

Innovation Fund Guidelines

Purpose

The innovation fund has been established by the South Pacific Division and Adventist Media to provide opportunity and funding to develop new initiatives that advance the Literature Ministry of the church.

The focus of the Innovation Fund is Adventist literature and how it can be used more effectively in the discipleship work of the church.

The following are examples of Innovation Fund projects:

1. Use of New Technology

These types of projects utilise technology that will assist in the sale of approved Adventist Literature to the general market or assist the literature seller with useful lead generation, reporting, tracking, bookkeeping, or other types of tools.

2. Development of Electronic Resources

These types of projects develop saleable electronic products such as audiobooks, children's e-resources, Pathfinder book app.

Other Innovative Approaches

These projects or ideas:

- a. could potentially boost the supply or sales of approved books or Adventist Media products to the general market,
- b. experiment with innovative sales/marketing approaches, or
- c. increase member involvement in literature ministry.

Examples: Book boxes, infomercials, student scholarships, student programs

The criteria which applications must meet, and the assessment and funding allocation process are set out below.

Funding

- Grants will range from \$1,000 to \$50,000.
- Successful applicants may be awarded an amount other than the amount requested in their application.
- Under the Program, no more than \$50,000 will be approved for funding to an applicant over a twelve-month period (however consideration will be given to applicants that can demonstrate a need to have the funding over a longer period).
- Concurrent grants will only be provided to church entities.
- A person will not be funded more than once for the same or similar innovation.
- Grants are one-off for the activities specified and are not intended as a recurring funding source.

- Individual application forms originating within a conference are to be approved by the conference administration.

Eligibility Requirements

Only individuals or church entities who meet the following eligibility requirements may apply:

1. All previous grants must be fully acquitted, and all reporting obligations fully met.
2. Must be a member of the Seventh-day Adventist Church.
3. Only one (1) application per eligible person is allowed at a time.
4. Church entities can receive grants for multiple projects.

If you do not comply with the above eligibility requirements, your application will not be assessed for funding.

Exclusions on the Use of Grant Funding

Funding will not be approved for expenditure related to any of the following:

1. Activities that do not contribute to the general purpose of the Innovation Fund
2. Activities where alternative sources of funding are more appropriate
3. Activities that do not occur primarily within Australia or New Zealand
4. Commitments such as contracts, hire purchases or rental agreements for any goods beyond the period funded
5. Purchase or lease of real estate or vehicles
6. Salaries.
7. Public liability or other insurances.

Applications

Assessment of Applications

Applications must be submitted to Adventist Media on the Innovation Fund application form.

The Literature Ministry and Resources Committee will review all applications and make grant allocations based on eligibility and merit within the available funds.

All eligible funding applications will be assessed in terms of the proposed project's demonstrated potential to deliver against the following selection criteria:

1. Funding Priorities - How the proposed project is consistent with one or more of the Innovation fund priorities and will benefit the literature ministry of the church.
2. Value for Money - The degree of budget rigour in identifying the anticipated costs associated with the proposed project, and the comparative value-for-money of the proposition.

3. Project Design. Comprehensiveness of project design, feasibility, the appropriateness of identified timing for required funding within the first 12 months.
4. Staffing and Expertise - Degree to which the applicant has and/or can access the necessary skills, experience, and expertise to deliver the project.

The Committee is not limited in the number of applicants it can approve other than by the availability of funding and may decide to make no recommendation if no proposal is considered to demonstrate sufficient merit against the criteria.

The Literature Ministry Committee will report all grants made and outcomes achieved to the Adventist Media Executive Committee at least annually.

It is anticipated that applicants will be advised of the outcome of the assessment process within thirty (30) days of a committee action.

Making an Application

An application needs to be made on the form provided. It should be detailed enough to explain the request and how the requested funding amount was calculated. In general, the budget should be appropriate and realistic. It should also show other contributions that have been received or sought for this project and separate these from the grant amount requested from the Literature Ministry and Resources Committee.

All required information on the application form needs to be completed and all relevant attachments provided.

Accepting a Grant

- Successful applicants will be required to enter into an Agreement with Adventist Media setting out the terms and conditions for which funding will be provided, including milestone reporting and acquittal requirements within an agreed timeframe; this Agreement will be in the form of a Deed of Agreement.
- Adventist Media does not carry any responsibility for activities funded by the Innovation Fund.
- Funds may be spent only on items and activities specified in the agreed Deed of Agreement. Any unspent funds must be returned to Adventist Media.
- Should a change to the terms of the funding proposal be required in any way, written permission must first be obtained from the Literature Ministry and Resources Committee.
- Any promotional material for the funded program must acknowledge the Adventist Media's Innovation Fund support.
- There must be a clearly documented benefit to Adventist Media that includes rights of usage and IP ownership for any product developed.

Reporting

All successful applicants must expend the funds within the timeframes nominated in the Deed of Agreement.

Progress reports will be required to be prepared by successful applicants at milestones set out in the Deed of Agreement. A final report will also be required which includes a description of project outcomes, and an acquittal of how the grant was used. This may include an independent audit of the grant expenditure. An acquittal template will be made available that will make clear the information required. ALL receipts are to be submit with the acquittal form.

Any grant money not expended is to be returned to Adventist Media as part of the acquittal process.