Social Sector Transformation Fund

Open Round Grant Application Guidelines

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1 Social Sector Transformation Fund

1.1 Background

The NSW Government 2020/21 Budget announced the Social Sector Transformation Fund (SSTF or The Fund) with an allocation of $50 million.

The Fund will provide grants to small and medium-sized charities and not-for-profits working in health and social service sector in NSW to help them modernise their operations — with a focus on capacity building, better digital service delivery, remote working capabilities and improving business strategies — so they can remain efficient, effective and viable.

1.2 SSTF grants overview

The SSTF grants will be paid to eligible organisations in three rounds:

1. Direct grant payment will be made to eligible organisations with continuous funding arrangements with the Department of Communities and Justice and/or NSW Health

2. Eligible organisations in the health and social services in NSW sectors can apply for funding in an open competitive grant process outlined in this document.

3. Selected organisations will be invited to submit a proposal to deliver consultancy, advisory and support services to the sector. Not for profit organisations will then be able to access these services from June 2021 to June 2022.

The three grant rounds allows both existing and new organisations an ability to access the Fund and it also provides general supports to the sector.

1.3 SSTF outcomes

The overall objective of the SSTF is to modernise the operations of small to medium not for profits so they can remain efficient, effective and viable. In the short term the SSTF aims to:

*   Improve the capability of the not for profit's staff and organisational processes,

*   Improve efficiencies and effectiveness in service delivery,

*   Improve business strategies.

In the medium to long term the SSTF can help organisations and the wider sector to:

- Be more innovative and be confident with new ways of working,

- Be able to deliver more accessible and comprehensive services based on client needs

- Have more sustainable, resilient and viable organisations that are able to innovate.

2 Open Round Grant Applications

Eligible organisation can apply for up to three fixed amount SSTF grants:

- **$20,000** available for around 500 organisations

- **$50,000** available for around 300 organisations

- **$200,000** available to three organisations.

However only one grant in this round will be approved for each organisation. (Organisations can still be approved for grants in either round 1 or round 3)

Organisations are advised to choose to apply for a grant amount that best matches their needs and ability to spend the grant.

Application and reporting requirements increase in complexity with increasing grant amounts. The $200,000 grants are expected to focus on delivering longer term outcomes and transformation. Due to this, applications for this amount will be requested to provide more detailed information and will have correspondingly more detailed reporting requirements than the lower grant amounts.

3 Eligible organisations

Organisations must meet all of the following eligibility criteria before submitting a grant application:

- Be an incorporated charity or not-for-profit entity registered with the Australian Charities and Not-for-profits Commission (ACNC), Office of the Registrar of Indigenous Corporations, NSW Fair Trading or equivalent other equivalent regulatory bodies

- Be a small to medium sized organisation that has total annual revenue reported in their 2019/20 financial statements of less than $5 million

- Be an organisation in that provides health and/or social services in NSW, this excludes arts and sporting organisations in the broader social and community sectors

4 Eligible funding categories

The open grant can only be used for one or more of the ten grant funding categories:

#	Category	Examples
1	Personal technology and equipment for a flexible workforce	Purchase laptops, mobile phones and tablets to allow staff to be more mobile and work where they are needed or where they prefer to work
2	Organisational infrastructure for a flexible workforce	Purchase of a cloud service to allow for better collaboration in real time over the internet. Purchase/upgrade of servers, wireless network, data storage, or new accounting software
3	Technology training and support for a flexible workforce	General IT training courses, software training, social media training or training on how to use technology to better engage specific communities or client groups
4	Organisational business improvement	Adapt current work practices to be more effective. Advice on using existing or new technology more efficiently/effectively
5	Technology training and support for clients	Support clients to use technology in a remote service delivery setting
6	Service delivery or models of care improvement	Review and develop a mixed service delivery model that allows for improved online and face to face services
7	Data and information (cyber) security	Purchase of new hardware or software to improve cyber security. Engage a security expert to test current systems
8	Client relationship or information management system	Purchase of new or upgrade software to manage client information, bookings and client files
9	Organisational capacity building	Develop an IT procurement roadmap; governance and legal support; leadership training/program; strategic plans; or service delivery evaluations
10	Online engagement	Development of a social media and / or digital marketing plan. Purchase ads or run promotions on social media

5 Retrospectivity

Organisations are allowed to use up to 50% of the SSTF grant to reimburse expenses incurred in 2019/2020 and/or 2020/2021 financial years.

