2020 Impact100 WA Grant Application Guidelines

About Us

Impact100 WA is a collective giving group providing high-impact grants to local, Western Australian not-for-profits. Since 2012 we have granted $1,415,000 to 32 different organisations to run transformational projects. We are a sub-fund of the Australian Communities Foundation. In regular years our grant strategy includes making at least one Primary Grant of $100,000 for a specified project.

> **In response to the Covid-19 crisis we are modifying our approach, for this year only.**

While our aim remains to provide high impact grants that will make a significant and measurable difference to an under-served cause or population, our intention in 2020 is to help ensure the smaller not-for-profit organisations in our community are well placed to continue providing widespread benefits into the future.

How we will do this (for 2020 only):
- We plan to fund a number of $50,000 grants in order to support more not-for-profits.
- We are introducing greater flexibility around what the funds can be spent on.
- We are shortening our timelines to bring the grant date forward to August.
- Recent past winners are invited to apply.
- We are restricting applicants to WA-based organisations only.

Key Objectives

- Applications may address:
    - **Immediate response needs** (eg. transition, crisis grants, specific services you can provide).
    - **Recovery needs** (eg. kickstarting your services after crisis management, maximising new opportunities).

- Applications are invited for the following **focus areas**:
    - Arts & Culture - Cultivating, develop, and enhance the cultural and artistic climate in WA.
    - Education - Providing learning opportunities or improve access to education for children and/or adults in WA.
    - Environment - Restoring, preserving, revitalising or enhancing the natural or recreational environment of WA.
    - Health & Wellness - Positively impacting the mental and/or physical wellbeing of people in WA.
    - Family & Community - Strengthening and enhancing the lives of children, families and communities in WA

- Priority will be given to organisations that deliver more widespread benefit.

- Priority will be given to lesser-known Western Australian based not-for-profit organisations.

Eligibility

Impact100 WA, in conjunction with Australian Communities Foundation, will only receive applications which meet the following:
- Are aligned with all of Impact100 WA's key objectives and at least one of our focus areas (see above).
- Have income tax charity endorsement from the Australian Taxation Office (TCC status).
- Have Deductible Gift Recipient - Item 1 status.
- Have been operating for at least 36 months.

Further,
- Applications will only be accepted from not-for-profits operating within Western Australia and benefitting West Australians.
- We have a strong preference for organisations with an operating budget of under $5 million and over $100,000. Applications from organisations with an operating budget outside this amount may be accepted at the discretion of the Impact100 WA committee and should contact us in advance of submission.

Expenditure guidelines

As always, we want our grant money to target a specific need with specific measurable goals. Please see Appendix A for examples of ways you may wish to spend the funds (NB. you are not limited to these).

Expenditure that will not be considered for funding:

- Debt reduction or operational deficits.
- Legal expenses.
- General construction or renovations.
- Travel outside Australia.
- Activities that should be funded by the Government or other relevant bodies.
- Religious organisations where the grant is intended for the principal benefit of the organisation's own members or adherents, or where the grant is intended for inherently religious activities.

Additional Guidelines

- You should ensure your organisation is eligible and that your submission meets Impact100 WA's objectives before applying.
- Our plan is for grants of $50,000 and the application should reflect utilising the full amount.
- It is expected that these grant funds will be expended within 12 months.
- The Impact100 WA committee reserves the right to determine final allocation under focus areas.
- Any organisation may submit only one application.

- *Continued over…*

- Impact100 WA has an Advisory Committee, made up of donors, which calls for and reviews all applications and makes recommendations for grants to be approved by Australian Communities Foundation as Trustee.
- Reasons your application was not successful will not necessarily be given.
- If your organisation is selected by our donors in the review rounds, you will be invited to host a virtual site visit and, beyond that, potentially give an online presentation to our donors.

NB. Our guidelines continue to evolve and Impact100 WA reserves the right to change its criteria without notice at any time.

Timing

Key dates for 2020 are as follows:

Date	Time	
1 May		Applications open.
29 May	12pm	Deadline for Applications.
24 June		Impact100 WA will advise applicants whether they have made the long-list.
29 June - 10 July	TBC	Virtual site visits with long-listed applicants.
23 or 24 July		Impact100 WA will advise long-listed applicants whether they have made the shortlist.
24 July – 12 Aug		Preparation of presentations by shortlisted applicants.
12 Aug		Shortlisted presentations aired via a Zoom event. Voting takes place. Winners announced
Late Aug		Grant payments organised.

Applying for Funding

Applications should address all the following points/questions, ==**in the listed order**==.

Please submit applications via email to grants@impact100wa.org.au **by 12 noon on Friday 29th May 2020**.

