

PRF Social Enterprise Incubator

Application Questions for Growth Incubator

Applications open 17 November and close 11:59pm AEDT Sunday 11 December.
Program commences 27 February 2023.

Paul Ramsay Foundation, Sefa Partnerships and Sefa acknowledge the Traditional Owners of Country throughout Australia. We pay our respects to Elders past, present and emerging.

Thanks for your interest in the Paul Ramsay Foundation's new social enterprise incubator with Sefa Partnerships and Sefa. We hope you're as excited as we are about the opportunity to help grow the pool and impact of social enterprises working to break cycles of disadvantage in Australia.

Before you start your application, we need to run through a few criteria to make sure you and your social enterprise are eligible to apply for this incubator, including that you're at a suitable stage of growth. **Could you please confirm:**

1. I am at least 18 years old. [Y/N]
2. I am an Australian citizen or resident. [Y/N]
3. My social enterprise can demonstrate an **existing** contribution to breaking cycles of disadvantage in Australia in **at least one of** Paul Ramsay Foundation's [three strategic impact areas](#):
 - Thriving children (early childhood development or school age learning)
 - Employment
 - Justice & safety
 - None of the above

(If your response is 'None of the above', we ask you don't continue your application. Regrettably, we won't be able to consider it as your existing contribution is not within at least one of our three strategic impact areas.)

4. My social enterprise is at the stage where:
- It is pre-revenue and I am still confirming my operating model and working hard to secure early customers.
 - It has a revenue base and/or key customers and I am looking to confirm a strong operating model; OR
 - It has a strong operating model including a track record of delivering revenue and I am taking on the challenge of expanding.

(If your response is 'pre-revenue', we ask you don't continue your application as this intake is for social enterprises with a revenue base and/or key customers, or a strong operating model including a track record of delivering revenue.)

5. My participation in the Paul Ramsay Foundation Social Enterprise Incubator, including any capital I receive as part of the program, will deliver impact in Australia only. [Y/N]

(If your social enterprise delivers impact in countries other than Australia, we ask you don't continue your application. Regrettably, we won't be able to consider your application as your region of impact falls outside the Foundation's region of activity.)

If you meet all the eligibility criteria, please keep going with your application.

If you don't meet all the eligibility criteria, we ask you not to continue as we won't be able to progress your application. We'll have other, different opportunities coming up in 2023, so please [follow us on socials](#) or subscribe to the [PRF newsletter](#) to stay up to date.

6. Privacy Collection Notice

The Paul Ramsay Foundation (PRF) will use the information you provide in your Social Enterprise Incubator application and any subsequent assessments, checks or interviews for the purposes of managing its Social Enterprise Incubator programs. This includes activities such as expressions of interest, marketing and communication, recruitment and applications, selection, onboarding, program delivery and evaluation, and an alumni network. The information you provide will be shared with Sefa Partnerships and Sefa so they can fulfil their role in co-designing and delivering PRF's Social Enterprise Incubator programs.

Please read our respective Privacy Policies below, which include information on how each organisation collects, uses, discloses and keeps secure, individuals' personal and sensitive information.

Please confirm you have read and accept each of the following: *[I accept/I don't accept]*

- [PRF Privacy Policy](#).
- [Sefa Partnerships Privacy Policy](#).
- [Sefa Privacy Policy](#).

7. Potential police check for successful applicants

PRF may request successful applicants carry out a Fit2Work police check before being onboarded into one of its incubator programs. Participation in a PRF incubator program may be subject to the outcome of this check. The purpose of the check is so PRF can determine if there are any [disclosable court outcomes](#) which, on balance, may impact the health and safety of other incubator participants, PRF employees or Yirranma Place tenants, or may prevent PRF from supporting the current or future capability or capacity needs of a social enterprise or social entrepreneur participating in a PRF incubator program.

We understand this check may be triggering for some applicants, especially those who have lived experience of the criminal justice system. Please know having a criminal history does not automatically exclude you from being part of a PRF incubator program. Instead, is something we will discuss with you and assess on a case-by-case basis.

Any personal information you share for a Fit2Work police check will be used for the purpose of that check only and will be handled in accordance with PRF's Privacy Policy and the Australian Privacy Principles. PRF will only share the outcome of this check, that is, whether the check has "Disclosable Court Outcomes" or "No Disclosable Court Outcomes" with Sefa Partnerships and Sefa for the purpose of administering the applicable incubator program. We will not share the specific nature of any disclosable court outcomes.

If you are onboarded into a PRF Incubator program, your Fit2Work check will become part of your program record and is not subject to the Australian Privacy Principles but will continue to be handled confidentially.

Please confirm you have read and accept this notice. *[I accept/I don't accept]*

It's time to get started on your application form!

There are three sections to complete:
Section A: Contact and Background Information
Section B: About your social enterprise
Section C: Disclosures and Attachments.

It should take you approximately 90 minutes to complete the form (maybe a little longer if you need to pull together any of the documents or attachments required in Section C).