In order to do so DCJ must be satisfied that the retrospective expenditure to be reimbursed provided a benefit to clients at that time.

All retrospective expenses must be reported to DCJ and must be aligned to one or more of the ten grant categories. Any expenses, retrospective or not, not aligned with SSTF will not be permitted.

Organisations who have been approved to retain unexpended funds from programs funded by either DCJ or NSW Health will not be permitted to claim a reimbursement.

Reimbursement of retrospective expenses is not available for the $200,000 grant.

6 Application process

All applications must be submitted using [SmartyGrants](). Applications submitted via email, in the post, by hand or by fax will not be eligible.

Opens	Closes
Thursday 1 April 2021 at 9.00am AEDT	Monday 26 April 2021 at 5.00pm AEST

Any applications received after the closing time will be automatically ineligible.

6.1 Assessment criteria

All applications will have an eligibility assessment and if they are successful they will then be assessed using the following criteria:

1. Aligned with one or more of the three short term outcomes of the SSTF and one or more of the ten grant funding categories

2. Meets a critical business need, improves services for clients and/or there is a community benefit

3. Be technically feasible and can be delivered on time[1] and on budget

4. The organisation must have the capacity and capability to deliver on the project(s) outlined in the application

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[1] Projects must be completed on or before 30 June 2022

5. Shows value for money.

6.2 Information to be submitted

Grant Amount	Information to be submitted via **SmartyGrants**
$20,000	- Organisational details - Project description - Responses to assessment criteria - Simple budget breakdown - Nominated output measures for reporting
$50,000	- Organisational details - Project description - Responses to assessment criteria with additional questions - Detailed budget breakdown - Nominated output measures for reporting
$200,000	- Organisational details - Project description - Responses to assessment criteria with additional questions - Detailed budget breakdown - Nominated output measures for reporting - Project plan - Cost benefit analysis - Program logic

7 Assessment

Eligible applications will be independently assessed by DCJ and NSW Health. Each application will be scored against the assessment criteria. In addition, the assessment may prioritise applications based on one or more of the following:

- Aboriginal Community Controlled Organisations (ACCOs)

- Organisations that deliver a majority of their services to Aboriginal clients and communities

- Smaller organisations based on their total annual revenue in 2019/2020 and/or reliance on government funding

- Organisation based in rural and remote areas.

8 Funding Deed

A funding deed is required to be executed by the successful applicant and DCJ before any grant can be paid. The terms and conditions of the deed are not negotiable. The execution of the funding deed will be done by DocuSign.

Failure to execute the funding deed by 7 June 2021 may result in the grant being withdrawn or risk a nonpayment.

Once funding deeds are executed DCJ will release the grant funding to the successful applicant prior to end of June 2021. No grants will be paid in the new financial year.

9 Reporting

Successful applicant will be required to submit an Annual Accountability return to DCJ.

The report has one mandatory output measurement and organisation must choose at least one additional output measure for each approved grant funding category.

9.1 Mandatory output measure

- Amount expended per grant funding category

9.2 Additional output measures

- Estimated efficiency savings in dollars

- Estimated efficiency savings in time

- Number of new personal IT devices purchased

- Number of new IT infrastructure purchased

- Number of new software purchased

- Number of staff that can now work flexibly/remotely or has significant improved ability to do so

- Numbers of staff received training

- Numbers of clients received training

- Proportion of staff reporting a technology capability uplift

- Proportion of clients reporting a technology capability uplift

- Proportion of clients reporting increased accessibility

- Number of new clients receiving a service

- Qualitative assessment of business transformation

Organisations will be required to select one or more relevant the output measures when submitting an application.

The outputs will be used to measure SSTF outcomes to evaluate projects, the SSTF program and for reporting to government.

For the $200,000 grants, in addition to the Account Accountability reporting, more in depth reporting will be required. Additional reporting requirements will be negotiated with the successful applicant.