

Community Investment Application

Form Preview

Eligibility

* indicates a required field

Before you begin

Please read the [program guidelines](#) before completing the application form and contact us if you have any queries:

Application queries Anjee Anderson Cool Country Community Enterprises Limited (Community Bank Trentham & Districts) Phone: 0409 570 330 Email: aanderson@tccce.com.au

Technical support SmartyGrants-Our Community Phone: 03 9320 6888 Email: service@smartygrants.com.au

Confirmation of eligibility

I confirm that the organisation must:

- be an incorporated body, with either DGR status or Not for Profit status - or have a project partner willing to back the project who meets this criteria
- have a valid Australian bank account
- have satisfactory acquittals if your project has been funded previously, or is part of a multi-year agreement.

It is expected that the organisation, project or activity:

- provides an opportunity to make a difference to the community
- takes place in Trentham or surrounding communities
- provides business development opportunities for the Trentham branch
- offers value for money
- aligns with our image and identity as a community-based organisation
- protects the integrity of the Community Bank and Bendigo Bank brands
- has non-politically motivated objectives
- promotes legal activities that are considered acceptable by normal community standards
- has a clear project plan to achieve its aims
- has realistic timeframes
- has other financial backing
- has financial viability
- provides adequate lead time for branch promotion activities to be leveraged
- has support from other stakeholders
- does not have a sponsor such as other bank, broker, insurance provider which is a competitor of Bendigo Bank and whose presence would impact our branch's ability to be promoted
- offers a track record in carrying out similar projects
- agrees to a choice of Branch Promotion Activities as part of your agreement and subsequent acquittal.

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Organisations, projects or activities are ineligible that:

- take place outside of Trentham and surrounding areas
- are political in nature
- denigrate, exclude or offend minority groups
- are associated with gambling
- create environmental hazards
- may present a hazard to the community
- do not reflect community standards
- promote or require the use of weapons
- are applying to pay for wages or operational activities
- break or attempt to change the law
- contribute to modern slavery
- claim retrospective funding
- mistreat, harm or exploit animals

I confirm that all statements above are true and correct *

- Yes No

Sorry, you are not eligible for the program. Please review our guidelines or review the program for more information.

Supporting documentation

Please prepare the following documents based on the amount you are requesting.

You must provide the following supporting documentation for a small grant (less than \$10,000):

- Current bank statement for your organisation.
- Project budget which clearly shows how you will spend the funds, and quotes for all budget items greater than \$5,000.
- Applications involving a project partner must include a letter of their support and a copy of their financials. [Click here](#) to download a template letter of support.
- Proof of other approved funding or your own funds to put towards the project (including in-kind support).
- Evidence of all necessary licences permits and insurances which will enable you to run your project (e.g. public liability insurance, local council permits).
- For projects involving children, evidence that relevant personnel have Working With Children Checks.
- Letters of support to demonstrate community need and benefit (optional).

You must provide additional supporting documentation for large grants (greater than \$10,000):

- Current signed audited financial statements for the applicant organisation or project partner (for audited organisations).
- Organisations not required to audit financials must provide a profit and loss statement as a minimum, and a balance sheet if available.
- Quotes for all budget items greater than \$5,000 (at least two local itemised quotes where possible).

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- If you have conducted this project/program before (e.g. annual events), copies of receipts/invoices that substantiate this request from previous expenditure plus a detailed budget.
- Plans/designs for projects that involve building or refurbishment.
- Letters of support to demonstrate community need and benefit, particularly for large projects or initiatives that have a sporting or recreational element and need to show wide community benefit.

Contact details

* indicates a required field

Privacy notice

Bendigo Bank will respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

View our privacy statement [here](#).

Applicant details

This should be the person who accepts the agreement and completes the acquittal. This may be you.

*

First Name

Last Name

Position

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Secondary contact details

*

First Name

Last Name

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Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Organisation details

Organisation name *

Organisation Name

Registered business name (if different to organisation name and Entity name [below])

Organisation ABN (please enter the number, not text)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Organisation address *

Address

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Organisation Website

Must be a URL.

How many people receive services or benefit from your organisation each year? *

Must be a number.

