

Calliope and District Enterprises Ltd

Community Funding Policy and Guidelines

Version 5.2

Revised March 2021

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bendigobank.com.au

3. Deliver the completed application form to our local branch, situated at Shop 3, Calliope Central Shopping Centre.

Assessment Process

Applications for donations (up to a value of \$500) will be assessed by the **Community Bank Calliope and Gladstone** Branch Managers.

All other applications will be assessed by CDE's Funding Committee.

For applications of up to \$5,500 (Including GST), the Funding Committee will contact applicants to advise them of the outcome. Applications \$5,500.00 and under must include a minimum of one quote (per item) to support of the total amount of application.

For applications of more than \$5,500 (Including GST), recommendations are presented to CDE's full Board of Directors. The application requires you to supply a minimum of two quotes (per item) in support of total amount of application. Following this, applicants will be contacted to advise them of the outcome of their application.

In all cases, decisions made by the Committee/Board will be final.

Distribution of funds

The funding of successful applications will follow shortly after the receipt of a tax invoice and any other requirements as outlined in the approval letter. Funds are transferred by direct credit to the organisations account.

Funding Conditions

All Fund recipients must sign a Funding Agreement with Calliope & District Enterprises Ltd. Applications of \$500 or less will receive a Letter of Offer and will not be required to complete the more formal Funding Agreement. The Funding Agreement will outline all the conditions, including but not limited to the following:

- x **Funding payments** – funds must be paid into a **Community Bank Calliope or Community Bank Gladstone** accounts.

- x **Acknowledgement** – **Community Bank Calliope and Gladstone** must be acknowledged in all promotional and media communications related to the funded project/initiative/event.

- **Completion Report** – all funding recipients must submit a Completion Report to Calliope & District Enterprises Limited no later than 3 months after either completion of a project for Grants or after an Event for Sponsorship including:
 - A brief written report outlining the main outcomes and benefits of the project/event/initiative.
 - A Statutory Declaration or other documentary evidence confirming that all funds were expended as outlined in the application form and Funding Agreement, and
 - Photographs for publicity use by **Community Bank Calliope and Gladstone**.

Other Funding Conditions

- Calliope & District Enterprises Ltd also has arrangements with the Bendigo Bank Community Enterprise Foundation as a source of funding, currently for Grants but soon to incorporate Sponsorship. If deemed appropriate, the Funding Committee may submit any application to the Foundation for its consideration. Applicants will be required to comply with any Bendigo Foundation requirements if the application is so directed.
- Failure to supply a Completion Report as outlined above may affect any future application to CDE.
- The Funding Committee may request additional information for any application and request personal representation.
- In the case of applications from individuals, the applicant should provide evidence of pre-existing community benefit from his or her chosen activity and demonstrate how support from CDE will assist the continuance and enhancement of that activity.
- Canvassing of Board members by any applicant is strictly prohibited and any breach may result in the rejection of an application.

Proof of evidence of how money was spent may be requested.