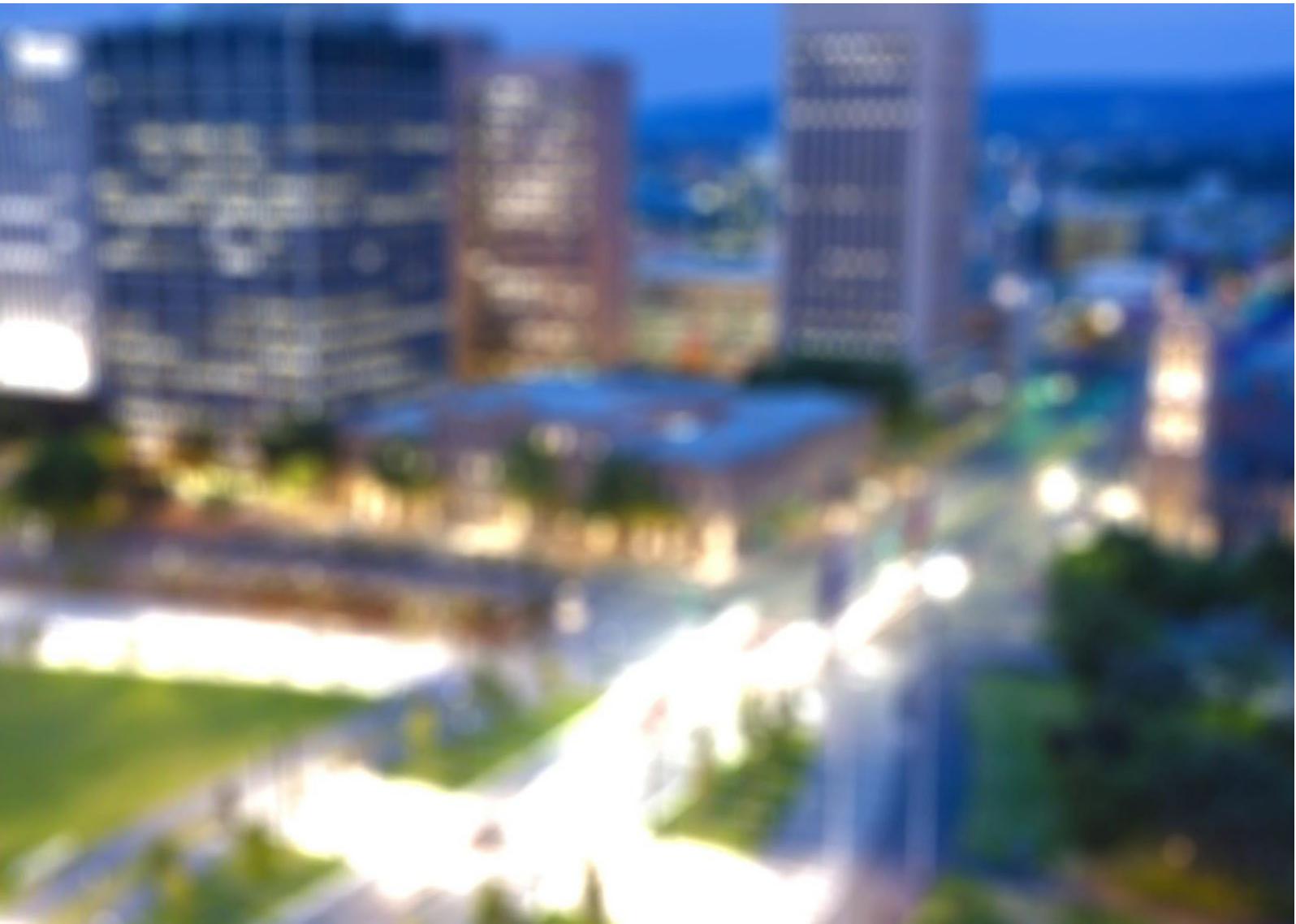# DIGITAL DONATION PROGRAM

Guidelines &

Frequently Asked Questions

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 non-for–profit organisations in the community, we are able to implement a program that benefits both the community and our planet.

Is your organisation eligible for this program?
There are specific requirements your organisation must meet to be eligible for devices. These requirements are outlined in detail within this document. Prior to completing an application we recommend you ensure your organisation meets these requirements.