How many volunteers contribute to your organisation? *

Must be a number.

Is your organisation an eligible entity? *

Yes No

Refer to program guidelines

Does your organisation bank with Community Bank Trentham & Districts? *

Yes No

Previous funding

Has your organisation received funding from us in the last three years? *

Yes No

Previous funding

Click "Add More" or "+" to add more rows.

What was/were your previously funded projects?	How much did you receive from us?	What was the date of funding?
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What was/were your previously funded projects?	How much did you receive from us?	What was the date of funding?
	Must be a dollar amount.	Approximate month/year Must be a date.
	\$	

Project partner details

As you are a non-eligible entity, you're required to include the details of a project partner who is incorporated, and holds a DGR status or is a not for profit organisation who can provide financial statements on your behalf.

The following information relates specifically to the project partner.

Partner name *

Organisation Name

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Registered business name (if different to organisation name and Entity name [below])

Partner ABN (please enter the number, not text) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Primary address *

Address

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Website

Must be a URL.

Letter of support from project partner *

Attach a file:

Letter will need to advise how project partner will contribute or add value, and support the applicant in the delivery of the project.

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Project partner financial documentation *

Attach a file:

Please provide your project partner's financial statements and/or bank statements.

Project partner contact details

We may contact this person for additional information about this application.

Name *

First Name

Last Name

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Project details

* indicates a required field

Project name *

Start date (when do you require the funds by) *

(future dates only)

Expected end date *

Please note an acquittal report will be required following this date.

Has the project already been delivered and/or funded? *

Yes

No

Location *

Address

Suburb/Town, State/Province, Postcode, and Country are required.

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Total project value *

\$

Must be a dollar amount.
This may be more than your grant request.

Grant request *

\$

Must be a dollar amount.

What date do you require the funds by? *

Must be a date.

Are you applying for multi-year funding support? *

Yes No

Please list requested payment amounts and approximate dates for a multi payment application.

Payment date

Payment amount

Must be a date.	Must be a dollar amount.
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

Please provide a short summary of your project and specify what the grant funds will be used for. *

What are the project's primary goals/objectives? *

Please explain how the delivery of the project might be impacted by reduced funding. *

Will the project proceed and how may it be impacted if we are unable to fund the full amount requested?

Community support

Does your project have community support? (Letters of support from community organisations are viewed favourably) *

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Yes

No

Community support evidence

Provide evidence that this project has community support.

Please upload letters of support

Attach a file:

Capacity to deliver

Demonstrate you have sufficient resources and capacity (e.g. money, staff, equipment, facilities) to complete this project within the proposed timeframe. Include examples where your organisation has delivered similar projects previously. Please include links to explanatory material if applicable.

Describe your organisation's ability to complete the work. *

Delivery supporting documents (if applicable)

Attach a file:

Project outcomes - what difference will your project make?

Outcomes are the changes you expect to occur for the key recipients of your project/ audience. These should align with the outcomes of this community investment program and enhance the prosperity and wellbeing of the local community and its members by making a difference in the community.

Alignment with our outcomes *

No more than 1 choice may be selected.

Which of our outcomes will your project contribute to? If multiple apply pick the most relevant.

How does your intended outcome link to our outcomes? *

Word count:

Project focus

What are the primary areas of focus for this project? *

No more than 1 choice may be selected.

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Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

[More information available.](#) Download the '**Subject classification**' spreadsheet.

Beneficiaries

Select up to five groups who'll benefit most from this project. *

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project.

[More information available.](#) Download the '**Population classification**' spreadsheet.

Approximately how many will benefit? *

Briefly explain how you arrived at the above number. *

Please estimate the percentage (%) of indigenous beneficiaries. *

Must be a number and between 0 and 100.

If there are none, enter 0.

How many organisations, including your own, will directly benefit from the project? *

Briefly explain how you arrived at this number. *

Branch promotion activities

* indicates a required field

Please outline which of the following promotional activities you are willing to undertake as part of this application.

