



Department for Correctional Services

# COMMUNITY PARTNERSHIP PROGRAM

Submission Guideline 2024-2025

## Message from the Chief Executive



The Department for Correctional Services (DCS) is committed to strengthening strategic partnerships with community organisations to drive collaborative and innovative service solutions that meet the needs of people in contact with the criminal justice sector.

Through the DCS Community Partnership Program (CPP) (previously the DCS Community Grants Program) DCS is keen to engage the sector to build capacity and to pursue a concept or service response that extends service provision into new and improved areas.

Broad alignment with the DCS Strategic Plan 2022-2026 remains a priority:

- reducing reoffending and assisting successful community reintegration;
- Closing the Gap and improving outcomes for Aboriginal men and women; and
- contributing to innovative and contemporary practice.

The Program also now incorporates three specific target areas to guide activity, which is discussed further in this guideline.

I look forward to extending our partnered activity into new areas and to witnessing the initiatives and outcomes that we anticipate growing from the Community Partnership Program.

**David Brown**

**Chief Executive**

**Department for Correctional Services**

## Purpose

The DCS Community Partnership Program (CPP) is designed to engage suppliers in the provision of innovative service solutions, or new initiatives, that are in alignment with the 2022 – 2026 DCS Strategic Plan.

The funding enables expanded investment in services that reduce reoffending and that assist achievement of key targets under Closing the Gap. It also seeks to expand DCS partnerships and encourage new and innovative opportunities for people in contact with DCS and the criminal justice system.

## Changes to the Program

A 2023 review of the Community Grants Program identified limitations with the program highlighting:

- A high portion of received proposals were a duplication of existing services;
- The application process, balanced with the funding amount, 'once off' and 12-month timeframe available, was perceived as having limited benefit by the sector; and
- Post funding, it could be difficult to move the program from a funded pilot to a program that is absorbed longer term within organisations.

Additionally, State Government regulation requires changes to the program in relation to how funding is distributed. These changes require that any funding to a not-for profit organisation that will have direct benefit to DCS, such as a program that benefits people exiting prison, must now be undertaken as a procurement.

This review combined with feedback from the sector, has resulted in the restructure and rebadging of the program. It also means that only one of the target areas can now be funded as a grant and the other two target areas will be progressed as a procurement.

## Funding Categories and Target Areas

The DCS Community Partnership Program will have a total funding pool of \$300,000, now aligned to 3 categories and target areas:

- 1. Partnership Submission**
- 2. Transitioning from Prison to Community**
- 3. Expanding Volunteering Opportunities**

## Target Area 1

### Partnership Submission

**Target Area 1: Partnership Submission** will be the only category to be offered as a grant. This grant funding is intended for an organisation or entity to work with DCS to develop a funding submission with the aim of securing funding from Federal Government or Philanthropic Trusts and Foundations.

<p><b>Activity</b></p>	<p><b>Partnership Submission</b> DCS will work with an organisation or entity to scope and develop a funding submission or program with the aim of securing funding from Federal Government or via Philanthropic Trusts and Foundations. Financial and in-kind support will be provided by DCS to test and develop the proposal. Eligible activities could include:</p> <ul style="list-style-type: none"> <li>• Research</li> <li>• Consultation</li> <li>• Small-scale trial of a program or feasibility study</li> <li>• Data analysis</li> <li>• Writing of an application for funding and/or business case</li> <li>• Development and/or production of a product or prototype</li> </ul>
<p><b>Grant</b></p>	<ul style="list-style-type: none"> <li>• Benefits go to the organisation, with in-kind support from DCS.</li> <li>• 1-2 grants of \$50k to \$100k may be offered.</li> <li>• Apply via expression of interest.</li> <li>• Term of grant can be up to 2 years.</li> <li>• Funding will be 'one off'.</li> </ul>
<p><b>Intended Outcomes</b></p>	<ul style="list-style-type: none"> <li>• <b>Increase organisational capacity</b> to develop new and innovative programs that support people who have had contact with the justice system.</li> <li>• <b>Closing the Gap</b>– providing targeted and culturally appropriate services and programs to address the specific needs of Aboriginal offenders and to reduce the overrepresentation of Aboriginal people across the justice system.</li> <li>• Develop a submission and <b>evidenced need</b> that has an opportunity to be addressed through a longer-term funding opportunity.</li> </ul>
<p><b>Applicants</b></p>	<p>DCS can provide grant funds to eligible organisations including:</p> <ul style="list-style-type: none"> <li>• Non-government, incorporated community organisations that are not-for-profit;</li> <li>• Charitable organisations</li> <li>• Universities and research institutions</li> <li>• Aboriginal Community Controlled Organisations</li> <li>• Small businesses</li> <li>• Community groups</li> </ul>

