

## Contents

<b>Contents .....</b>	<b>1</b>
<b>Introduction .....</b>	<b>1</b>
Scope and Purpose of this Document .....	1
Terminology .....	2
<b>Using the SMA Grants Portal .....</b>	<b>2</b>
1. Register as a New Smarty Grants User or Log In .....	2
2. Submit an Application for Funding .....	2
3. Application assessment .....	3
4. Grant Agreement .....	3
5. Quarterly Progress Reporting .....	4
6. Submit a Claim for Payment .....	4
7. Final Acquittal Declaration Form .....	5
8. Submit a Variation Request .....	5
9. Grants Portal Process Overview .....	6
<b>Reference Documents/Further Reading .....</b>	<b>6</b>
<b>Acronyms .....</b>	<b>6</b>
<b>Further Information .....</b>	<b>6</b>

## Introduction

The Stormwater Management Authority (SMA) is established as a statutory corporation pursuant to Schedule 1A of the *Local Government Act 1999*. The SMA acts as a state-wide planning and prioritisation body for stormwater management, and implements the *Agreement on stormwater management between the State of South Australia and the Local Government Association of South Australia* (the Stormwater Management Agreement).

The Stormwater Management Agreement promotes the management of stormwater in a way that delivers multiple benefits including flood protection, public amenity, healthy waterways and healthy coastal environments.

The Stormwater Management Fund (SMF) has been established through the Stormwater Management Agreement to assist, primarily, local government in meeting the costs of stormwater management planning and stormwater infrastructure.

### Scope and Purpose of this Document

Grants are received, managed and acquitted online through the [SMA Grants Portal](#).

This document has been prepared to assist applicants and grant recipients in the use of our grants management system.

## Terminology

Throughout this document, unless a contrary intention is evident:

- **Applicant** means the incorporated body (or group of incorporated bodies) that is applying for funding from the SMF
- **Application** means an application to the SMA for funding from the SMF
- **Grant Recipient** means the Applicant that has been approved to receive funding from the SMF
- **Grants Portal** is the online grants management system used by applicants, grant recipients and the SMA
- **Stormwater Management Fund (SMF)** has been established to assist local government to meet the costs of stormwater management planning and stormwater infrastructure. The SMA administers the SMF and provides funding support to eligible organisations and projects.
- **Approved Stormwater Management Plan** means a stormwater management plan (SMP) that has been approved by the SMA and for which notice has been published in the South Australian Government Gazette
- **Stormwater Management Authority (SMA), we or our** means the board of the Stormwater Management Authority, its staff, or agents acting on its behalf.

## Using the SMA Grants Portal

### 1. Register as a New Smarty Grants User or Log In

The SMA are using the Smarty Grants grant management system as a party to the Department for Environment and Water (DEW) licence. Applicants are required to set up a profile or log into their existing DEW Smarty Grants profile via the SMA Grants Portal log in [page](#).

If you are trying to access an existing SMA application or active grant in the Grants Portal please email [sma@sa.gov.au](mailto:sma@sa.gov.au). SMA staff will link your Grants Portal profile to the application. You will need to set up a profile in the Grants Portal before we are able to link you to existing applications.

### 2. Submit an Application for Funding

Refer to the SMA website <https://www.sma.sa.gov.au/> for our Applicants Guide. The Guide for Applicants describes the eligibility criteria for funding, please email us if you are unsure.

Our SMA website homepage contains a link to the applicable application forms for the three funding streams the SMA provide. The Guide for Applicants provides information on the three funding streams. If you are unsure, please contact the SMA to discuss the appropriate stream for your proposed project.

The application form will look like this:

The screenshot shows the 'SMA Demo Round — demo00001-TEST' application form. At the top right is the 'SmartyFile' logo with the tagline 'Store it. Share it. Use it.' Below the title bar are three buttons: 'Save Progress', 'Save and Close', and 'Next Page' with a right arrow. A status indicator says 'In progress, last saved today, 11:28am (ACDT)'. On the left is a 'Form Navigation' sidebar with 12 numbered steps: 1. Project Summary (active), 2. Applicant Detail, 3. Project Context/Background, 4. Project Definition, 5. Project Management, 6. Stakeholder Engagement, 7. Timeframe and Workplan, 8. Social, Economic and Environmental Benefits, 9. Cost, 10. Budget, 11. Design Standard/Not Applicable, and 12. Economic Assessment/Not Applicable. The main form area is divided into sections: 'Project Summary' (with 'Project Title' and 'Project Funding' sub-sections), 'Stormwater Management Fund' (with a text input field and a note 'Must be a dollar amount.'), 'Applicant' (with a text input field and a note 'Must be a dollar amount.'), 'Other' (with a text input field and a note 'Must be a dollar amount.'), 'Project Funding Total' (with a text input field showing '\$0.00' and a note 'This number/amount is calculated.'), and 'Project Activity' (with a note 'Select the project activity type below. Select one only. If more than one type is applicable, select the predominant type.').

