



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

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 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.



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 - by **5pm, 15 February 2019**.

#	Question or information request	Note Y or N AND add further detail where asked	Applicant response	Guidelines for applicant
1.00	Confirmation of eligibility and proposed use of funds NOTE: "Y" RESPONSES WILL DEEM YOUR APPLICATION INELIGIBLE			
1.01	Does your project fall outside the 2018 themes of either Education or Community & Economic Development ? If "N", please state which of the two themes it is aligned to.	Y or N	N	Please reconfirm
1.02	Does your organisation lack charity endorsement from the ATO?	Y or N	N	Please reconfirm
1.03	Does your organisation lack DGR item 1 status?	Y or N	N	Please reconfirm
1.04	Did your organisation receive the primary Impact100 SA grant in any of the previous three years?	Y or N	N	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	N	Please reconfirm
1.06	Are the funds requested for the purpose of debt reduction or operational deficits?	Y or N	N	Please reconfirm
1.07	Are the funds requested solely for the purpose of fundraising activities or events?	Y or N	N	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	N	Please reconfirm



1.09	Are the funds requested for the purpose of legal expenses?	Y or N	N	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	N	Please reconfirm
1.11	Are the funds requested for the purpose of travel outside Australia?	Y or N	N	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	N	Please reconfirm
2.00	Details of organisation			
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)		Sammy D Foundation ABN 26788461065 1102 South Road, Edwardstown, SA, 5039 Brigid Koenig – General Manager 8374 1678 brigid@sammyd.org.au www.sammydfoundation.org.au	Please reconfirm
2.02	Has the organisation received a \$100,000 Impact 100 grant in the previous year?	Y or N	N	
2.03	Which Impact100 SA annual theme does your organisation's request for funding match?		Education	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	Y	Please reconfirm
2.05	What are the missions and objectives of your organisation (in 2 to 3 sentences)		The Sammy D Foundation educates young people on the impacts of bullying, violence and alcohol fuelled violence, by providing relevant age appropriate information, knowledge and tools. The Foundation empowers young people to make positive life decisions for a better community.	Please reconfirm
2.06	When was your organisation first established?		2008	Please reconfirm
2.07	Is your organisation's target market in SA, Metro or Regional?	Please tick	Metro [✓] Regional [✓]	Please reconfirm



3.00	Details of project & anticipated impact			
3.01	What is the project title?		Don't Let it Be Game Over - Violence Prevention in Junior Sports	Please reconfirm
3.02	Describe the project needing funding		<p>It is every child's right to play safely. Unfortunately unrealistic expectations of players, coaches and parents can lead to violence outbursts on and off the field/court. An American study found that 70% of children that play sport, quit by the age of 13 because it stopped being fun.</p> <p>The Foundation offers fee for service violence prevention programs for sporting clubs, however clubs with limited resources face competing funding priorities.</p> <p>This project will enable us to develop a comprehensive violence prevention in junior sport program with a whole of club approach, educating both players and their parents about the impact of violence and negative behaviours.</p> <p>70 junior sporting clubs, metro and regional, involving 5000+ players and parents, will benefit from the project.</p> <p>The program starts with our 'Impact' presentation delivered by Neil Davis, the father of Sam who has tragically killed from a one punch assault. Starting with Sam's story, gives participants an example of the characteristics of violence and the consequences it has on victims, perpetrators, bystanders, families, friends and the broader community.</p> <p>Players then participate in violence prevention workshops, exploring the impacts of violence and strategies to respond, while parents/coaches participate in 'Monkey See Monkey Do' focusing on positive parental role modelling.</p>	Please expand (max 200 words)



