



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 - EDUCATION	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)		UNITED WAY SOUTH AUSTRALIA INCORPORATED ABN 54 009 775 007 56 Anderson Drive, Parafield SA 5106 EMMA BROOKE 0439705418 www.unitedwaysa.com.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)		UWSA envisions a world where all children achieve their potential through education, income stability and healthy lives. The postcode of where a child is born should NOT determine their future. Our objective here in South Australia is to provide an early literacy program to children in disadvantaged communities to help each child become school ready.	Please reconfirm



2.06	When was your organisation first established?		1978	Please reconfirm
2.07	Is your organisation's target market in SA, Metro or Regional?	Please tick	Metro [X] Regional []	Please reconfirm
3.00	Details of project & anticipated impact			
3.01	What is the project title?		United We Read	Please reconfirm
3.02	Describe the project needing funding		Our program is an early literacy program which delivers high quality books for free to homes each month for kids aged 0-5, and supports parents throughout the process to inspire a love of reading. Each book pack contains a new, quality, age appropriate book and reading aids, tips and guides for parents/ caregivers who may struggle to read. Families are also encourage to attend our weekly reading session at Possum's Playhouse, where volunteers will read a book to the children and then create a craft activity related to the book to engage children with the book. This is particularly popular with parents that struggle to read.	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?		The national average of children beginning school who are educationally vulnerable is 6.8%, Davoren Park shows 29.3% of children are developmentally vulnerable and are at risk in the domain of language and cognitive skills (indicator for early literacy skills). Evidence shows that once these children start behind most never catch up. Through the support from the Dolly Parton Imagination library who has proven result in the USA, United Way SA is breaking the cycle on children from disadvantaged	Please expand (max 200 words)
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			<p>communities starting school without the required literacy school the need to read, learn and succeed at school and in life.</p> <p>As recent as 14/02/19 a shocking report was released showing that more than half of year 1 students in SA do not meet the expected literacy standards. 14,000 children were tested which means that over 7000 children are already behind at school.</p>	
3.04	Are there organisations providing similar services? If so, please list.	Y or N	N	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>565 children aged 0 to 5 years old for 12 months. 6780 book packs sent directly out to the home addressed to the child.</p> <p>Or 275 children over 24 months.</p>	Please reconfirm
3.06	Will this project have a high impact on or be transformative for those directly impacted?	Y or N	<p>YES. Our evaluations show behavioural change within the house of 10% daily reading with children increasing to 75% once the books are home delivered in the child's name. The program is child driven asking the parent to read to them. The feedback we have received is at first parents put reading off, however a child who has just received a gift of a book in the mail will not give up, therefore parents give in and read to the child, then to realise how engaging it is and how it becomes family bonding time, therefore the frequency and length of reading time increases. UWSA has also received outstanding feedback from parents/carers that they have also benefited from reading the books. They may have struggled prior and now are more confident with their literacy skills, so much so that some have gone into employment for the first time.</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		An approximation using ABS data indicates that, the book being delivered in to the home will affect another 1500 family members, this includes siblings benefiting from the books being in the home and parents / caregivers improving their own literacy.	Please reconfirm
3.08	Will this project have a high impact on or be transformative for those indirectly impacted?	Y or N	We have qualitative data that reflects the impact that the book packs are having with-in the home. Through reading to their child we have seen a number of parents that had limited literacy skills learn to read confidently and have successfully gained employment for the first time. One mother stated that the book program has bought the whole family together giving the father more quality time and now has a stronger relationship with his children.	Please describe impact (max 100 words)
3.09	Is this a new initiative or an expansion of an existing program?	Y or N	United We Read has been operating in SA since 2013 in the Elizabeth area. United Way SA would like to blanket the whole of the Playford area.	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"> 1. The frequency in which the child asks to be read to. 2. The time spent reading to the child on a daily bases. Surveys at inception will be conduct about current reading habits in the home and then again 6-9 months into the program. This will indicate the impact the United we Read program is having.	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	Yes. With 2 options either run for a 12 month (565 children) or 24 month (275 children) pilot. After Impact'100's funding United Way SA will endeavour to source funding to continue as the program will make greatest impact over a minimum of 3 years.	Please reconfirm