Figure 1 Example online application form

Sections of the form will be enabled or disabled as required based on your responses. You can return to edit your application at any time before the funding round closes (applicable to Category C only).

Subject to resource availability and the closing date of the grant funding round the SMA can review draft applications via the Grants Portal and provide feedback before final submission. If you would like to do this please contact SMA staff to make arrangements.

Once all the applicable questions have been answered, the application form can be submitted:

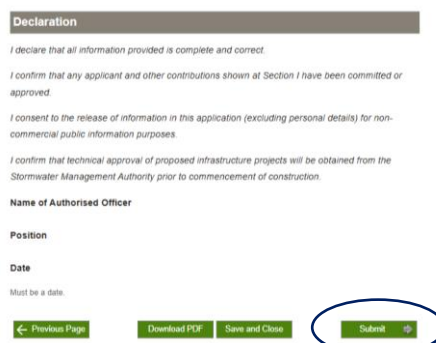
The screenshot shows the 'Declaration' section of the application form. It contains several lines of text where the user declares that the information provided is complete and correct, that they confirm any applicant and other contributions shown at Section I have been committed or approved, that they consent to the release of information in this application (excluding personal details) for non-commercial public information purposes, and that they confirm that technical approval of proposed infrastructure projects will be obtained from the Stormwater Management Authority prior to commencement of construction. Below the text are input fields for 'Name of Authorised Officer', 'Position', and 'Date'. The 'Date' field has a note 'Must be a date.' Below these fields are four buttons: 'Previous Page', 'Download PDF', 'Save and Close', and 'Submit'. The 'Submit' button is circled in red.

Figure 2 Example submission declaration

A PDF copy of the application will be emailed to you and an online version is also available under "My Submissions":

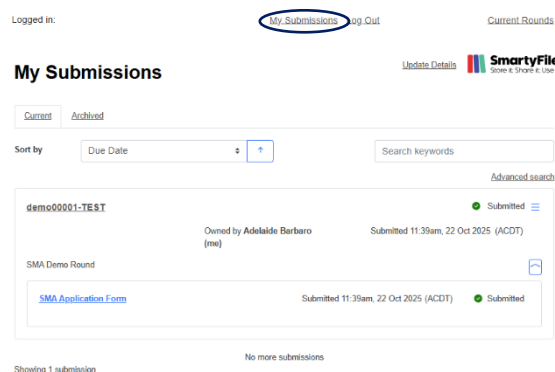
The screenshot shows the 'My Submissions' page in the Grants Portal. At the top, there is a navigation bar with 'Logged in:', 'My Submissions' (circled in red), 'Log Out', and 'Current Rounds'. Below the navigation bar, the 'My Submissions' section is displayed. It includes a 'Current' tab and an 'Archived' tab. There is a 'Sort by' dropdown menu set to 'Due Date' and a 'Search keywords' input field. Below these, there is a table of submissions. The first submission is titled 'demo00001-TEST' and is owned by 'Adelaide Barbero (me)'. It was submitted on '11:35am, 22 Oct 2025 (ACDT)' and is marked as 'Submitted'. Below this, there is a link to the 'SMA Application Form' and another submission entry for the same form, also marked as 'Submitted'. At the bottom, it says 'Showing 1 submission' and 'No more submissions'.

Figure 3 Example view of the 'My submissions' page once an application is submitted

Once submitted, an application cannot be edited without contacting the SMA. The SMA can reopen the form, should the grant round still be open. We may reopen the form (and notify you) if we require further information to be included in the application.

### 3. Application assessment

Please see the Guide for Applicants to see a description of the assessment process. Please contact the SMA for information on when the application is likely to be considered by the SMA Board.

### 4. Grant Agreement

The applicant is notified of the outcome of the application via letter after the SMA Board have made their decision. This is usually sent via email to the contact person and leadership of the organisation.

If the application is successful, the milestones (grant deliverables and payment instalments) are agreed upon via email and a draft grant agreement is issued. The grant agreement is to be signed and returned to the SMA via email. The SMA will execute the grant agreement and forward a copy to the grant recipient again via email.

## 5. Quarterly Progress Reporting

As part of the grant agreement, the grant recipient is required to complete quarterly progress reporting of the project. These reports are due on the 14<sup>th</sup> April, 14<sup>th</sup> July, 14<sup>th</sup> October and 14<sup>th</sup> January each year the grant remains current. Email reminders are sent from the Grants Portal prior to the due date.

