



SMART STATE PC DONATION PROGRAM

Guidelines for Applying - incorporating Frequently Asked Questions

Round 44

Opening Date: Monday 18 September 2017
Closing Date: 5:00 pm Friday 27 October 2017



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. Please note that this program does not offer Laptops. Make sure that you are a suitable applicant first. It will save you lots of time, effort and disappointment.

There may not be enough PCs for everybody who applies

Your organisation may apply for 3 PCs, but only receive 1 or 2. Your organisation may apply for 3 PCs, but not 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 a considerable number of applications for only a FEW PCs. Please keep that in mind when you are applying.

Preference is given to organisations that are clearly going to help 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 administration of your organisation. PCs MUST be used to benefit the South Australian community, and be physically located in South Australia.

They cannot be housed at private residences or sent interstate or overseas.

This process may take a while

The entire process normally takes between 3 – 4 months from the opening date of a round, until you are contacted about the outcome. 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 the process has been completed.

PCs must be collected

We do not have a delivery service. All PCs need to be collected from the depot at Burton. If your organisation is successful, we will outline these arrangements for you.

PCs come ‘as they are’

We sanitise all hard drives utilising DBAN which removes all data from the PC and we ensure that it is in working order. We load the PCs with the appropriate operating system (e.g., Vista). We install some free / shareware software that is useful and is compatible with Microsoft Office software like Open Office. Once the PC is yours, you can install software on the PC at your own cost.

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. 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 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, 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 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 Programme Coordinator on (08) 8429 5356 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;
- Business or commercial enterprises, including those operating for fund raising;
- Individuals, including Children and Young People under the Guardianship of the Minister;
- Organisations that operate for member profit; and
- Organisations that hold a Gaming Machines Licence.



Organisations must not:

- 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;
- Send the PCs overseas or interstate – they must be physically located in South Australia and used for the benefit of South Australians; and
- PCs cannot be housed at private residences.

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 comply 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 Programme Coordinator on (08) 8429 5356.

How do we apply?

Download a copy of the application form at: <http://www.dpc.sa.gov.au/what-we-do/services-for-business-and-the-community/smart-state-pc-donation-program>

Ensure you have read these guidelines 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 Programme Coordinator and choose one of the following to return the completed application form and any attachments by close of business 27 October 2017.

EMAIL to:

gpu@sa.gov.au

Please include in the subject box – CP Round 44

POST to:

**Thomas Boravos
Grant Programmes Unit
State Administration Centre
GPO Box 2343
ADELAIDE SA 5001**

Or HAND DELIVER to:

**Security Desk – Ground Floor
Grant Programmes Unit
State Administration Centre
200 Victoria Square
ADELAIDE SA 5000**

Please keep a copy for your own records, especially noting the declaration page 5 (Section E of the application form)

Can I have an extension to submit my application?

NO - only applications postmarked on or before the closing time and date will be accepted.

What are the terms and conditions of the Agreement that must be signed in order to receive equipment?

You must read and fully understand the Agreement before signing it – it is a legal document. Your organisation will be liable if any of the terms or conditions contained in the Agreement are breached. These conditions include, but are not limited to:



- Your organisation must collect the equipment from the warehouse, there is no delivery service;
- The equipment must be used for the purpose intended (the project or activity that you outlined in your application form);
- If any government data or information is found on the computer, you **MUST** notify the Department of the Premier and Cabinet immediately;
- You must not use the equipment for any illegal purposes;
- You must complete and return a Project Evaluation Form, evidence of public acknowledgement and a Statement declaring the correct and proper use of the equipment within 12 months of signing an Agreement;
- When the equipment has reached the end of its useful life, you must return it to the collection depot for recycling or an alternative recycling depot;
- The Government of South Australia is not liable for any loss or damages your organisation might incur as a result of using the equipment.; and
- Your organisation must comply with, and must not do anything that would result in the Premier being in contravention of, any licensing terms and conditions associated with the software transferred with the Equipment.

These conditions are only some of those contained in the Agreement. If you are not sure of any of the terms or conditions, you should seek legal advice before signing and returning it.

