

Smart State PC Donation Program

Guidelines for Applying



Government of South Australia

Department of the Premier
and Cabinet



KEY GUIDELINES

YOUR ORGANISATION MAY NOT BE ELIGIBLE FOR THIS PROGRAM.

There are specific requirements to be met before we can consider providing your organisation with a PC. Make sure that you are a suitable applicant first. It will save you lots of time and effort (and disappointment). See page 3-4.

THERE MAY NOT BE ENOUGH PCs FOR EVERYBODY THAT APPLIES

Your organisation may apply for 3, but only receive 1 or 2. Your organisation may apply for 3, but not rank highly enough to receive any. PCs become available for donation when they pass a certain age – we might not have the exact number that has been requested, or there might have been LOTS of applications for only a FEW PCs. Please keep that in mind when you are applying. See Page 5.

PREFERENCE IS GIVEN TO ORGANISATIONS THAT ARE CLEARLY GOING TO HELP OUT OTHERS IN THE SOUTH AUSTRALIAN COMMUNITY.

This means your organisation may miss out if you are only intending to use the PCs for administrative purposes. Be sure to contact us if you think you need a PC only for the admin of your organisation. We can refer you to other services that supply low cost computers. PCs MUST be used to benefit the South Australian community, and be physically located in SA. They cannot be sent interstate or overseas. See Page 6.

THIS PROCESS MAY TAKE A WHILE.

Two months after the closing date is normally the minimum amount of time before you may be selected to receive PCs. This is because certain processes have to be followed to ensure the fairness of this program. Please be patient, you will be contacted as soon as we are able to let you know if your organisation is successful, and if you are, when you may be able to collect a PC. See Page 6-7.

PCs MUST BE PICKED UP.

We don't have a delivery service. All PCs need to be picked up from the depot at Kilkenny. If your organisation is successful, we will outline these arrangements for you. See Page 5.



PCs COME “AS THEY ARE”.

We clean all of the old data from the PC and ensure that it works. We make sure that it has an appropriate operating system (eg, Windows XP or 2000). We install some free software that is useful and is compatible with Microsoft Office software. We don't install Microsoft Office. Once the PC is yours, you can install software on the PC at your own cost. See Page 5-6.

WE HAVE TO ASK YOU QUESTIONS IN THE APPLICATION FORM.

This enables us to determine which organisations (out of all that apply), should get PCs. If you have any trouble with the form, make sure you contact the Program Coordinator, on 8226 2815.

AIM OF THE PROGRAM:

The Smart State PC Donation Program was created to assist South Australian community based, not-for-profit organisations to access personal computer equipment from surplus government stocks.

The Government of South Australia aims to reduce its Ecological Footprint as part of its commitment to sustainability and climate change. By re-using surplus government computers across the State and making them available to community groups without cost, we are able to implement a scheme that benefits both the community and the planet.

PC equipment will be donated to organisations that can show in their application that the equipment will be used to benefit the wider South Australian community, especially where they will be used:

- to support current government policy on social inclusion and social inclusion initiatives, i.e. increasing participation and opportunities for people, especially the most disadvantaged, to engage in all aspects of community life;
- to enhance support services or educational opportunities 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.

Your application will be assessed against the relative merit of other applications in meeting State Government and Smart State PC Donation Program objectives. Please note that PC equipment cannot be sent interstate or overseas.

WHO CAN APPLY?

In order to be eligible for equipment through this program, organisations 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 or 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 Coordinator on 8226 2815 before you start filling out the application form.

WHO CANNOT APPLY?

The following organisations cannot apply for PCs through this program:

- Schools, universities and other educational facilities (contact the Program Coordinator for assistance);
- Businesses or commercial enterprises, including those operating for fund raising;
- Individuals, including Children and Young People under the Guardianship of the Minister (contact the Program Coordinator for assistance);
- Organisations that operate for member profit; and
- Organisations that hold a Gaming Machines Licence.



ORGANISATIONS CANNOT:

- Use the computers for any illegal activity;
- Charge members for their use;
- Use the PCs for reward or incentive for members of their organisation;
- Sell the computers; or
- Send the PCs overseas or interstate – they must be physically located in South Australia and used for the benefit of South Australians.

Please note that if your organisation intends to distribute the equipment to individuals, your organisation is still responsible for that equipment and must account for its proper use as part of the Agreement with the Department of the Premier and Cabinet.

There are also other conditions recipients must oblige with, these are outlined in an Agreement that must be signed by successful applicants before collection of PCs.

All recipients are expected to return PCs 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 Coordinator on 8226 2815.

HOW DO WE APPLY?

