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## OVERVIEW 2020 Pilot - Skilled Volunteering Mentor Program

**Activity/Event Name:** Feed Appeal Skilled Volunteer Mentor Program

**Applications to participate :** Open Monday 24<sup>th</sup> February close Friday 6<sup>th</sup> March, 5pm AEST

**Mentoring Date range:** 30<sup>th</sup> March – 30<sup>th</sup> May

### **Synopsis:**

Feed Appeal aims to support grass roots charities as well as larger more established organisations. Different levels of resourcing results in significant variance in the level and quality of grant applications. Grant review panels are independent and can only make their judgement and merit applications based on the information provided. This program is to assist with creating a more even playing field and to upskill charities with limited resources to tell their stories and articulate strategic and sustainable impact. Feed Appeal governance committee is focussed on ensuring a strong social return on investment.

**Location:** Skype ( Face to Face is an option if the mentee and mentor agree)

**Meeting Point:** To be discussed with mentee

**Project Scope for Mentor:** Support Food relief charity with the grant application process. Provide strategic direction, ensure guidelines are met. Assist with succinct and relevant communication that provides accurate information about impact the grants will have for the local community. Sense check and proof final application.

**Please note the mentors are not to write applications for the charities. Recommendations, suggestions, constructive feedback and grammatical corrections are appropriate.**

**Project Outcomes:** Feed Appeal is piloting this program to see if mentoring helps improve the quality of applications providing the review committees with more consistency regardless of the charities resources. We hope the program will upskill charities with communication, articulation and writing skills. Demonstrate how to succinctly and effectively tell their story and communicate sustainable impact in their community. It also aims to ensure ineligible applications are not sent and worthy applications are not rejected due to poor communication or guidelines not being adhered to.

**Skill set of Mentors:** strategic thinking, project management, communications, community and corporate social responsibility, report writing, basic financial understanding (can read and comment on a P&L and budget)



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**Program Time Commitment:**

4 x 2 hr session across 8 weeks

Session 1 – Meet & Greet. Strategic brainstorming session, Gap assessment and initial planning on what to apply for that will meet the key criteria of building capacity, ensuring sustainability and delivering impact.

Session 2 – Draft application review. Does the application articulate the need, the gap, the plan and the impact. Identify if key criteria have been met. Identify if relevant guidelines have been adhered to.

Session 3 – Do the Financials Stack up? Review financial report, budget, project plan, quotes. Does the financials paint the picture that funding this grant would provide a strong social return on investment?

Session 4 – Final Application Review. Ensure all required uploads are provided. Proof and sense check application and provide final recommendations.

**Key Dates:**

Mentors will be connected with their mentee charity week commencing 23<sup>rd</sup> March

Sessions times will be scheduled by the mentor and mentee when it suits them across the following fortnightly blocks. If mentor and mentee agree it can be done in a shorter period of time (i.e. 2hr sessions each week over 4 weeks)

Session 1 scheduled between 30/3- 10/4

Session 2 scheduled between 13/4 – 24/4

Session 3 scheduled between 27/4 – 8/5

Session 4 scheduled between 11/5-22/5

Applications close and must be submitted by 5pm (AEST) 30<sup>th</sup> May 2020.

**Reporting:**

Feed Appeal team will send a reminder notice to mentors and mentees at the beginning of a scheduling week to ensure a time has been booked.

Feed Appeal team can be reached for help or support 9-5pm Mon – Fri on 1300 421 041

As this is a pilot program we request a short survey to be completed by both mentor and mentee at the conclusion of the program to help us with program improvement and development.