3.03	Tell us why this is an important issue, why there is a need for this work and why your organisation is the right one to do it?		<p>Every year there are serious sport related violent incidents involving, players, parents and spectators. In SA alone there have been junior players banned for on-field violence, an under 13 netball match was abandoned, and police called, in response to a spectator brawl, and more than 50 cases of verbal abuse and physical assault of referees were reported across one soccer season across all teams.</p> <p>UNICEF reports that education, awareness-raising and training are critical to addressing the issue of violence in sport. Parents/guardians consistently emerge as the most significant positive influences on children’s play and sport.</p> <p>The Foundation was born from a violent incident. No one knows better the impact of violence. For 10 years we have been educating young people about the impacts of violence with amazing results.</p> <p>This project will allow us to extend our existing suite of programs to encompass a whole of club approach, tackling this issue from all angles. By educating young people about the impact of violence and providing them with strategies to identify and prevent harm causing behaviours, we can help reduce incidents of violence. Furthermore educating parents about how their behaviour can negatively impact their children, will provide young people with access to positive adult role models</p>	Please expand (max 200 words)
3.04	Are there organisations providing similar services? If so, please list.	Y or N	<p>N</p> <p>Play By The Rules has a range of free resources available for sporting organisations to develop policies and procedures but do not deliver education programs in clubs.</p>	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>More than 5000 young players, their parents and club officials across 70 junior sporting clubs will be directly impacted by the project.</p>	Please reconfirm



3.06	Will this project have a high impact on or be transformative for those directly impacted?	Y or N	<p>Our programs are evidence-based and are regularly evaluated demonstrating a high impact on those directly involved:</p> <ul style="list-style-type: none"> - prior to the 'Impact' presentation, 77% of attendees indicated they had previously used physical violence against somebody - after the presentation 98% of attendees were more aware of the impact of one punch - up to six months after the presentation 89% of attendees faced with violence did not get involved because of the information they heard at the presentation. <p>Anecdotal feedback like this also shows that our programs have a positive transformative impact in changing attitudes and behaviours towards violence.</p> <ul style="list-style-type: none"> - <i>Thank you for coming to my school today, it really has opened my eyes and realised how stupid and bad choices can affect so many people. I will think twice about my choices and actions from now – Thomas (student).</i> - <i>He wears his 3 wristbands together all the time.... still & he's 13. The 9 year old boy who heard one of your talks at school years ago is still continuing to hold a passion for your great cause! Thank you so much for having such a continuing positive impact in my son's life, especially heading into those teen years! Samantha (parent).</i> 	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>We encourage everyone that participates in our presentation to go home and talk about our messages with their families and friends.</p> <p>Even if only half of our participants shared Sam's story with one other person a further 5,000 would indirectly benefit from the project this includes siblings, families, friends, other sporting clubs, spectators, and the broader community.</p>	Please reconfirm



3.08	Will this project have a high impact on or be transformative for those indirectly impacted?	Y or N	<p>Anecdotal feedback from participants and their parents demonstrates the reach and transformative nature of Sam's story:</p> <ul style="list-style-type: none"> - <i>.....I wanted all my friends to know what we just got to hear about. I started telling one of my friends and before I knew it there was about 10 people listening to me try to explain what you told us, and the stories that we heard – Emma (student).</i> - <i>...my 12 year old son told me you had been to talk to them! You have provided an amazing opportunity to talk with my son! You made a huge impact on him and me! From one parent to another Thank you! – Kristen (parent).</i> 	Please describe impact (max 100 words)
3.09	Is this a new initiative or an expansion of an existing program?	Y or N	<p>N This is an expansion of several existing programs redeveloped to focus specifically on providing junior sporting clubs with a comprehensive whole of club approach to tackling violence with players, parents and club officials.</p>	Please detail (max 50 words)
3.10	What will be the top two measurable goals / outcomes to be achieved by this project?		<p>This is a primary prevention program that aims to educate young people and their parents about the impact of violence, especially one punch.</p> <p>Our top two goals are:</p> <ul style="list-style-type: none"> - Participants of the program will have a greater understanding of the impact of violence particularly the impact of one punch. - Parents will have a greater understanding of the impact of their behaviour on their child's behaviour. 	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>Yes Impact and Monkey See Monkey Do are well established programs for the Foundation. We will continue to offer these programs to clubs on a fee for service basis.</p> <p>The relationships established with new sporting codes through this project will enable us to expand our reach beyond the life of the project.</p>	Please reconfirm