3.12	Please provide a brief project timeline, noting the anticipated start and end dates		June 2019 launch United We Read in Davoren Park. Collaborate with local community services such as AnglicareSA and local council to identify children most at risk. July 2019 children registered to United We Read receive their first home delivered book pack. Depending if option 1 or 2 is implemented the program will either finish June 2020 or June 2021. Final book pack sent out to the child's home in June.	Please provide details of anticipated project timeline and anticipated start and end dates
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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. Please do not go over the allocated 60 seconds. 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.		***Applicant to provide dropbox link***	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		https://www.acnc.gov.au/charity/f4dec3a008e4b043ee466af4d0127054	Please ensure your latest audited financial statements can be accessed
4.02	What are the organisation's top 5 revenue sources and amounts provided for the last financial year?		***Please fill in Financial Information Template***	Please provide detail in the template to the nearest \$1k
4.03	Provide prior year organisation P&L summary per template		***Please fill in Financial Information Template***	Please reconfirm
4.04	Provide current year organisation budget summary per template (if budget unavailable please provide		***Please fill in Financial Information Template***	Please reconfirm



	comments on expected significant movements to prior year)			
4.05	Provide specific project budget summary per template		***Please fill in 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	YES! UNITED WAY SA IS A SMALL LOCAL SELF FUNDED CHARITY. We have not received Government funding nor depend on it.	Please describe impact (max 100 words)

4.08	Impact100 grant as a % of current organisation's revenue		***Please fill in Financial Information Template***	Please reconfirm (note % of current year + \$100k)
4.09	Does the project need other operational partners or collaborators to be viable?		No, however to ensure we reach the most vulnerable children we will collaborate with community groups and services to help identify those in need.	Please provide details of operational partners
4.10	Are other financial and operational partners secured?		***Please fill in 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		2 AUTHORISED SIGNATORIES TO APPROVE ALL PAYMENTS	Please provide a brief outline of payment delegations
5.00	Management and human resources			
5.01	Does your organisation have a Board?		YES	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		8 UP TO October 2018 5 from October 2018 Nil have completed	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	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.		No	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>Month</th> <th>Board Meeting held?</th> <th>No. of Directors present</th> </tr> </thead> <tbody> <tr> <td>Dec-17</td> <td>N</td> <td>0</td> </tr> <tr> <td>Jan-18</td> <td>Y</td> <td>6</td> </tr> <tr> <td>Feb-18</td> <td>Y</td> <td>5</td> </tr> <tr> <td>Mar-18</td> <td>N</td> <td>0</td> </tr> <tr> <td>Apr-18</td> <td>Y</td> <td>7</td> </tr> <tr> <td>May-18</td> <td>Y</td> <td>6</td> </tr> <tr> <td>Jun-18</td> <td>Y</td> <td>5</td> </tr> <tr> <td>Jul-18</td> <td>Y</td> <td>6</td> </tr> <tr> <td>Aug-18</td> <td>Y</td> <td>8</td> </tr> <tr> <td>Sep-18</td> <td>Y</td> <td>7</td> </tr> <tr> <td>Oct-17</td> <td>N</td> <td>0</td> </tr> <tr> <td>Nov-17</td> <td>Y</td> <td>6</td> </tr> </tbody> </table>	Month	Board Meeting held?	No. of Directors present	Dec-17	N	0	Jan-18	Y	6	Feb-18	Y	5	Mar-18	N	0	Apr-18	Y	7	May-18	Y	6	Jun-18	Y	5	Jul-18	Y	6	Aug-18	Y	8	Sep-18	Y	7	Oct-17	N	0	Nov-17	Y	6	Please indicate "Y" where a Board meeting was held and insert the number of Board Directors in attendance for each "Y"
Month	Board Meeting held?	No. of Directors present																																									
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5.06	Please provide a copy of the last Board Minutes (redacted at your discretion)		***Please submit with your response***	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>CEO – Emma Brooke Over 10 years of banking experience in customer service, lending, Financial Planning and Retail banking and senior management. Emma has been a board member with UWSA since 2014 and step into the role as Executive Chairman September 2017 and then CEO April 2018. Emma's financial experience has been a huge impact with turning the business model around from running at a large loss to now a break even model. Emma has been successful at building brand, image and sustainability. Emma has volunteered in vulnerable communities for many years and understands the need of the community.</p>	Please expand (max 200 words)																																							
5.08	Number of staff (FTEs)		1.62	Please reconfirm																																							
5.09	Estimated volunteers accessed in the last 12 months		100	Please reconfirm																																							



5.10	<p>Are staff/volunteers subject to police background checks prior to their employment? Please fill in table provided.</p>		<table border="1"> <thead> <tr> <th></th> <th>Staff</th> <th>V'teers</th> </tr> </thead> <tbody> <tr> <td>Police</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>DCSI</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> </tbody> </table>		Staff	V'teers	Police	Y	Y	DCSI	Y	Y	Other			<p>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</p>
	Staff	V'teers														
Police	Y	Y														
DCSI	Y	Y														
Other																
5.11	<p>Please provide names and contact details for 2 referees who can speak about your organisation and the proposed project</p>		<p>Glen Docherty Mayor for Playford mayordocherty@playford.sa.gov.au u tel:0413219868 Patrick Moran, Elizabeth Park Primary School Principal Patrick.moran534@schools.sa.edu.au .au or Jeanette.harrison918@schools.sa.edu.au P: 0431 501 177</p>	<p>Please provide name and contact details for 2 referees</p>												

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.