Download a copy of the application form and these guidelines and read them carefully. Incomplete application forms will be deemed ineligible - ALL INFORMATION AND QUESTIONS ON THE APPLICATION FORM MUST BE FULLY COMPLETED and TWO AUTHORISED SIGNATURES MUST BE ON THE DECLARATION PAGE. Contact the Program Coordinator if you have any questions, BEFORE you start. Complete the application form and Post or Hand Deliver ONE copy of the application form to:

PC Donation Program
Attention: Brendan Robinson
Department of the Premier and Cabinet
Services Division, State Services Branch

SAC - Level 16
200 Victoria Square
Adelaide SA 5000

or

GPO Box 2343
Adelaide SA 5001

Keep a copy for your own records, especially noting the declaration page.



Applications will be invited quarterly (approximately). Applicants will be informed about their application approximately 4 weeks after the closing date of the round. Successful organisations can expect to be able to collect PCs approximately 6 – 8 weeks from the closing date of the round.

PCs must be collected from our depot at Kilkenny. There is no delivery service.

ROUND 29

Opening Date: Monday 21 November 2011

Closing Date: Monday 19 December 2011

Notification: Mid January 2012*

*Approximate notification times only

WHAT CAN WE APPLY FOR?

A maximum of three (3) PCs can be applied for in any given round, and each organisation is restricted to one application per round. If successful, an organisation cannot apply for more PCs for 12 months, unless exceptional circumstances are demonstrated. This is to ensure fair and widespread distribution across South Australia in numerous industries and communities.

We expect that the number of PCs sought will be greater than the number available. Therefore, not all successful applicants may receive the number of PCs they requested. PCs may not be donated where the only benefit that can be demonstrated is an increase in the administrative capacity of the applicant organisation.

Only desktop PCs are available and the capability of the equipment varies. It will not be possible for the program to match equipment to your organisation's needs. Equipment is donated on an 'as is' basis and may require expenditure by your organisation to make it fit your own requirements. In many cases, computers will not have modems, network cards, sound cards or CD drives and may be early model Pentium machines. Equipment, such as modems, scanners and printers, are not available. Laptops are no longer available for distribution through this program, as very few can be reused at the end of their Government life.



PCs will have a Microsoft Operating System installed (usually Windows XP or 2000), and have Open Office Software installed. For more information about Open Office software see <http://about.openoffice.org/index.html> or contact the Program Coordinator on 8226 2815. This software is compatible with all other major office suites and is free to update, download, use and distribute. Generally, you may have programs that are equivalent to Word, Excel, Access, PowerPoint and Paint. Computers will come with a keyboard, mouse and monitor.

HOW IS MY APPLICATION ASSESSED?

Applications are assessed on the following criteria:

- If they will benefit or target groups that are under consideration of the Social Inclusion Unit,
- The extent that the activities to be undertaken with the PC(s) will benefit the wider community, and
- The relevance of the activities or organisation to fulfilling the objectives of the South Australian Strategic Plan or one or more of its targets.

Under these assessment criteria, applications that assist Aboriginal or Torres Strait Islanders, the disabled, the homeless or vulnerable, 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 more evidence you can submit that indicates benefits to the community or the fulfilment of the South Australian Strategic Plan targets, the more likely your chance of success.

The rate of success will depend on the number of PCs available for distribution in any one round, the number of applications received and the relative merit of those applications. This can vary significantly from round to round. There is no guarantee that you will be successful, regardless of how many times you might submit. If you need advice, contact the Program Coordinator on 8226 2815.



NOTIFICATION OF ROUND OUTCOMES

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

If your application is successful, you will receive notification from the Minister. Once this has occurred, you will need to enter into an Agreement with the Government of South Australia that outlines the conditions of receiving PCs through this program. It will also outline what we require of you to finalise the donation. If successful, an organisation is not eligible to apply for more PCs for 12 months from the date of execution of the agreement, unless exceptional circumstances can be demonstrated.

WHAT ARE YOUR OBLIGATIONS?

- If you are successful your organisation will be required to enter into an Agreement with the Government of South Australia;
- Your organisation will need to acknowledge the donation of PC equipment via their newsletters, public announcements, print media, and/or publications;
- Your organisation will be required to submit a brief report 12 months after the donation has been finalised, outlining the effects PC donation has had on your organisation's operations, and the wider community; and
- Photographic evidence of participants using the computers is also required; The Government of South Australia may seek permission to use your photographs and reports as part of the promotion of this program.

If your organisation does not comply with these requests, you may become ineligible for further PCs or we may take steps to recover the equipment.

IF YOU HAVE ANY QUESTIONS ABOUT THESE GUIDELINES, THE APPLICATION FORM, THE APPROVAL PROCESS OR ANYTHING ELSE ABOUT THE SMART STATE PC DONATION PROGRAM, BE SURE TO CONTACT THE PROGRAM COORDINATOR ON 8226 2815.

Further information: http://www.premcab.sa.gov.au/dpc/community_donation.html