3.12	Please provide a brief project timeline, noting the anticipated start and end dates		<p>July – September 2019</p> <ul style="list-style-type: none"> - Arrange meeting with Sports SA and develop strategies to engage sporting codes beyond football. - Conduct meetings with various sporting codes. - Revitalise MSMD program to cater for all sporting codes - Develop Ambassadors Video <p>October – November 2019</p> <ul style="list-style-type: none"> - Launch program - Commence program booking & delivery (estimated 20 clubs) <p>February – September 2020</p> <ul style="list-style-type: none"> - Continue program booking & delivery (remaining 50 clubs) <p>October – November 2020</p> <ul style="list-style-type: none"> - Undertake program evaluation and prepare report for Impact 100 SA 	Please provide details of anticipated project timeline and anticipated start and end dates
3.13	<p>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.</p> <p>Please do not go over the allocated 60 seconds.</p> <p>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.</p>		<p>https://sammydfoundation-my.sharepoint.com/:f:/g/person/tiffany_sammyd_org_au/EhDy36Dgi7lOk76gAZgAx0sBrsAz6JlflswDi63p5lBY1Q?e=okP174</p>	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 Please do not go over the allocated 60 seconds
4.00	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			
4.01	Please provide a link to your reports on the ACNC website		<p>https://www.acnc.gov.au/charity/2fe108c61efa9c9d9e76dd01bc571bc6#financials-documents</p> <p>The Foundation operates on a calendar year basis. As such our last audited financials are for 2017. Our 2018 financials are currently being audited.</p>	Please ensure your latest audited financial statements can be accessed through this link - if not please provide



4.02	What are the organisation's top 5 revenue sources and amounts provided for the last financial year?		Please see attached Financial Information Template	Please provide detail to the nearest \$1k
4.03	Provide prior year organisation P&L summary per template		Please see attached Financial Information Template	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)		Please see attached Financial Information Template	Please reconfirm
4.05	Provide specific project budget summary per template		Please see attached Financial Information Template	Please update to the latest project budget
4.06	Will the funds be expended within 24 months of grant receipt?	Y or N	Y	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	Y The Foundation only has established relationships within the Australian Rules Football sporting code. This funding will be instrumental in enabling us to expand into other sporting codes such as basketball, soccer, rugby, netball, hockey and swimming/surf life-saving. This funding will also enable us to work with clubs that have limited resources to tackle these sorts of issues. Unfortunately many of these clubs are located in low socio economic areas experiencing higher levels of violent incidents. We will also be able to increase program delivery opportunities for regional clubs that can't afford to bring in training programs from Adelaide.	Please describe impact (max 100 words)
4.08	Impact100 grant as a % of current organisation's revenue		Please see attached Financial Information Template	Please reconfirm (note % of current year + \$100k)
4.09	Does the project need other operational partners or collaborators to be viable?		A strong partnership with Sports SA would be valuable but not essential. Please find attached a letter of Support from Sports SA confirming their commitment to this project. We will also need individual sporting clubs wanting to take up the opportunity for the free presentations. We do not anticipate any difficulties with this.	Please provide details of operational partners



4.10	Are other financial and operational partners secured?		Please see attached Financial Information Template	Please provide detail in the project budget financial template
4.11	Please provide a brief outline of the payment delegations for your organisation		<p>The Foundation has a number of payment delegations in place:</p> <ul style="list-style-type: none"> - Delegations and Expenditure procedures - all expenditure over \$10,000 requires Board approval - cheques require two signatories - General Manager & Executive Director credit cards - \$3,000 limit - all expenditure to be pre-approved by line manager or General Manager - receipts to be obtained for all purchases. 	Please provide a brief outline of payment delegations
5.00	Management and human resources			
5.01	Does your organisation have a Board?		Y	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		We currently have 11 Board Directors, three of which have completed the AICD Company Director's Course.	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.)		Please see attached Board Skills Matrix.	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.		<p>Board Members do not receive remuneration for their role as a Director of the Board.</p> <p>The Foundation's Executive Director is a member of the Board but only receives remuneration for his employment as Executive Director.</p>	Please reconfirm