If you'd prefer, you can [download a copy of all the questions](#), prepare your application offline and then copy and paste your responses into the online application.

Or you can start the online application form, close it and return later without losing your answers. [Read how to do that](#).

A. Contact and Background Information

8. Your contact information
 - Your first name and last name
 - Your mobile number
 - Your email address
9. Your postcode
10. Your role in your social enterprise
11. If you are not the most senior decision maker within your social enterprise, please provide:
 - Their first name and last name
 - Their mobile number
 - Their email address
12. Are they (i.e. the most senior decision maker in your social enterprise) at least 18 years old? [Y/N]
13. Do you have their permission to make this application? [Y/N]
14. Name of your social enterprise
15. Your social enterprise website (if you have one)
16. Your social enterprise ABN
17. Your social enterprise legal structure:
 - Co-operative
 - Incorporated Association
 - Indigenous Corporation
 - Limited Partnership
 - Proprietary Company Limited by Shares
 - Public Company Limited by Shares
 - Public Company Limited by Guarantee
 - Other
18. If you selected "Other" for your social enterprise legal structure, please specify the legal structure below.
19. What date was your social enterprise incorporated or registered?
20. Are you a charity registered with the [Australian Charities and Not-for-profits Commission](#)? [Y/N]
21. Which of the following best describes the current stage of your social enterprise:
 - I have a revenue base and/or key customers and I am looking to confirm a strong operating model.
 - I have a strong operating model including a track record of delivering revenue and I am taking on the challenge of expanding.
22. Please tell us why you think your social enterprise is at this stage. (750 character limit)

23. How recently have you participated in an incubator or accelerator?
(Prior participation doesn't prevent you from applying for or potentially participating in a PRF incubator. This question simply helps us understand more about your social enterprise's learning and development history.)
- I am currently applying for other incubators/accelerators.
 - I am currently participating in another incubator/accelerator.
 - I have participated in another incubator/accelerator within the past 12 months.
 - I have participated in another incubator/accelerator within the past 1 – 2 years.
 - I have participated in another incubator/accelerator more than 2 years ago.
 - I have never participated in an incubator or accelerator.

B. About your social enterprise

Your impact

24. What impact does your social enterprise create? (including your mission, the problem or challenge you are solving for, the group(s) you are targeting, and a description of your key programs, interventions or activities). *(1250 character limit)*
25. How do you currently measure your impact and what results have you achieved? *(1000 character limit)*

Your enterprise model and performance

26. What is your current business/operating model including the products and/or services your social enterprise delivers? *(1000 character limit)*
27. Who are your main customers and partners? How do they contribute to your organisation? *(1000 character limit)*
28. What are the three main types of income your social enterprise receives?
- Trade revenue (e.g. retail sales)
 - Recurring philanthropic or government grants
 - One-off philanthropic or government grants (not fee for service or payment by outcomes)
 - Commercial or government contracts
 - Community donations
 - Other
29. What are the three main cost drivers for your social enterprise? *(750 character limit)*
30. What is your turnover/income/revenue for the past 12 months?
31. How has your business model developed or matured over the past few years? What has been your main priority (e.g. stabilising, pivoting or growing)? What have you achieved and why? *(1000 character limit)*

Your Team

32. What is the number of Full Time Equivalent (FTE) employees in your team?
33. What is the composition of your team overall (including the number of paid staff, unpaid staff/volunteers)? *(500 character limit)*
34. What, if any, governance arrangements do you have in place (e.g. Board and/or advisory group)? *(500 character limit)*
35. What capabilities (skills, expertise, roles and/or experience) do you think you are missing from your team? How does this affect your day-to-day operations, and how are you managing this? *(1000 character limit)*

Aspirations and Challenges

36. What are your personal development or growth aspirations as a social entrepreneur (i.e. for yourself, not your social enterprise)? *(750 character limit)*
37. What are your aspirations for your social enterprise in a year's time? What about in three years and five years' time? *(750 character limit)*
38. What are the biggest challenges and risks for your social enterprise and how are you managing these? *(1000 character limit)*
39. How could participating in the PRF Growth Incubator support you to achieve your personal and social enterprise growth aspirations? *(1000 character limit)*

C. Attachments and Disclosures

40. Please upload your social enterprise's Theory of Change or most recent Impact Report. *(Limit of one attachment. Please do not upload your annual report unless it's the only place your impact report is contained.)*
41. Please upload your social enterprise's most recent annual financial reporting or statements. *(Limit of one attachment.)*
42. Please upload your social enterprise's financial forecast or projections for the next 12 months. *(Limit of one attachment.)*
43. **Only if you are a Proprietary Company Limited by Shares or a Public Company Limited by Shares:** please upload your Articles of Association or governing document so we can assess how you demonstrate impact objectives and alignment with PRF's charitable purpose and three strategic impact areas. *(Limit of one attachment.)*

That's the end of the application form. It's time to submit your application.

Ends.