AGECOM Enterprises Limited

Sponsorship and Grant Application Guidelines

Purpose

To Build a Better Community

Our Community Grants and Sponsorship Program is an annual application process where local not-for-profit groups, organisations or individuals, who provide services to local residents, can apply for funding. The aim of the Community Grants and Sponsorship Program is to support a broad range of initiatives that address identified needs that will enhance the well-being of our Community.

Principles Supporting our Community Grants and Sponsorship Program

Our Company was founded on a belief that communities that come together for a common purpose can really make a difference. Opportunities to strengthen and improve participation for enduring and longer term outcomes are essential for community health and well-being. Our Company values innovation, accountability, responsibility, and transparency and strives to work within an ethical framework, mindful of our environmental and social responsibilities, and responsibility to our shareholders. Projects that reflect the values above, and create a broad community benefit will be favoured.

Priorities

The board of directors of our company may from year to year determine a priority area, such as Family Services, Children/Youth, Aged Care, Business, Sport, Health, Education, Culture/Arts, Community Infrastructure, Environment for example. This information will be made available prior to the opening of the grants process annually.

Definitions

Grant is a gift of money provided to an organisation for a specific purpose.

Sponsorship is recognised as the purchase of tangible potential rights and benefits associated with an event, entrant, or organisation, which results in increasing brand awareness, communication of key messages and increased customer base

Sponsorship is not advertising, hospitality or return of favour and does not include the following:

· Donations (free money given with no benefits).

· Grants (a sum of money provided or received by an organisation for a specific purpose).

Sponsorships are purchased to increase awareness of the Bendigo Bank brand and/or products and provide a financial return on investment to the **Community Bank®** branch by increasing the customer/business base.

Sponsorship is used to enhance our key message as a community-based organisation, to improve our image within the broader community and to maintain or develop further relationships with communities and groups.

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Grants and Sponsorship Information and Application Form

Guidelines, or other information along with the annual application form may be reviewed each year to reflect changing community priorities, and applicants should contact their local branch bank manager directly to ensure they have current information. Applications will be considered by a board committee who will make a recommendation to the full board.

Timeline

The Community Grants and Sponsorship Scheme is a process which invites applications for sponsorship at any time and applications for grants by 30 June each year. Applicants must submit an application form which will be provided upon request to the branch manager and be available for interview, if required.

1. Community groups and organisations must be incorporated under the Associations Incorporation Act or auspiced by an Incorporated Association and deemed to be non-profit. Individuals must also be auspiced by a non-profit group.

2. The application form must be completed in full and all relevant documents must be submitted.

3. All successful grant recipients will be required to complete an accountability form. Without this, any future application will be ineligible.

4. Applications for sponsorships will be assessed by the Business Development Committee of AGECOM Enterprises Ltd. Applications for grants will be assessed by the Grants Committee of AGECOM Enterprises Ltd.

5. Recommendations for funding will be forwarded to a full board meeting.

6. Successful applicants will be notified and will be expected to attend a special presentation function.

7. All applicants will be expected to provide marketing and promotional opportunities for the **Community Bank®** .

Projects that are not eligible

1. Projects that rely solely on recurrent/ongoing grant funding to continue.

2. New building projects, capital works, capital equipment and facility maintenance may be considered where effective ongoing maintenance and management arrangements can be demonstrated.

3. Projects that cannot demonstrate community support and benefit.

4. Applicants must have an established account with our Aspendale Gardens-Edithvale **Community Bank®** Branch.

Specific Information about funds

Payment will be made by direct credit into the successful applicants Bendigo Bank account. Successful applicants must provide receipted tax invoices which demonstrate that the sponsorship/grant money has been expended in accordance with their application. Successful applicants are expected to comply with any relevant legislation, particularly with regard to employment practices and managing risk.

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ABN (Australian Business Number) & GST (Goods and Services Tax)

Organisations should establish their GST status and indicate on the application form what that status is:

- Successful organisations who do not supply us with an ABN will have withholding tax of 48.5% deducted from their grant

- Successful organisations with an ABN and not registered for GST will receive their grant in full.

- Successful organisations with an ABN and registered for GST will need to supply a tax invoice to receive their grant, plus 10% GST

Public Liability Insurance

Groups should consider all their insurance needs, particularly public liability insurance which covers incidents that occur within a building or during a function or activity conducted by a group. Groups applying for grants will be required to supply a copy of all relevant insurance documentation.

How to apply

1. Complete the application form and ensure you include all information requested.

2. Applications should be typed or clearly handwritten. If you need to attach additional information, use A4 paper, number the pages and staple to the application form.

3. Applications for grants are to be received by closing date each year.

4. Applications for sponsorship will be received at the branch during normal business hours.

5. Applications are to be handed in person to the branch manager.