



## Full Application Guidelines – Impact100 SA

Impact100 SA was established to bring together at least one hundred members who each donate \$1,000 annually. The contributions are pooled to make a large impact grant to a South Australia-based project, collectively chosen by the members at an annual Grants Awards event.

Now in our fifth year, our current membership numbers allow our grant strategy to include making two primary grants of \$100,000 each. **Competitive applicants will demonstrate high impact** with the \$100,000 grant. Further details on applying are below.

### Application Details

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In being selected to submit a full application, you will be assessed by Impact100 SA members based on the information you have provided.

Similar to the EOI, please address each of the questions included in the table. Please also review, update and re-submit the information in the financial information template provided at the EOI stage. Both parts should be included in your application. Please do not send additional attachments, other than those requested at Q3.13, Q5.03 and Q5.06.

**Please fill both in and ensure every question is addressed before returning via email to: [grants@impact100sa.org.au](mailto:grants@impact100sa.org.au) by 5pm, 15 February 2019.**

Please note that all questions asked at the EOI stage are repeated, some ask for you to reconfirm the information provided, others ask for an expansion on the information provided at EOI stage\*. Please cut and paste your answers from the EOI as you see fit and/or update where any information has changed since your initial application. **There are also a number of brand new questions.** Please refer to the detail in the right-hand side column as you go for further guidelines.

*(\*Please note the numbers do not always correlate to those on the EOI form.)*

If you are one of the selected finalists, you will be required to make a 7-minute presentation at the annual grant event, where a poll of members will be taken to select the winner. The event is scheduled for **8 May 2019**.

If you receive the \$100,000 grant, you will be required to present to the Impact100 SA Committee and may be required to give a presentation the following year about the impact the grant has made.

Please note that by submitting your application, you authorise representatives of the Impact100 SA Assessment Committee to talk to others about your submission.

Any queries can be addressed to [grants@impact100sa.org.au](mailto:grants@impact100sa.org.au).



## Full Application Form

Please fill in this template to ensure every question is addressed and return, together with your updated financial information template via email to: [grants@impact100sa.org.au](mailto:grants@impact100sa.org.au) - by **5pm, 15 February 2019**.

#	Question or information request	Note Y or N AND add further detail where asked	Applicant response	Guidelines for applicant
<b>1.00</b>	<b>Confirmation of eligibility and proposed use of funds</b> <b>NOTE: "Y" RESPONSES WILL DEEM YOUR APPLICATION INELIGIBLE</b>			
1.01	Does your project fall <b>outside</b> the 2018 themes of either <b>Education</b> or <b>Community &amp; Economic Development</b> ? If "N", please state which of the two themes it is aligned to.	Y or N	<b>N - Education</b>	Please reconfirm
1.02	Does your organisation <b>lack</b> charity endorsement from the ATO?	Y or N	<b>N</b>	Please reconfirm
1.03	Does your organisation <b>lack</b> DGR item 1 status?	Y or N	<b>N</b>	Please reconfirm
1.04	Did your organisation receive the primary Impact100 SA grant in any of the previous three years?	Y or N	<b>N</b>	Please reconfirm
1.05	Are the funds requested for the purpose of general operating expenses for the applicant organisation where they form the majority of the budget for the proposed project?	Y or N	<b>N</b>	Please reconfirm
1.06	Are the funds requested for the purpose of debt reduction or operational deficits?	Y or N	<b>N</b>	Please reconfirm
1.07	Are the funds requested solely for the purpose of fundraising activities or events?	Y or N	<b>N</b>	Please reconfirm
1.08	Are the funds requested for the purpose of grants intended for the principal benefit of a religious/political organisation's own members or adherents, or grants intended for inherently religious activities?	Y or N	<b>N</b>	Please reconfirm