<b>Reporting Requirements</b>	<p>All organisations approved for funding will be required to:</p> <ul style="list-style-type: none"> <li>• sign and comply with reporting requirements in a grant agreement.</li> <li>• maintain financial records in accordance with generally accepted accounting principles and comply with relevant laws in South Australia.</li> <li>• appropriately acknowledge DCS as a funding body.</li> <li>• develop measures that accurately show the impact of funding.</li> </ul>
<b>Exclusions</b>	<p>Funding will not be provided for:</p> <ul style="list-style-type: none"> <li>• ongoing funding or recurrent operating or maintenance costs.</li> <li>• activities, programs or projects with the objective of making financial profits.</li> <li>• salaries where the salary forms part of an organisation's/individual's usual responsibility.</li> <li>• projects that are a duplication of an existing service, program, project or event in that location.</li> <li>• prize money.</li> <li>• projects with political or religious purposes or objectives.</li> <li>• projects which are deemed to be inappropriate and offensive.</li> <li>• overseas organisations.</li> </ul>
<b>How to apply</b>	<ol style="list-style-type: none"> <li>1. Read these funding guidelines.</li> <li>2. Complete the Application Form</li> <li>3. Contact the Senior Project Officer <a href="mailto:DCSSPPP@sa.gov.au">DCSSPPP@sa.gov.au</a> if you have any queries about the program and how to apply.</li> </ol> <p><b>Applications for grants open: 5:00pm Thursday 4 April 2024</b></p>
<b>Grant Process</b>	<ul style="list-style-type: none"> <li>• After you have submitted your application, you may be contacted by DCS to seek further information.</li> <li>• It is not possible to fund all application requests, therefore funding should not be anticipated or deemed automatic.</li> </ul> <p><b>Application for grants close 5:00pm Monday 6 May 2024.</b></p>
<b>Notification of outcomes</b>	<ul style="list-style-type: none"> <li>• All applicants will receive written notification regarding the outcome of their application.</li> <li>• Successful applicants will receive a phone call and notification letter and grant agreement detailing the terms and conditions of the funding.</li> <li>• Unsuccessful applicants are encouraged to contact DCS through <a href="mailto:DCSSPPP@sa.gov.au">DCSSPPP@sa.gov.au</a> to receive feedback and to discuss aspects of the application that might be improved for future applications.</li> </ul>

**Target Area 2 & 3**

**Transitioning from Prison to Community  
&  
Expanding Volunteering Opportunities**

***Target Area 2 & 3:***

***Transitioning from Prison and Community (2) and Expanding Volunteering Opportunities (3)***

will be offered as single procurements. Both procurements seek to improve people’s experience transitioning from prison and reintegrating in community. The proposed term of the contract will depend on the program but may be for a period of up to two years, with a funding amount of up to \$100,000 (GST inclusive) for the identified period.

