

**Forrestfield & Districts Community Financial Services
Limited –**

**COMMUNITY SUPPORT GRANT
APPLICATION 2010**

For Further Information Contact
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08 9453 9992
0418 952 076
tinkt@bigpond.net.au

Closing Date August 1 2010

Forrestfield & Districts Community Financial Services Ltd.
Forrestfield Community Bank
High Wycombe Community Bank

2010 Community Support Fund Application Form

Name of Group/Organisation (Applicant).....

.....

Postal Address

.....

Project Contact Person:

Name.....

Position

Phone (day time)

Mobile

Email

Fax

Best time to contact you

Project Title:

.....

Amount Requested:

Applications close 1 August 2010.

What will you use the grant for?

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What benefits to the community will your proposal provide?

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Who will be the main beneficiary/target group for this proposal?

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How many people will benefit from this proposal?

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Where will be project be conducted:

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.....How will you or your organisation manage this project? E.g. outside contractor; through Council; self managed?

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How will the funded activity be monitored and evaluated?

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Have you applied, or do you intend applying to any other funding body or community group for assistance with this project. YesNo..... (Please Circle). If yes, please specify –

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Is this project, program or service already assisted by an existing Government funding program? Yes . No .(Please Circle). If yes, please specify –

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Is this project, program or service already assisted by any other funding program? Yes . No .(Please Circle). If yes, please specify –

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Is there a projected time frame for commencement and completion of your proposal? Yes . No .(Please Circle). If yes, please specify –

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BUDGET FOR THE PROJECT

INCOME:	\$
Total Cost of the Project	
Amount contributed by your Association	
Contribution in kind (e.g. value of volunteer labour etc)	
Amount from other sources (please specify)	
Amount requested from Forrestfield & Districts Community Financial Services	
TOTAL:	

EXPENDITURE	\$
TOTAL:	

Please provide written quotes for items over \$500.00

NOTES:



Please provide any letters of support; plans etc that you believe will assist us in evaluating your application for funding.



Please attach any additional information you believe may be relevant.

REFEREES

Please give details of independent referee(s) to whom the Board of FDCFSL can speak to about your services/project and about this application. *These referees cannot be members of your organisation or it's Board. Referees may include relevant peak or umbrella bodies.*

Name

Position

Organisation

Phone

Name

Position

Organisation

Phone

Name

Position

Organisation

Phone

ACKNOWLEDGEMENT

Forrestfield and Districts Community Financial Services Ltd. (Forrestfield Community Bank[®] – a Bendigo Bank Branch) believes it is important to acknowledge the Community Support grants and the benefit they provide to the local community.

While this is not a factor in deciding whether your application will be approved, it would be helpful to know what activities you would be prepared to undertake to acknowledge a community grant for your organisation. If a grant is approved, we will advise you of the acknowledgement strategies we encourage you to undertake.

- Place permanent Forrestfield Community Bank[®] signage (decals, labels, plaques) on building, vehicles or equipment.
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- Place temporary Forrestfield Community Bank[®] signage, (banners, signs, flags at the launch of your event, or in association with your project).
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- Acknowledge that the project has received funding from Forrestfield & Districts Community Financial Services on all printed and audio visual material produced for the project.
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- Liaise with your local media.
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- Other (please specify)
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CHECK LIST FOR REQUIRED INFORMATION

As we need proof of your organisational and financial stability, please complete the checklist below to ensure that you have included all the information required for the Board to accept and assess your application.

Incorporated or other legally constituted organisations must provide the following with your application in order for your application to be progressed.

- The latest annual report of the organisation
- Copy of the current Certificate of Incorporation or equivalent
- A copy of the most recent audited financial statements for the organisation or service.

Un-incorporated organisations must provide the following with every application. These documents must be forwarded in order for your application to be progressed.

- Copies of minutes of your last two Board or Committee meetings.
- Any other documentation that provides evidence of your organisations role and function – e.g., Constitution, annual report, press clippings etc.
- Copy of a recent bank statement as an official document confirmation your organisations name.
- Most recent financial statements (audited accounts, bank statement, Treasurer's report).

DECLARATION

I hereby certify that I have been authorised by –

.....

(your organisation)

to submit this application and that the information contained herein to the best of my knowledge is true and correct.

I understand canvassing of the Directors or staff of the Forrestfield & Districts Community Financial Services Ltd or the Forrestfield Community Bank® will disqualify this application.

I understand that any decision by the Board will be final and not subject to any appeal process.