1.09	Are the funds requested for the purpose of legal expenses?	Y or N	<b>N</b>	Please reconfirm
1.10	Are the funds requested for the purpose of general construction, capital campaign or renovation that is unrelated to a specific proposed project or program?	Y or N	<b>N</b>	Please reconfirm
1.11	Are the funds requested for the purpose of travel outside Australia?	Y or N	<b>N</b>	Please reconfirm
1.12	Are the funds requested for expenditure on initiatives directly impacting or transforming communities not based in South Australia?	Y or N	<b>N</b>	Please reconfirm
<b>2.00</b>	<b>Details of organisation</b>			
2.01	Provide contact details: Organisation name, ABN, Address, Telephone, Name and email of key contact and Link to web address (if web address exists)		<b>Raising Literacy Australia Inc.</b> <b>ABN 74051182680</b> <b>(08) 8331 3095</b> <b>Nicole Marshall, Director Business Development</b> <a href="mailto:nicole.marshall@raisingliteracy.org.au">nicole.marshall@raisingliteracy.org.au</a> <a href="http://www.raisingliteracy.org.au">www.raisingliteracy.org.au</a>	Please reconfirm
2.02	Has the organisation received a \$100,000 Impact 100 grant in the previous year?	Y or N	<b>N</b>	
2.03	Which Impact100 SA annual theme does your organisation's request for funding match?		<b>Education</b>	Please reconfirm
2.04	Does your organisation have physical presence in SA? If "N" please provide sufficient detail in section 3 below to help us understand the impact in SA including where any project staff are intended to be located	Y or N	<b>Y</b>	
2.05	What are the missions and objectives of your organisation (in 2 to 3 sentences)		<b>Enrich families and communities through literacy to enable them to live successful lives and make a positive contribution to society</b>	Please reconfirm
2.06	When was your organisation first established?		<b>The organisation was established in 2003 and incorporated in 2005</b>	Please reconfirm
2.07	Is your organisation's target market in SA, Metro or Regional?	Please tick	Metro [ <input type="checkbox"/> ]	Please reconfirm
<b>3.00</b>	<b>Details of project &amp; anticipated impact</b>			
3.01	What is the project title?		<b><i>Milestones for Life: Helping vulnerable children reach their full potential</i></b>	Please reconfirm
3.02	Describe the project needing funding		<b>Raising Literacy Australia and the collective impact group of the Inner</b>	Please expand



		<p><b>North are working together to improve vulnerable children’s educational outcomes before they start school.</b></p> <p><b>The Inner North has been identified as a severely disadvantaged area and includes the suburbs of Blair Athol, Kilburn, Dry Creek, Regency Park, Gepps Cross, Enfield and Clearview.</b></p> <p><b>Data shows that 1 in 4 children living in this community do not have the foundational skills they need to start school ready to learn. Children in the Inner North perform poorly in NAPLAN results and 47% of students speak a language other than English.</b></p> <p><b>This new project aims to bridge literacy and learning gaps at home and in early years care settings where many of these vulnerable children spend their time.</b></p> <p><b>A specialised team of early childhood professionals, including an educator and speech pathologist, will work side-by-side with children’s centres to help get these socially disadvantaged children over the line and meeting their developmental markers.</b></p> <p><b>A key part of the project will include professional learning sessions to upskill and mentor early years staff as well as parent education sessions to encourage parental involvement in young children’s learning at home. All children involved in the project will receive a literacy kit with books, activities and play adjuncts to facilitate engagement with their parents.</b></p> <p><b>This self-perpetuating model will build capacity in the children, the workforce and parents and offer a high rate of return on the funds invested by Impact 100 SA members.</b></p>	(max 200 words)
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3.03	Tell us why this is an important issue, why there is a need for this	<b>Research confirms that early intervention strategies provide the greatest economic</b>	Please expand
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	work and why your organisation is the right one to do it?		<p><b>and social gains for society, but also improve the overall life chances of vulnerable children. Taking a proactive approach to literacy and language development through investments in targeted quality early childhood programs is more effective and economically efficient than trying to close the gap in later school years.</b></p> <p><b>Data from the Inner North area shows disadvantage across education, children’s development, health and employment.</b></p> <p><b>The key focus of the collective impact group is to boost children’s learning capacity before they start school, and this is where Raising Literacy Australia can play an active role in supporting children, parents and practitioners who live and work in this community.</b></p> <p><b>Raising Literacy Australia (RLA) has over 14 years’ experience managing early literacy programs for children aged from birth to five years. The RLA team is made up of experienced and passionate professionals with a desire to see children and families thrive.</b></p> <p><b>It is these factors that will help to make the project a success and ensure the best possible educational outcomes for vulnerable children living in the Inner North community.</b></p>	(max 200 words)
3.04	Are there organisations providing similar services? If so, please list.	Y or N	<b>N</b>	Please reconfirm, and list where appropriate
3.05	How many people are likely to be impacted directly by the project? e.g.: direct participants, direct beneficiaries		<p><b>It is estimated that the project will impact:</b></p> <p><b>200 direct participants across the Inner North (Blair Athol, Clearview, Enfield, Dry Creek, Regency Park, Gepps Cross and Kilburn)</b></p> <ul style="list-style-type: none"> <li>- 70 children aged between 2-3 years</li> <li>- 60 early years professionals</li> <li>- 70+ parents and carers</li> </ul>	Please reconfirm