1. Organisation's legal name, ABN, address, telephone, email and web address.

2. Contact for the application: name, title, phone and email.

3. What is your Organisation's date of establishment and annual operating turnover?

4. In a couple of sentences, explain what your organisation does.

5. Which of our five focus areas does this application target (only one should be specified: please choose most relevant if more than one could apply)?

For questions 6-10, please apply a 400 word limit per answer.

6. Why do you need an Impact100 WA grant? (see Appendix B-1)

7. Describe how you would spend the $50,000 if your application was successful? (see Appendix B-2)

8. Provide a budget for how the funds would be applied.

9. What other resources does your organisation need to continue running successfully? (see Appendix B-3)

10. How will you know the grant has made a difference for the WA community? (see Appendix B-4)

11. Outline details of any other relevant financial contributions or program partners (including any current or on-going contracts and/or fee for service arrangements and whether these will continue, as well as any other Covid-19 relief funding you have secured or are eligible for).

12. Number of full-time employees, part-time employees and volunteers prior to and post Covid-19 impact.

13. What are your organisation's top five funding sources and amounts for the last completed financial year?

14. How did you find out about Impact100 WA and this grant?

Supporting Information / Documents

1.   Please provide as attachments:

   o   a copy of the most recent audited/reviewed **financial statements** for the last 2 years

       (ie will show results for last 3 years).

   o   A copy of your most recent **management accounts**, up to the current date.

   o   a copy of your organisation's most recent published annual report.

   o   a copy of the latest available AGM minutes.

   o   a preferred logo for us to use when promoting your organisation.

2.   We hope donors from Impact100 WA will consider making additional donations to charities they have been introduced to through their participation in Impact100 WA. To encourage this opportunity, briefly explain what your organisation could achieve with donations of $1,000, $5,000 and $10,000.

3.   Explain how donors to Impact100 WA could get involved with your activities in general, for example, by volunteering, by donating good or services etc.

4.   List the contact details and the connection to your organisation of 2 referees.

5.   Provide your bank account name, BSB and account number.

Applications to be submitted via email to grants@impact100wa.org.au by 12 noon on Friday 29th May 2020

Please also see our Grants FAQs at www.impact100wa.org.au/grants-faqs

Any further queries can be addressed to grants@impact100wa.org.au

APPENDIX A

Funding Examples

We are open to suggestions as to what this might entail. For example, funding could be spent on:

- Assisting your organisation to meet increased demand for your services caused by the current crisis which would have a direct, tangible benefit for those you seek to support;

- Helping your organisation to find a new way to operate, or a project testing out a new way of working, which will enable you to continue reaching your current beneficiaries and/or reach out to a new or expanded audience/client base/group/etc;

- Financing the purchase of supplies or equipment that might otherwise have been donated or funded through avenues that are no longer available, where those supplies or equipment will improve the way you work;

- Covering time-limited salaries for crucial work that cannot be supported in the usual way, e.g. due to changing income streams or lack of volunteers;

- Financing something else you may need to build your capacity, adapt or pivot your operations into the future.

APPENDIX B

1. Why do you need an Impact100 WA grant? (Qu 6)

You may want to consider:

- What need or opportunity does your organisation seek to address?
- How has this need/opportunity changed as a result of COVID-19?
- How has your organisation's ability to address this need/opportunity changed in the current context?
- Who in the community will benefit if you are able to address the challenge?
- How do you know that the services or activities your organisation provides will remain important for your community beyond the current crisis?
- Does the community support your organisation's plan/idea?
- What evidence can you provide to show that the grant is needed?

2. How would you spend the $50,000 if your application was successful? (Qu 7)

You may want to consider:

- Details of what your organisation would be able to do if successful with this application (what purchased, total budget, who involved etc)
- How do you know this is the best option to address the challenge identified? What other ideas have been explored?
- Detail why your organisation is best placed to carry out this work
- What other people or organisations will you work with?

3. What other resources does your organisation need to continue running successfully? (Qu 9)

Explain what other plans your organisation has to adjust to the impacts of Covid-19 and how you anticipate being able to maintain operations into the future. You may want to consider:

- What else does your organisation need in order to be able to survive into the future?
- Detail what your organisation is able to contribute (e.g. cash, equipment, facilities, staffing resources)
- Any changes you have already enacted, or are considering, to the way you will operate in future

4. How will you know the grant has made a difference for the WA community? (Qu 10)

Our donors will want to know that their grant has made a significant difference. Please consider how you will be able to demonstrate this, e.g. through:

- Data/information demonstrating short-term and long-term impact of the grant
- Photos/ Videos
- Community feedback
- Case Studies / stories