Banking: be an active customer of our branch, operating a main trading account for banking needs *

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Yes No n/a

Comments

Logo: use current Trentham branch logos provided by us for social posts, project flyers, temporary event signage, website sponsor listing *

Yes No n/a

Comments

Social media: follow our page, tag us in your posts, mention us as sponsors/supporters, post our provided supporter social tile(s) *

Yes No n/a

Comments

Poster display: display provided posters/flyers regarding community banking/our partnership with you/the project *

Yes No n/a

Comments

Provide photo opportunity: provide event or project photos for branch advertising, or photo opportunity e.g. project launch, presenting your rep with the "big cheque" or certificate *

Yes No n/a

Comments

Event presence: utilise branch marquee at event with tailored activities and branch promotions/giveaways, signage, pictures to be taken by & used for advertising content *

Yes No n/a

Comments

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Committee meeting attendance: branch representative to attend a meeting raising awareness of community banking at our branch *

Yes No n/a

Comments

Signage: permanent branch signage on location *

Yes No n/a

Comments

Naming rights: of relevant event, project or e.g. sports gear with Trentham branch logo *

Yes No n/a

Comments

Other: ideas on how your group could promote the branch *

Yes No n/a

Comments

Budget

* indicates a required field

Expenses

Please list the expenses for your project.

Click the "Add More" button to add rows.

Expense description

\$ Expected cost

Expense description	\$ Expected cost
	Must be a dollar amount.
	\$

Income

Please include any income items such other grants or your own contribution.

Any pending grants should be marked as **No** under **Confirmed**.

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Click the "Add More" button to add rows.

Income from:	Provider:	Brief description:	\$ Amount:	Confirmed
	e.g. council	e.g. grant	Must be a dollar amount.	
			\$	

Please attach any documents supporting your confirmed income item/s as entered above.

Attach a file:

In-kind support

In-kind support includes anticipated materials, services and labour (calculated at an hourly rate multiplied by number of hours eg. \$45 an hour x 3 hours = \$135)

Type:	Provider:	Brief description:	\$ Value:
			Must be a dollar amount.
In-kind support			

Budget Check

Your Grant request should equal your Expenses minus any Income i.e.

Grant request = Expenses - Income

Total expenses

\$

This number/amount is calculated.

- Income

\$

This number/amount is calculated.

- Grant request

\$

This number/amount is calculated.

= Balance (must equal zero)

\$

This number/amount is calculated.

In-kind support is not included.

BUDGET BALANCE DOES NOT EQUAL ZERO

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Sorry, you don't have enough funds allocated to deliver your project or the income total is too high.

Go back to the tables above and check the following: **Grant request = Expenses - Income**

Hint: You may need to adjust the grant request amount you entered on page 1 of this application.

(If the balance has not calculated correctly, clicking into another field will refresh the form and the calculation, allowing you to submit.)

Form validation *

Project quotes

Please upload quotes for this project, including any individual budget items that are greater than \$5,000 *

Attach a file:

If you have conducted this project/program before, copies of receipts/invoices that substantiate this request from previous expenditure may be acceptable.

Financial documentation

Please provide your organisation's financial statements (including profit and loss) and/or current bank statement. *

Attach a file:

Financial documentation

Please attach a copy of your organisation's most recent financial statements (this must include your organisation's profit and loss and balance sheet). Financial Statements must be dated within the last 18 months.

Financial documentation *

Attach a file:

Additional supporting information

All required licences, permits and insurances will be in place *

Yes

No

Not applicable

Attach a file:

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If your staff/volunteers are working with children, have they obtained a Working with Children Check? *

Yes No Not applicable

Attach a file:

If your proposed project involves building or refurbishment, please upload the plans/designs.

Attach a file:

Do you want to share any files not already attached?

Attach a file:

More than one file can be uploaded. (e.g. additional letters of support from key community stakeholders, flyers, plans, financial information, evidence of other funding, etc)

Certification and feedback

* indicates a required field

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that, if this grant is approved, we will be required to accept the terms and conditions of the grant as outlined in the grant agreement.

Certification *

I agree

Applicant feedback

You are nearing the end of the application process. Before you review your application and click the SUBMIT button, please take a few moments to provide some feedback.

How did you find the online application process? *

Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application? *

Provide any suggestions for improvements/additions to the application process/form. *