3.06	Will this project have a high impact on or be transformative for those directly impacted?	Y or N	<p><b>The project will have a transformative effect on the participants directly involved.</b></p> <p><b>Educators and early years practitioners will receive mentoring and support to increase daily, positive interactions, with children aged between 2-3 years. The project will be underpinned by RLA’s literacy framework (read, sing, talk, play) implementing best practice and pedagogy for life (the exercise of teaching and how to influence student learning)</b></p> <p><b>Children will receive learning intervention at a critical time in their development and referrals to additional support services to help bridge the gap in their language and literacy skills before formal education (kindergarten and primary school).</b></p> <p><b>Families will receive information and guidance about the importance of early learning and resources to support them in their role as their child’s first teacher.</b></p> <p><b>The gift of resources is especially important for families who may be experiencing financial hardship and/or unemployment. Community data shows that the median weekly income is \$226 lower in the Inner North than the Australian average.</b></p> <p><b>Improved understanding and engagement with their child will help to boost their children’s literacy and language skills and support their progression and success in formal schooling.</b></p>	Please describe impact (max 200 words)
3.07	How many people are likely to be impacted indirectly from the project? e.g.: family members of directly involved people, community members		<p><b>The holistic delivery of this project will have a significant flow-on effect, particularly regarding workforce development and parent education opportunities. Approximately 1000 families across Inner North will be indirectly impacted, with the potential to reach thousands more on an ongoing basis as new families access the programs</b></p>	Please reconfirm



			<p>and services at their local children’s centre. Centres will be communicated with regularly and offered yearly professional learning opportunities for their staff to ensure continuing best practice and sustained impact.</p>	
3.08	Will this project have a high impact on or be transformative for those indirectly impacted?	Y or N	<p><b>Yes, the project will have a transformative effect on those indirectly impacted.</b></p> <p>Staff not directly involved with the project will have the chance to upskill as part of professional learning opportunities which will provided to the children’s centres running family programs/care in the Inner North</p> <p>These staff will be empowered to deliver high quality education and care for vulnerable children and given the tools to address developmental issues before they become major causes of concern.</p> <p>New families accessing the children’s centres will benefit from enhanced child care practice, expertise in recognising children’s developmental milestones, and an enriched literacy framework and access to high quality resources for their children.</p>	Please describe impact (max 100 words)
3.09	Is this a new initiative or an expansion of an existing program?	Y or N	<p><b>Yes - a new initiative. With the support of the Impact Inner North collective, and key area organisation, CaFE Enfield, this initiative will help to drive the priorities identified by the community which is to ensure that all children in the Inner North start school ready to learn.</b></p>	Please detail (max 50 words)
3.10	What will be the top two measurable goals / outcomes to be achieved by this project?		<ol style="list-style-type: none"> <li><b>1. Underpin early literacy practices within child care settings to boost vulnerable children’s language and literacy development prior to formal education (improve children’s school readiness)</b></li> <li><b>2. Build the capacity of early childhood educators by providing mentoring and professional learning to upskill and adopt best practice when supporting vulnerable children and families.</b></li> </ol>	Please provide details (max 100 words)



3.11	Is the organisation's intention to continue with the project's aim(s) after Impact'100's funds are expended?	Y or N	<p><b>Yes, the pilot program will be delivered over 2 years. During the first 18 months, the program will be implemented and evaluated in the last 6 months. We aim to continue to develop and deliver the program firstly across the Inner North and then spread our reach to other vulnerable communities within a 5-year period.</b></p> <p><b>The organisation intends to continue with the project after Impact 100SA funds have been expended by implementing a fee for service model and working in collaboration with socially disadvantaged communities to raise funds to support project implementation at their site (local, state and federal community grants)</b></p>	Please reconfirm
3.12	Please provide a brief project timeline, noting the anticipated start and end dates		<p><b>As community consultation has already occurred, the project could commence as soon as grant funds are received.</b></p> <p><b>The anticipated project timeline is:</b></p> <p><b>July 2019 – January 2021: Project team employed to develop project resources, map evaluation and confirm participants. Train volunteers to help support program activities (e.g. reading with children, collating resource kits).</b></p> <p><b>Project to run for a period of 18 months.</b></p> <p><b>January - July 2021: Project evaluation and reporting period. Will also use this time build a case study and research funding opportunities and build fee-for-service model</b></p>	Please provide details of anticipated project timeline and anticipated start and end dates





