\$150.00 (single) \$300.00 (bunk) \$200.00 (double) \$300.00 (queen)
<b>Mattress</b>	\$250.00 (single) \$400.00 (double) \$450.00 (queen)
<b>Bedroom Suite (Adult)</b> <i>Comprises of 1 x queen bed frame, 1 x queen bed mattress, 1 x tallboy or wardrobe, 2 x bedside tables or cupboards.</i>	\$1210.00
<b>Bedroom Suite (Child)</b> <i>Comprises of 1 x single bed frame, 1 x single mattress, 1 x tallboy or wardrobe, 1 x bedside table or cupboard.</i>	\$780.00
<b>Portable air conditioner</b>	\$500.00
<b>Camera (Special Purpose)</b>	\$800.00
<b>Adult Bicycle (including safety wear)</b>	\$850.00
<b>Lawnmower</b>	\$300.00
<b>Driving Lessons</b>	\$1000.00
<b>Tertiary Course Costs</b>	\$2000.00 (per application)
<b>Computer Package (including software and accessories)</b> <i>Note: Funding will not be considered within a 3 year period from previously grant funded computer purchase.</i>	\$800.00

## Q How do I apply for a grant?

- There are two application forms
  - Application Form – I am under the Guardianship of the Minister
  - Application Form – I am no longer under the Guardianship of the Minister

Please complete and submit the appropriate application, as it applies to you, by the grant closing date.

- Seek help with your written application, if necessary. Or you can make an appointment with the DRMTF Executive Officer on **1300 650 971** who will assist you.
- Items or services applied for, should express **your** interests and desires, not those of your carer or social worker (*use your own words when completing the application*).
- Grant applications are assessed by the board once the grant round closes so please take this into account when applying for funds. If you require funds urgently, you may need to find an alternative source of funding.
- The Board reserves the right to seek more information from you to help with their assessment of your application.

## Q What supporting documentation should I provide with my application?

- Supporting documents are recommended when you need to verify statements that you make in your application or to help the board understand why the item(s) and service(s) requested is important to you.
  - **Quote(s)** from each supplier with their address details (*and EFT details, if possible*).
  - **Course information** (*proof of enrolment will be required before payment is actioned*).
  - **Business plans** or **medical/dental treatment plans** (*if applicable*).
  - **Letters of support** relevant letters from professionals, such as case managers, education providers and/or health professionals will help to strengthen your claim. These are especially important when claiming items that are not normally funded.
  - **Proof of income** is only requested for applicants who are **18 years or older** and is used to determine from which Trust Fund a grant may be accessed.

## Q 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.

## Q Can I swap my approved item for something else?

- No, you are only allowed to purchase the originally approved item. If your circumstances change you can apply in a future grant round for the additional item or service.

## Q Can I apply for a grant more than once?

- Yes, but you can only put in one application at each funding round. When considering your application, the board will take into account how many times you have applied previously, and what you have applied for.

## Q How often will grants be offered?

- There are two funding rounds annually, in February and September.

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

- 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 require **delivery** of your items, please ensure the cost of this is included with your application.
- If you are applying for goods due to theft or damage, you must provide your Police Report Number or Incident Number.
- The Board will only consider applications for study fees where the organisation providing the training has flexible payment options. This means part payments can be made and students are not required to enter into a formal contract. Please check this with the organisation before applying.
- **DRIVING LESSONS – Learn to drive as part of the SACE.** Schools include this course as part of their VET offerings. There are host schools around metro Adelaide, and feeder schools participating in the Certificate II in Driver Competence course. Contact the SACE Board of SA on (08) 8372 7400 or email: [info@saceboard.sa.gov.au](mailto:info@saceboard.sa.gov.au) for more information.
- *The following companies support DRMTF by providing additional discount or service:*
  - Winc (computer packages) - For a quote email: [sait-sales@staples.com.au](mailto:sait-sales@staples.com.au) and include 'Quote Ref: VB151471'; or phone 132644 or (07) 33650813.*
  - Ceduna Homescene and Outdoors (Ceduna)*
  - Fantastic Furniture (all stores throughout SA)*
  - Hitec Leading Appliances (Mount Gambier)*
  - Lincoln Computer Centre Pty Ltd (Port Lincoln)*
  - Mark Forbes Sleepzone / Homemakers (Port Lincoln)*
  - Radio Rentals (all stores throughout SA)*

## Q What happens post grant round?

- **If your application has been successful**
  - Included with your grant notification letter is a Declaration form that needs to be completed and returned with any outstanding quotes/invoices. Once received, payment to the supplier(s) will be arranged on your behalf.
  - The Board approves applications for an item with a limit on the cost. 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.
  - You are only allowed to purchase the originally approved item/s.
  - 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.
  - 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.
- **If your application has been unsuccessful**
  - 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.

A feedback survey regarding the grant process will be provided to you with your notification letter for completion and returning.

Please tell us if you change your address or contact details so that we can notify you of the outcome of your grant application.

**For more information, contact:**      The Executive Officer  
   Dame Roma Mitchell Grants  
   Department for Child Protection  
   Ph: **1300 650 971**  
   Email: [drmtrust@sa.gov.au](mailto:drmtrust@sa.gov.au)

***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.*

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