5.05	<p>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</p>	<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>Jan-18</td><td></td><td></td></tr> <tr><td>Feb-18</td><td>Y</td><td>9/11</td></tr> <tr><td>Mar-18</td><td>Y</td><td>7/11</td></tr> <tr><td>Apr-18</td><td>Y</td><td>6/11</td></tr> <tr><td>May-18</td><td>Y</td><td>10/10</td></tr> <tr><td>Jun-18</td><td>Y</td><td>7/10</td></tr> <tr><td>Jul-18</td><td></td><td></td></tr> <tr><td>Aug-18</td><td>Y</td><td>9/11</td></tr> <tr><td>Sep-18</td><td></td><td></td></tr> <tr><td>Oct-18</td><td>Y</td><td>8/11</td></tr> <tr><td>Nov-18</td><td></td><td></td></tr> <tr><td>Dec-18</td><td>Y</td><td>11/11</td></tr> </tbody> </table>	<i>Month</i>	<i>Board Meeting held?</i>	<i>No. of Directors present</i>	Jan-18			Feb-18	Y	9/11	Mar-18	Y	7/11	Apr-18	Y	6/11	May-18	Y	10/10	Jun-18	Y	7/10	Jul-18			Aug-18	Y	9/11	Sep-18			Oct-18	Y	8/11	Nov-18			Dec-18	Y	11/11	<p>Please indicate “Y” where a Board meeting was held and insert the number of Board Directors in attendance for each “Y”</p>
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5.06	<p>Please provide a copy of the last Board Minutes (redacted at your discretion)</p>	<p>Please see attached Board Minutes from December 2018.</p>	<p>Please provide a copy of your last Board Meeting Minutes</p>																																							
5.07	<p>Please provide relevant biography of CEO/GM of organisation and Project Manager assigned to specific project requesting funding</p>	<p>Neil Davis is a founding member of the Foundation and has been the Chief Executive/Executive Director since its inception. He has a Diploma of Youth Work and has delivered thousands of presentations to young people over the past nine years.</p> <p>Brigid Koenig joined the Sammy D Foundation in April 2018 as the General Manager and is responsible to the Board of Management for all business operations. Her experience spans across corporate and non for profit sectors and been successful in driving teams to achieving organisational goals. Brigid is extremely passionate about making a difference in the world, and believes the Sammy D Foundation is doing just that.</p> <p>Tiffany Downing joined the Foundation in 2016 as the Program Manager, and is responsible for ensuring our programs are based on evidence, innovative and engaging, and regularly evaluated to ensure they are delivering their intended outcome.</p>	<p>Please expand (max 200 words)</p>																																							



			Tiffany will be the Project Manager for this project. She has a Master’s in Public Administration and has extensive experience spanning over 20 years developing, delivering and evaluating education and training programs for the State Government and the not for profit sector.													
5.08	Number of staff (FTEs)		The Foundation employs 2 fulltime staff and 3 part-time staff in the office, as well as ten casual program staff (mentors and facilitators) equating to 6.1 FTE.	Please reconfirm												
5.09	Estimated volunteers accessed in the last 12 months		We currently have 91 active volunteers who support us to deliver programs in schools and sporting clubs, plan and deliver fundraising and community engagement events and assist us with administrative tasks.	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>All Staff</th> <th>Volunteers</th> </tr> </thead> <tbody> <tr> <td>Police</td> <td></td> <td>Y – Admin & Fundraising</td> </tr> <tr> <td>DCSI</td> <td>Y – All</td> <td>Y - Programs</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> </tbody> </table>		All Staff	Volunteers	Police		Y – Admin & Fundraising	DCSI	Y – All	Y - Programs	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
	All Staff	Volunteers														
Police		Y – Admin & Fundraising														
DCSI	Y – All	Y - Programs														
Other																
5.11	Please provide names and contact details for 2 referees who can speak about your organisation and the proposed project		<p>Leah Cassidy Chief Executive Officer Sports SA Email: ceo@sportsa.org.au Phone: 8353 7755</p> <p>Simon Quinn PHOS Camden A Grade Football Coach Email: Siqun240@hotmail.com Phone: 0416 040 999</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.

Updated Financial Information Template is attached.