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

How many devices can we apply for?
Donation numbers depend on surplus government stock. The maximum amount of devices donated to eligible organisations is currently 2. However, in some cases surplus stocklevels may be low and your organisation may not receive the amount of devices originally 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 devices. Preference is given to organisations who detail in their application how the use of the devices are going to help others in the South Australian community. You will also be asked multiple questions about the applying organisation.

I have submitted an application, what happens next?
Upon receipt of your application it will be held for assessment until the application period has closed. Once assessed you will receive correspondence from the program advising the outcome of your application. If your organisation is successful, you will receive a grant letter outlining the donation terms and a link to an acknowledgement and acceptance of offer online form. The length of this process is determined by the amount of applications received. We anticipate you will be notified of your application outcome within 3 months of the closure date.

Where do we collect our donated devices?
The Computer Recycling Warehouse is located in Burton. If your organisation is successful, further contact details will be provided in our correspondence. Collection date and time will be negotiated between your organisation and the Depot Manager. We do not offer delivery or alternative pickup locations.

Requirements

To be eligible for devices through the Digital Donation Program, an organisation must be a not-for-profit South Australian organisation and be either:

- Incorporated under the *Associations Incorporation Act 1985*;
- Incorporated under the *Aboriginal Councils and Associations Act 1976*;
- A Company Limited By Guarantee formed under *Corporations Law 1990*;
- A Statutory Authority, with the exception of schools or educational facilities; or
- Local Government Authorities, Progress Associations, or groups established under Section 41 or 42 of the *Local Government Act 1999* (council committees or subsidiaries).

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

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

You are <u>not eligible</u> for this Program, if you intend to:

- Charge members for their use;
- Use the device for personal use;
- Use the devices for reward or an incentive for members of the organisation;
- Sell or send the devices overseas or interstate – they 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.

All successful organisations are encouraged to return devices to the collection depot at the end of their life for recycling. We don't want them to end up as landfill. For more information contact the Program Team on (08) 8226 9500.

How to Apply

Access the application form 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 guidelines and sought clarification if required before applying;
- complete all information and questions on the application form, 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.

A maximum of two (2) devices can be applied for and each organisation is restricted to one application period. If successful, an organisation cannot apply for more devices for 12 months, unless exceptional circumstances are demonstrated. This is to ensure fair distribution of devices in the wider community of South Australia.

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.

The device and the capability of the equipment varies. At a minimum, the device will be a 3rd to 6th Generation laptop with a minimum 8GB RAM and 120GB SSD.

Devices will have a Microsoft Operating System installed (Windows 10) and Defender antivirus software. Upon request Open Office can also be installed, if required. Equipment is donated on an 'as is' basis and may require expenditure by your organisation to make it fit your own requirements.

All laptops have Wi-Fi capability with a limited number having Webcams suitable for on-line meetings.

Please note that equipment, such as modems, scanners, and printers, are not available through this Program.

What happens after I have submitted an application?

After the closing date, the Department then assesses each application against the criteria of the Program and rates them accordingly. A panel then meets to discuss the relative merit of all the applications. Once an agreement is reached, the Department 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.

If you are 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 equipment 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 computers for any illegal activity;

    3.2. use the computers for personal use;

    3.3. charge members for the use of computers;

    3.4. use the computers for reward or incentive for members of their organisation;

    3.5. in the first 24 months from receiving the computers:

        3.5.1. sell the computers; or

        3.5.2. send the devices 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 signed the Acknowledgement and Acceptance of Offer online form, the Department will then arrange for the device/s to be assembled at the Computer Recycling Warehouse. When the device/s is ready for pickup, you will be advised of collection details.

Devices must be collected from the warehouse. There is no delivery service. Only the President/Public Officer, or the co-applicant on the application form is authorised to collect the equipment from the warehouse. If this is not possible, please contact the Program Team on (08) 8226 9500 to arrange an alternative. We may ask the signatories on the application form to provide permission for a proxy to collect.

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

When your donated devices have reached the end of their useful life, you are encouraged to return them to the Computer Recycling Warehouse for recycling or alternatively, another recycling depot closer to your organisation.

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

If you have any questions about the Digital Donation Program, please contact the Program Team on (08) 8226 9500 or email commservices@sa.gov.au or visit https://www.sa.gov.au/topics/family-and- community/community-organisations/information-and-resources/digital-donation-program