Contact Person:

Signature:

Date:

Chairperson/President:

Signature:

Date:

Forrestfield & Districts Community Financial Services Ltd.
Forrestfield Community Bank[®] – A Bendigo Bank Branch
GRANT AGREEMENT
DECLARATION

If the Grant is provided, the organisation agrees to the following conditions:

1. The grant will be used for the purpose for which it was given and will be expended in accordance with the Grant Approval Schedule, unless otherwise agreed in writing by the FDCFS* Board.
2. If the organisation winds up or if the assets purchased are no longer required for the purpose granted, the assets will be transferred to an organisation of a similar nature approved by the Board.
3. If a conditional grant, the requirements outlined on the Grant Approval schedule, will be met before the Board makes any payment. Payments will usually be on presentation of original suppliers invoices, original builders progress certificates or certified acquittal forms and copies of the suppliers invoices where the original is not available, will be by the Chairperson, President or Chief Executive Officer.
4. Accountability for unconditional grants (i.e. paid in full on approval) will be by similar documentation and certification as for condition 3 above, being provided to the Board within three months of the grant being made available.
5. Any unexpended funds will be returned to the Board within three months of payment of the grant unless otherwise agreed in writing by the Board.
6. If the grant is conditional the funds will be used within the defined timeframes, i.e. grants not accessed within twelve months from the nominated start date will be written off. Amounts that remain unused for six months after partial withdrawals will also be written off.
7. If there is to be any delay in the expenditure of the grant, a written request is to be made seeking approval for an extension of time.
8. The publicity requirement of the Bank will be met and the grant will be acknowledged specifically in the Annual Report.
9. Any special conditions that are attached to the grant will be met.
10. All relevant records of the grant will be kept for a period of seven years and will be made available for audit at any time.
11. GRANT ACQUITTAL – the attached grant acquittal form will be returned to the Company Secretary once the monies have been expended and/or the project completed.

End.

Forrestfield & Districts Community Financial Services Limited
 Community Support Grants
ACQUITTAL OF FUNDS FORM FOR 2010.

Please complete this form and return to the Board, at the end of the funded project or when the financial assistance is spent.

Name of Project/Activity/Event:			
What was the assistance used for?			
When was the project, activity, event held or completed?			
Who was the project targeting – age group – cultural group – geographic area etc.			
How many residents/participants from the local area benefited from this project?			
How many persons from the wider area benefited from this project?			
INCOME SOURCE			
GRANTS	CASH	IN KIND	TOTAL
EXPENDITURE			
GRANTS	CASH	IN KIND	TOTAL

CONT'D./...

GENERAL COMMENTS AND SUGGESTIONS

THIS EVALUATION WAS COMPLETED BY

PERSONS NAME _____ ON BEHALF OF -

ORGANISATION _____

ADDRESS _____

PHONE _____

EMAIL _____

SIGNATURE _____

DATE: _____

Please return to:
Company Secretary
FDCFSL
c/- 24 Connaught Street
FORRESTFIELD WA 6058
Email: tinkt@bigpond.net.au

FORRESTFIELD & DISTRICTS COMMUNITY FINANCIAL SERVICES LTD.

Top Tips for Grant Writing

1. Read grant guidelines & selection criteria carefully. Decide if the grant program looks suitable for your needs.

2. Do your homework on the project costings:

- Produce basic budget estimates
- Provide the best, most accurate information.
- Avoid guesswork.
- Get quotes for work or purchases.

Don't underestimate the value of in kind or volunteer labour in your costings. Volunteer labour is usually costed at \$24 hour per volunteer.

3. Be realistic:

- Is the group ready to take on the project?
- Will the group meet the obligations to Bank if successful?
- Will the project actually achieve the desired outcomes?
- Does the proposal fit easily within the required timeframe?
- Does the amount requested accurately reflect the true cost of the project?

4. Keep all information accurate, clear and succinct. Organise all legal, financial and administrative paperwork. If you keep this information on hand you will be able to apply for funding at short notice. You are usually required to provide supporting evidence with your application. This may include:

- A copy of your organisation's constitution.
- Annual Report(s), financial statement(s), bank statements.
- Project budget.
- Project Marketing Plan.
- Project Business Plan.
- Evidence of GST registration.
- Evidence of public liability insurance.
- Resume for the project manager, any professional performers or artists.

Any Other information you think would assist the selection panel in assessing the application.

5. Highlight community outcomes and benefits. These might include:

- Expected level of community participation in the project.
- Accessibility of project to community members.
- Future benefits to the community.
- Partnerships with other community groups.

6. List best person as contact for the group. This person should:

- Be available during the assessment period.
- Understand the project completely.
- Have a copy of everything.
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2. Check and proofread everything and submit before due date. Late applications are not accepted.
 - Check all questions are fully answered.
 - Check all relevant supporting documentation is included.