<p><b>Target Area 2 Activity</b></p>	<p><b>Transitioning from Prison to Community</b></p> <p>DCS aims to engage a service provider to deliver an evidence-based and effective program to assist individuals to prepare for release from custody and/or in their initial few weeks of community return. Each week over 100 people exit DCS custody. Whilst some of these individuals are eligible for support programs, many of them are not. DCS recognises that this transition is a challenging time for people and that transitional support can improve outcomes and assist to address immediate and practical needs. The proposed program may be a new initiative or service to respond to the needs of people exiting custody, or alternatively could be a project that assists DCS to design or reconfigure an element of its system, to improve responses to people on their release from custody.</p> <p><b>Anticipated outcomes:</b></p> <ul style="list-style-type: none"><li>• Enhancing DCS’ response in relation to men and women’s transition from custody to community.</li><li>• Enhanced targeted and practical transitional support for men and women exiting custody, improving reintegration outcomes.</li></ul>
<p><b>Target Area 3 Activity</b></p>	<p><b>Expanding Volunteering Opportunities</b></p> <p>DCS aims to engage a service provider to deliver a program that can provide meaningful volunteering opportunities for people exiting custody and under DCS community supervision, creating benefit for both participants and the wider community. DCS is seeking volunteering opportunities for criminal justice involved individuals that offers something new or innovative, or that provides a pathway into an established mainstream volunteering service.</p>

	<p><b>Anticipated outcomes:</b></p> <ul style="list-style-type: none"> <li>• Enhancing volunteering pathways for people transitioning or exiting custody that provide vocational experiences that may lead to employment.</li> <li>• Volunteering opportunities for people transitioning or exiting custody that link them with a new and expanded social network and reduce their risk of social isolation during community reintegration post release.</li> </ul>
<b>Applicants</b>	<p>DCS is seeking to procure services from a diversity of organisations including:</p> <ul style="list-style-type: none"> <li>• Non-government, incorporated community organisations that are not-for-profit;</li> <li>• Charitable organisations</li> <li>• Universities and research institutions</li> <li>• Aboriginal Community Controlled Organisations</li> <li>• Small businesses</li> <li>• Community Groups</li> </ul>
<b>Reporting Requirements</b>	<ul style="list-style-type: none"> <li>• Reporting will be in line with the specifications and KPIs within the final contract.</li> </ul>
<b>How to apply</b>	<p><b>Procurement</b></p> <ul style="list-style-type: none"> <li>• Request for Quote to be advertised on <a href="#">SA Tenders and Contracts</a> website.</li> <li>• <b>Advertising opens 5pm 4 April 2024.</b></li> <li>• Organisations required to register to download tender documents.</li> <li>• Last queries and information requests to DCS by 5pm 19 April 2024.</li> </ul>
<b>Procurement Process</b>	<ul style="list-style-type: none"> <li>• A standard procurement and evaluation process will be followed to assess and approve applications.</li> <li>• <b>Application for procurement closes 5:00pm Monday 6 May 2024.</b></li> </ul>
<b>Notification of outcomes</b>	<ul style="list-style-type: none"> <li>• All applicants will receive written notification regarding the outcome of their application.</li> <li>• Successful applicants will receive a phone call and proceed to contractual negotiations.</li> <li>• Unsuccessful applicants are encouraged to contact DCS through <a href="mailto:DCSSPPP@sa.gov.au">DCSSPPP@sa.gov.au</a> to receive feedback and to discuss aspects of the application that might be improved for future applications.</li> </ul>

Thank you for your interest in working with DCS to partner on new and/or innovative initiatives to improve outcomes for men and women involved with the criminal justice system.

If you have any queries about the information in this guideline and the DCS Community Partnership Program, please contact DCS at [DCSSPPP@sa.gov.au](mailto:DCSSPPP@sa.gov.au).

Cover artwork: DCS acknowledges that permission was received to use the artwork on the cover; created by a woman while in the Adelaide Women's Prison and permission provided by the artist in 2023.



**Government of South Australia**  
Department for Correctional Services