Port Fairy & District Community Bank**®** - Community Investment Policy

Belfast Community Enterprises Ltd operates the Port Fairy & District Community Bank**®** and is proud to distribute funds to address local issues and influence a positive change in the community.

Port Fairy & District Community Bank**®** carefully considers Community Investment proposals to ensure they meet its business, community and marketing goals and are within its Community Investment/Grant budget.

PURPOSE:

The purpose of this policy is to provide the Board of Directors of Port Fairy & District Community Bank**®** with guidelines upon which to base decisions in relation to allocating funds earned by the Bank. The policy has been determined by Directors and will be subject to ongoing monitoring and reviewed annually to ensure it meets the needs of both the bank and the community.

POLICY:

1. Preference will be given, but not exclusive to, organisations that have demonstrated support as customers of the Port Fairy & District Community Bank**®** or a view to becoming customers.
2. Applicants for funding must demonstrate that the community bank’s financial support will benefit the community or a significant section of it.
3. An amount shall be provided in the Board’s annual budget for community investment. This amount shall be used within Port Fairy & District; to assist in the promotion and/or development of recreational, cultural and educational events, as well as to help organisations with small capital grants for equipment or maintenance.
4. Applications to support regional events may be considered, but only where the proposed event shows a clear benefit for the Port Fairy & District **Community Bank®** Branchand funding is to be shared with other Bendigo branches and/or Community Banks.
5. All applications will be treated in confidence by the Board.

ELIGIBILITY TO APPLY:

1. Incorporated Not-for-Profit organisations and community groups within the Port Fairy District will be eligible to make application. All applications submitted by unincorporated groups must also be signed by its auspicing body.
2. All Applicants will be expected to enter into the spirit of partnership with Port Fairy & District Community Bank**®.**
3. Port Fairy & District Community Bank® Staff, Board Directors and their families are eligible to apply for community investment partnerships, on behalf of community organisations of which they are members. Where a staff member or a Director is a participant on a board or committee of an organisation seeking community investment partnerships is to absent themselves from any decision making discussion regarding approval of the funding proposal.
4. Community Investments will not be provided for:

* Political purposes or to political organisations;
* Events or programs that denigrate, exclude or offend minority groups;
* Events associated with gambling;
* Events that create environmental hazards;
* Programs that may present a hazard to the community;
* Programs that do not reflect community standards;
* Initiatives with the potential to involve Port Fairy & District Community Bank**®** or Bendigo Bank in controversial issues that might expose Port Fairy & District Community Bank**®** or Bendigo Bank to adverse criticism will not be supported; or
* Events that re-distribute funds to other organisations.

Bendigo Bank reserves the final right of veto on all sponsorship proposals that will carry the Bendigo Bank name and/or logo.

1. No organisation would normally receive more than one funding allocation in any financial year.

APPLICATION PROCESS:

1. Applications for Community Investment Partnerships will be considered twice yearly, with the first call for funding application closing on 28th February 2015 and half-yearly thereafter, closing on the 31st August and 28th February of each year.

Applications at other times may be considered.

1. Application forms are obtainable from the Port Fairy & District Community Bank**®** Branch or downloadable from the banks website. Completed applications must be submitted in writing to the Bank Manager using the application form attached to this policy and should as a minimum include:
   1. The purpose for which the funds are required;
   2. A summary of the activity, event, project or program;
   3. The expected outcomes of the sponsorship/partnership or grant;
   4. The amount of funding sought and how this funding will be used;
   5. A timeline for the expenditure of the funding sought;
   6. The financial contribution being made by the applicant itself and/or by other parties;
   7. The entitlement to any Government grants plus the details of any additional funding which may be available;
   8. Details of any reciprocal support the applicant is offering to Port Fairy & District Community Bank**®**; and
   9. Details of the ownership and management structure of the applicant and how the

sponsorship/partnership or grant will be managed and by whom.

1. The Branch Manager will present all confirmed applications to the Community and Marketing Committee for consideration and/or recommendation to the Board of Directors. The Branch Manager will be responsible for advising applicants the outcome of their application.
2. Prior to receiving payment, successful applicants must provide a tax invoice stating their ABN and indicate whether GST is included. Where any applicant fails to meet this requirement 48.5% of the investment amount must be deducted and forwarded to the Australian Taxation Office. Amounts of less than $50 are exempt from this requirement.
3. All promotional material for the event or project must provide prominent recognition of the support being provided by the Port Fairy & District **Community Bank®** branch.
4. Successful applicants must permit Bendigo Bank and/or Community Bank banners and other promotional material to be prominently displayed at any funded event.
5. It is expected that the Branch Manager and/or Chairman be invited to participate in the presentation of trophies or prizes at any funded event.
6. Funded organisations must ensure that a report of the event or project, including recognition of the funding provided by the Community Bank, is acknowledged and/or published in print or online.
7. Organisations applying for funding are to be discouraged from canvassing Directors.
8. The Board reserves the right to reject any application and may decline to give reasons for doing so.
9. A list of all organisations funded and the amount allocated to each may be published in the Company’s Annual Report.

#### **Successful applications must:**

* Deliver specific and tangible benefits to our community
* Demonstrate how the Community Investment will enhance our Community and the Port Fairy & District Community Bank**®** business.
* Provide a method of evaluating the success of the Community Investment against the objectives of the organisation.
* Demonstrate how Port Fairy & District Community Bank**®** will be adequately recognised for the Community Investment or Grant.
* Identify all other sources of and applications for other Community Investment to ensure that their objectives are consistent to Port Fairy & District Community Bank**®**.
* Complete and sign a declaration and consent form.
* Complete the feedback form and return within 30 days of receipt of your Community Investment.

END OF POLICY