3.13	Please provide a 60 second (no more) smart-phone video that speaks to your project and addresses how your project will make a difference and how it will be sustained over the longer term. Due to the size of the file the easiest way to get the video to us is by loading it into dropbox and sending us the dropbox link so we can download it directly.		<a href="https://www.dropbox.com/s/lvatoyc48qmzn3v/l100_final_raising%20literacy%20australia.mov?dl=0">https://www.dropbox.com/s/lvatoyc48qmzn3v/l100_final_raising%20literacy%20australia.mov?dl=0</a>	Please be as creative as you like with the 60 seconds so long as it answers these questions - it will be provided to members during the assessment process
<b>4.00</b>	<b>Financial information and viability – please refer to and fill in the Financial Information Template included below this table – note there are <u>two</u> worksheets in the Excel document to be completed</b>			
4.01	Please provide a link to your reports on the ACNC website		<a href="https://www.acnc.gov.au/charity/34179bd90413de2e6047d166d6adaf4c#financials-documents">https://www.acnc.gov.au/charity/34179bd90413de2e6047d166d6adaf4c#financials-documents</a>	Please ensure your latest audited financial statements can be accessed through this link
4.02	What are the organisation’s top 5 revenue sources and amounts provided for the last financial year?		<i>***Please fill in Financial Information Template***</i>	Please provide detail in the template to the nearest \$1k
4.03	Provide prior year organisation P&L summary per template		<i>***Please fill in Financial Information Template***</i>	Please reconfirm
4.04	Provide current year organisation budget summary per template (if budget unavailable please provide comments on expected significant movements to prior year)		<i>***Please fill in Financial Information Template***</i>	Please reconfirm
4.05	Provide specific project budget summary per template		<i>***Please fill in Financial Information Template***</i>	Please update to the latest project budget
4.06	Will the funds be expended within 24 months of grant receipt?	Y or N	<b>Y</b>	Please reconfirm
4.07	Will the provision of project funds from Impact 100 have a high impact or be transformative for the organisation as a whole?	Y or N	<b>The project funds will have a high impact for the organisation as they will provide the initial investment that is needed to establish and deliver this program. On completion of the program and post evaluation, RLA will be able to collaborate with a range of like-minded community partners to expand this targeted literacy program for other socially disadvantaged communities, supporting RLA’s vision and aims.</b>	Please describe impact (max 100 words)