The Quarterly Progress Reports to be completed for each grant are available in the Grants Portal under My Submissions with applicable dates.

**My Submissions** Update Details

[Current](#) [Archived](#)

Sort by: Due Date ⬇ ⬆  [Advanced search](#)

**demo0001-TEST** Submitted, next form available

Owned by Adelaide Barbaro (me) Next form due midnight, 01 Nov 2025 (ACDT)

SMA Demo Round

<a href="#">SMA Application Form</a>	Submitted 11:35am, 22 Oct 2025 (ACDT)	Submitted
<a href="#">Quarterly Progress Report</a>	Due midnight, 01 Nov 2025 (ACDT)	Not Started
<a href="#">Progress Report and Claim</a>	Due midnight, 30 Nov 2025 (ACDT)	Not Started
<a href="#">Quarterly Progress Report</a>	Due midnight, 01 Feb 2026 (ACDT)	Not Started
<a href="#">Start a Variation request</a>		

Showing 1 submission No more submissions

Figure 4 Example view of links to quarterly reporting required for a grant

## 6. Submit a Claim for Payment

Claims are received via the Grants Portal under the form “Progress Report and Claim”. The dates assigned to the Progress Report and Claim form are assigned according to the agreed Milestones in the grant agreement.

If submitting a claim at the same time as a regular Quarterly Progress Report, only the Progress Report and Claim form should be completed. Only one claim form is required to be completed if you are submitting a claim for multiple milestones at the same time. The SMA will remove any forms no longer applicable upon submission of a claim form.

**My Submissions** Update Details

[Current](#) [Archived](#)

Sort by: Due Date ⬇ ⬆  [Advanced search](#)

**demo0001-TEST** Submitted, next form available

Owned by Adelaide Barbaro (me) Next form due midnight, 01 Nov 2025 (ACDT)

SMA Demo Round

<a href="#">SMA Application Form</a>	Submitted 11:39am, 22 Oct 2025 (ACDT)	Submitted
<a href="#">Quarterly Progress Report</a>	Due midnight, 01 Nov 2025 (ACDT)	Not Started
<a href="#">Progress Report and Claim</a>	Due midnight, 30 Nov 2025 (ACDT)	Not Started
<a href="#">Quarterly Progress Report</a>	Due midnight, 01 Feb 2026 (ACDT)	Not Started
<a href="#">Start a Variation request</a>		

Showing 1 submission No more submissions

Figure 5 Example view of the list of relevant Quarterly Progress Reports and Progress Report and Claim forms under My Submissions

Claims must be accompanied by a tax invoice and supporting material. When a grant is issued in the absence of a service supplied to the SMA, the invoice must be free of GST. See the Guide for Applicants for more details on how claims are assessed and processed.

## 7. Final Acquittal Declaration Form

The [final acquittal declaration form](#) must accompany the last Progress Report and Claim. It is issued as part of the grant agreement with another copy linked in the claim form. This form declares that the grant was spent as agreed upon.

Is this the last claim relating to the project?

☒ Yes

☐ No

[Clear](#)

Please upload a signed copy of the final acquittal declaration form available [here](#)

Attach a file: [Upload new file](#) [Select stored file](#)

Figure 6 Example view of the section of the Progress Report and Claim form where the final acquittal declaration form is linked

## 8. Submit a Variation Request

Variation requests are submitted through the Grants Portal under “My Submissions”. Proposed variations can be discussed with SMA staff head of submission.

In progress, last saved today, 10:40am (ACDT)

[Save Progress](#) [Save and Close](#) [Next Page →](#)

**Form Navigation**

- [1. Variation Details](#)
- [Review and Submit](#)

**Variation Details**

\* Indicates a required field.

**Variation Type**

\* ☒ Expiry Date

☐ Funding Amount

☐ Scope

☐ Other

[Clear](#)

**Variation to Expiry Date**

Figure 7 Example View of Variation Request form

The SMA will assess the variation request and advise via email whether it was approved or requires further information.

## 9. Grants Portal Process Overview

Please see the Guide for Applicants for a flow chart of the SMA grant management process.

## Reference Documents/Further Reading

[\*Stormwater Management Fund Guide for Applicants\*](#)

[\*Smarty Grants Help Guide for Applicants\*](#)

## Acronyms

**SMA** Stormwater Management Authority

**SMF** Stormwater Management Fund

**SMP** Stormwater Management Plan

## Further Information

For more information contact:

Stormwater Management Authority  
Level 5, 81-95 Waymouth Street, Adelaide  
c/- GPO Box 1047, Adelaide, SA, 5001  
Telephone: (08) 8124 4740  
Email: [sma@sa.gov.au](mailto:sma@sa.gov.au)