Who can collect the equipment?

Only the President/Public Officer, OR the second person who signs the application form is able pick up the equipment from the depot. If this is not possible, please contact the Department of the Premier and Cabinet on (08) 8429 5356 to arrange an alternative. We may ask the signatories on the application form to provide permission for a proxy to collect.

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 distribution of PCs in the wider community of South Australia.

We expect that the number of PCs sought will be greater than the number available.

Therefore, successful applicants may not 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 (no laptops) 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 PCs. Equipment, such as modems, scanners and printers, are not available. Laptops are no longer available 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 Vista or Windows 7), and have Open Office Software installed. For more information about Open Office software see <http://about.openoffice.org/index.html> or contact the Programme Coordinator on (08) 8429 5356. 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.

Are the computers free?

Yes. There will be no cost to the organisation for the PC itself. However, upgrades and additional equipment are at your organisation's expense. If successful, you will receive a hard drive, LCD monitor, keyboard, mouse and cables as follows:

- Core 2 3.0 Ghz
- 4096 MB Ram
- Min. 160 Gb Hard Drive
- Open Office Software
- Win 7 or Vista (depending on OEM Licence)
- DVDRW
- 17" / 19" LCD Screen

What is the application process?

Once all applications have been submitted, the Department of the Premier and Cabinet will acknowledge that it has received them. The Department of the Premier and Cabinet 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 of the Premier and Cabinet will submit recommendations to the Minister.

Applications are assessed on the following criteria:

- The extent to which 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, 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 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 Programme Coordinator on (08) 8429 5356.

If you are successful, you will receive a Grant Agreement to sign. The Grant Agreement outlines the responsibilities and obligations you have when accepting PC equipment through this Program. Make sure you read this carefully and understand what you are signing – it is a legal agreement.

When you have signed and returned the Grant Agreement, the Department of the Premier and Cabinet will then arrange for your equipment to be assembled at the Computer Recycling Scheme warehouse. When it is ready for pickup, the Department of the Premier and Cabinet will contact you to arrange collection.

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

Once collected, you should keep in mind the obligations that you have agreed to. At the end of 12 months, the Department of the Premier and Cabinet will ask that you complete – A Project Evaluation Form and a Statement declaring that you have used the equipment for the purpose that it was intended and NOT for illegal purposes. The Department of the



Premier and Cabinet will also ask that you provide some evidence that you acknowledged the Government's donation to your organisation. This can be in many forms, i.e. in your organisation's newsletter or organisation's minutes.

Once you have submitted the forms (and 12 months have passed since you signed the Agreement), you may apply for more PCs in the next round. If you are unsure whether you are eligible to apply again, make sure you contact the Programme Coordinator on (08) 8429 5356. When your PCs have reached the end of their useful life, you are required to return them to the collection depot at Burton for recycling or alternatively, another recycling depot closer to your organisation.

Notification of round outcomes

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

If your application is successful, you will need to enter into a Grant Agreement with the Government of South Australia that outlines the conditions of receiving PCs through this Program. If successful, an organisation is not eligible to apply for more PCs for 12 months from the date of execution of the grant agreement, unless exceptional circumstances can be demonstrated.

What are your obligations?

- If you are successful your organisation will be required to enter into a Grant Agreement with the Government of South Australia;
- Your organisation will need to publicly acknowledge the donation of PC equipment via a newsletter, public announcements, print media, and/or publications;
- Your organisation will be required to submit a brief report 12 months after the receipt of the PCs, outlining the effects this has had on your organisation's operations, and the wider community; and

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.

Who supplies the computers?

PC equipment is supplied by various State Government Departments. Availability is dependent on these departments turning over equipment and this equipment being suitable for donating to the Program. Equipment that does not meet standards is broken down into recyclable components or used to repair or refurbish other 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, PLEASE CONTACT THE PROGRAMME COORDINATOR ON (08) 8429 5356.

Further information: <http://www.dpc.sa.gov.au/what-we-do/services-for-business-and-the-community/smart-state-pc-donation-program>

