



DEPARTMENT OF TREASURY AND FINANCE

Digital Donation Program

Frequently Asked Questions



**Government
of South Australia**

Department of Treasury
and Finance



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The Digital Donation Program was created to assist South Australian community based, not-for-profit organisations to access devices from surplus government stocks. By re-using surplus government devices across the State and making them available to not-for-profit organisations in the community, we are able to implement a program that benefits both the community and our planet.

Eligibility

Is my organisation eligible for the Digital Donation Program?

There are specific requirements your organisation must meet to be eligible for the Digital Donation Program. These requirements are outlined in detail below. Prior to completing an application, we recommend you ensure your organisation meets these requirements.

To be eligible for a device through the Digital Donation Program, an organisation must be a not-for-profit South Australian organisation and be one of the following:

- incorporated under the *Associations Incorporation Act 1985* (SA)
- a corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- a company limited by guarantee registered under the *Corporations Act 2001* (Cth)
- a statutory authority, excluding schools and educational facilities
- a local government authority, progress association or group established under sections 41 or 42 of the *Local Government Act 1999* (SA) (including council committees and subsidiaries).

If you are not sure if your organisation fits one of these categories, please contact the Program Team on (08) 8226 9500 or email commservices@sa.gov.au before completing an application form.

You are not eligible for the Digital Donation Program, if you intend to:

- Charge members for their use;
- Use the device for personal use;
- Use the device for reward or an incentive for members of the organisation;
- Sell or send the device overseas or interstate – devices must be physically located in South Australia and used for the benefit of South Australians for a minimum of 24 months; and
- Use the device for any illegal activity.

Or if you are:

- a school, university and other educational facility;
- a business or commercial enterprise, including those operating for fund raising;
- an individual, including Children and Young People under the Guardianship of the Minister;
- an organisation that operates for member profit and organisations that hold a Gaming Machines Licence.

Device information

Is the device free?

Yes. There is no cost to the organisation for the device itself. However, upgrades and additional equipment are at your organisation's expense.

What are the specifications of the device?

The device brand, model and the capability may vary. At a minimum, the device will have an Intel 8th Generation processor (or AMD equivalent), with 8GB RAM, 128GB SSD, webcam, and Wi-Fi. Windows 11 will be preinstalled, which includes Windows Security, providing the latest antivirus protection.

The device will be actively protected from the moment you start Windows. Each device is donated on an 'as-is' basis and may require expenditure by your organisation to align it to your requirements such as additional software or peripherals.

Please note that this program is unable to provide accessories or peripherals such as keyboards, mice, printers, and scanners.

Applying for a device

How many devices can an organisation apply for?

A maximum of two (2) devices can be applied for and each organisation is restricted to one application per round.

Donation numbers depend on surplus government stock. The maximum amount of devices donated to eligible organisations is currently 2. However, in some cases surplus stock levels may be low and your organisation may not receive the amount of devices originally requested.

If your organisation has received a device from a previous round within the last 12 months, other organisations who have not will be given greater preference.

We expect that the number of devices sought will be greater than the number available. Therefore, successful applicants may not receive the number of devices they requested.

What do we need to include in our application?

You need to provide as much detail as possible on how you intend to use the donated device. Preference is given to organisations who detail in their application how the use of the device is going to help others in the South Australian community. You will also be asked multiple questions about the applying organisation.

Organisations must show in their application that the device will be used to benefit the wider South Australian community. For example, how the device will be used:

- to enhance support services for the elderly, socially isolated or at risk groups;
- for assisting special populations, such as Aboriginal communities, disability action or support groups, or culturally or linguistically diverse populations;
- for the support of socially or economically disadvantaged people;
- for the training and development of individuals or volunteers;
- to improve the wellbeing, quality of life, community participation and life management skills of individuals, families and communities through programs and services; and/or
- to develop and strengthen community relationships and community spirit throughout South Australia.

How do we apply?

Applications are submitted via an online form which is available at: <https://www.sa.gov.au/topics/family-and-community/community-organisations/information-and-resources/digital-donation-program>

Organisations must:

- ensure they have read the FAQ's and sought clarification if required before applying;
- complete all information and questions on the application form, including uploading any supporting documentation that is required. Incomplete application forms will be deemed ineligible;
- submit their application prior to the closing date, only applications received on or before the closing date will be accepted; and
- keep a copy of the application for their own records.

Your application will be assessed against the relative merit of other applications, therefore provide as much detail as possible in meeting the Digital Donation Program requirements.

Next steps

What happens after we have submitted an application?

After the closing date, the Program Team will assess each application against the criteria of the Digital Donation Program and rate them accordingly. A panel then meets to discuss the relative merit of all the applications. Once an agreement is reached, the Program Team will submit recommendations to the Minister.

Under the assessment criteria, applications that assist Aboriginal or Torres Strait Islanders, people with disabilities, homeless or vulnerable people, the mental health sector, or young offenders will be considered more favourably. However, this is not to say that applications from organisations that do not service these groups will not be successful, especially where the application highlights a community need or significantly benefits a community.

The rate of success will depend on the number of devices available for distribution in any one application period, the number of applications received and the relative merit of those applications. This can vary significantly in each application period throughout the year. There is no guarantee that you will be successful.

What happens if my application is successful?

If your application is successful, you will receive a Letter of Offer. You must read and fully understand the Letter of Offer before signing the online Acknowledgement and Acceptance of Offer form – it is a legal document. Your organisation will be liable if any of the terms or conditions contained in the Letter of Offer are breached.

These conditions include:

1. You must acknowledge receipt of the Grant by notice in writing (completion of the online Acknowledgement and Acceptance of Offer form).
2. Information pertaining to the collection of the device will be provided to you following the successful signing of the Acknowledgement and Acceptance of Offer online form.
3. You must only use the Grant for the Purpose and in doing so must not:
 - 3.1. use the device for any illegal activity;
 - 3.2. use the device for personal use;
 - 3.3. charge members for the use of the device;
 - 3.4. use the device for reward or incentive for members of their organisation;
 - 3.5. in the first 24 months from receiving the device:
 - 3.5.1. sell the device; or
 - 3.5.1. send the device overseas or interstate

If you are not sure of any of the terms or conditions, you should seek legal advice before signing it.

Once you have completed and submitted the Acknowledgement and Acceptance of Offer online form, you will receive an email containing information about how, when and where you can collect your device.

In most cases your device will be available for collection at a location in the Adelaide CBD. If your organisation is located regionally and you cannot collect your device from this location, please contact the Program Team via email commservices@sa.gov.au to arrange an alternative location for collection.

If the device is not collected within 3 months of being advised of collection details it will be re-allocated to another organisation or returned to the pool for the next round of the program.

What happens if my application is not successful?

If your application is unsuccessful, you will be notified as to the reasons. We encourage you to contact the Program Team before applying again.

Further information

Where can I get more information?

If you have any questions about the Digital Donation Program, please contact the Program Team.

Phone: (08) 8226 9500

Please note, this is a call back service. Please leave a message and a member of the team will get back to you.

Email: commservices@sa.gov.au

or visit: <https://www.sa.gov.au/topics/family-and-community/community-organisations/information-and-resources/digital-donation-program>