4.08	Impact100 grant as a % of current organisation's revenue		<i>***Please fill in Financial Information Template***</i>	Please reconfirm (note % of current year + \$100k)									
4.09	Does the project need other operational partners or collaborators to be viable?		<b>To ensure the project's success, RLA has undertaken consultation with the Impact Inner North collective group and plans to work with key service providers (early child focused centres) in the area to implement and evaluate the project in the Inner North Community.</b>	Please provide details of operational partners									
4.10	Are other financial and operational partners secured?		<i>***Please fill in Financial Information Template***</i>	Please provide detail in the project budget financial template									
4.11	Please provide a brief outline of the payment delegations for your organisation		<b>The CEO, Board Chair and Board Treasurer are authorised to process payments for the organisation. All payments require a double signatory. Credit card limits also apply, \$2,000 maximum for staff (3 cards issued) and \$10,000 maximum for the CEO.</b>	Please provide a brief outline of payment delegations									
<b>5.00</b>	<b>Management and human resources</b>												
5.01	Does your organisation have a Board?		<b>Y</b>	Please reconfirm									
5.02	Please state how many Board Directors there currently are and how many of them have completed the AICD Company Director's Course		<b>7 Board members 6 have completed the AICD Company Directors Course</b>	Please reconfirm									
5.03	Please provide a high-level skills matrix for your board (e.g.: finance, legal, general management, fundraising, grant-writing, governance, marketing, technology/IT, etc.)		<a href="https://www.dropbox.com/s/0305n6lf9lxd020/RLA%20Board_Skills%20Matrix_2019.pdf?dl=0">https://www.dropbox.com/s/0305n6lf9lxd020/RLA%20Board_Skills%20Matrix_2019.pdf?dl=0</a>	Please annotate or attach high-level matrix to your submission									
5.04	Are any of your Board Directors paid? If yes, please provide details and amounts.		<b>N</b>	Please reconfirm									
5.05	In the last 12 months how many Board meetings were held and what was the attendance of Board members? Please fill in the template table provided		<table border="1"> <thead> <tr> <th><i>Month</i></th> <th><i>Board Meeting held?</i></th> <th><i>No. of Directors present</i></th> </tr> </thead> <tbody> <tr> <td>Dec-16</td> <td><b>Y</b></td> <td><b>4 of 7</b></td> </tr> <tr> <td>Jan-17</td> <td></td> <td></td> </tr> </tbody> </table>	<i>Month</i>	<i>Board Meeting held?</i>	<i>No. of Directors present</i>	Dec-16	<b>Y</b>	<b>4 of 7</b>	Jan-17			Please indicate "Y" where a Board meeting was held and insert the number of
<i>Month</i>	<i>Board Meeting held?</i>	<i>No. of Directors present</i>											
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5.06	Please provide a copy of the last Board Minutes (redacted at your discretion)			Please provide a copy of your last Board Meeting Minutes																														
5.07	Please provide relevant biography of CEO/GM of organisation and Project Manager assigned to specific project requesting funding		<p><b>CEO</b>  <b>Sue Hill is the CEO of Raising Literacy Australia. Over the past fourteen years, Sue has successfully transformed and expanded the organisation's programs, leading to the development of innovative ways of delivering information to families to support engagement in their children's literacy and language development. Sue is a strategic thinker and her strengths include working in collaboration to address complex social issues.</b></p> <p><b>PROJECT MANAGER</b>  <b>Dariell Rice is a Speech Pathologist with 14 years' experience in the Education sector, specialising in the support of learners with additional needs. Dariell has also taught at a tertiary level in the Speech Pathology programmes at Flinders University. She regularly supervises clinical placements and mentors new graduate Speech Pathologists. Dariell has a strong interest in meaningful literacy experiences for learners with additional needs and the links between communication, emotional well-being and music in therapy.</b></p>	Please expand (max 200 words)																														



5.08	Number of staff (FTEs)		<b>1 full time staff (CEO), 5 part-time staff</b>	Please reconfirm												
5.09	Estimated volunteers accessed in the last 12 months		<b>350+</b>	Please reconfirm												
5.10	Are staff/volunteers subject to police background checks prior to their employment? Please fill in table provided.		<table border="1"> <thead> <tr> <th></th> <th>Staff</th> <th>V'teers</th> </tr> </thead> <tbody> <tr> <td>Police</td> <td><b>N</b></td> <td><b>N</b></td> </tr> <tr> <td>DCSI</td> <td><b>N</b></td> <td><b>N</b></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> </tbody> </table>		Staff	V'teers	Police	<b>N</b>	<b>N</b>	DCSI	<b>N</b>	<b>N</b>	Other			Please indicate "Y" where relevant in the table for staff and volunteers – if "Other" background checks are carried out please add detail below the table
	Staff	V'teers														
Police	<b>N</b>	<b>N</b>														
DCSI	<b>N</b>	<b>N</b>														
Other																
5.11	Please provide names and contact details for 2 referees who can speak about your organisation and the proposed project		<p><b>Chris Arbon</b>  <b>Manager Social Health, Wellbeing and Community</b>  <b>Uniting Care Wesley Bowden</b>  <b>chris.arbon@ucwb.org.au</b>  <b>0427 959 925</b>  <b>08 8245 7135</b></p> <p><b>Chris is a key member of the Inner North collective impact group.</b></p> <p><b>Joan Gilbert</b>  <b>Director – CaFE Enfield (Children and Families Everywhere)</b>  <b>08 8342 3329</b>  <b>08 8342 3309</b>  <b>Pateela Street, Enfield, South Australia, 5085</b>  <b>Joan.Gilbert26@schools.sa.edu.au</b></p>	Please provide name and contact details for 2 referees												

## Financial Information Template

Please review the financial information template provided with your EOI response and update with the latest available information **before re-submitting with the completed form above**. We expect that your organisation budget and project budget may have changed or become clearer to you since the EOI submissions. Refer to section 4 above.