

July 2020

Outline of expectations for the Creswick and District Financial Services Sponsorships & Grants Application Process

Dear Funding Applicant,

Introduction

The Creswick and District Financial Services (CDFSL) / Community Bank Creswick and District is a community-based company that provides banking services for the Creswick and District Communities with a primary aim of providing funding and sponsorships for community-based groups and initiatives. As we are a group run by the community for the community, we have an emphasis on providing funding for community building initiatives that have generational benefit or assist in providing general community advancement. To do this we operate a program of community grants and sponsorships through our Sponsorships and Grants Committee.

Thank you for your interest in applying for grant/sponsorship funding. The following information is designed to provide you with information that will assist you in determining whether your application will fit the criteria that the Sponsorships and Grants Committee considers when allocating funding and determining the value of applications.

General Rules

Before you attempt to apply for funding it will be useful for you to understand the following general rules that apply to any application. Generally, the CDFSL is unlikely to approve event or project funding applications if:

1. You have already received funding from CDFSL in the last 12 months;
2. You apply for funding as or on behalf of an individual person;
3. You do not already have a banking account or list your attention, in your application, to open a banking account with the Community Bank Creswick and District;
4. You have failed to supply acquittal details or to comply with previous funding conditions on any previous funding grant or sponsorship;
5. You are applying on behalf of a commercial enterprise; and/or
6. Your application seeks 100 percent of funding from CDFSL. (It is expected that community organisations will detail what funding or in-kind effort they will supply to the initiative/project which is the subject of the application).

Application Guidance

The following guidelines for applications are presented and should be followed in chronological order:

1. Obtain an application form from the Branch or download one from our website <https://www.bendigobank.com.au/branch/vic/creswick-district-community-bank-branch/>.
2. Complete each section of the application form with relevant details. Please Note: You will need to attach any of the following relevant documents:
 - a) The source of any income for your project/event;
 - b) The breakdown of the proposed expenditure/costs for your project/event;
 - c) For applications of more than \$2,000.00 that involve the need for a planning, building or event permit from Local Government the relevant permit;
 - d) Any insurance applicable to your event or project that may be required due to the risk of the event or by law; and
 - e) For project or events of more than \$2,000.00, any relevant quotes for service or goods. If a project exceeds \$5,000.00 then multiple quotes will be required.
3. Submit your application by email to admin@cdfs.com.au
4. Once your application has been received it will be considered by our Sponsorship and Grants Committee and/or the Board of Directors of CDFS. If your application is successful it will be sent for payment. Therefore, it is important that you note the following payment dates, as payments outside of these dates will only be considered in cases of urgent need. The quarterly payment dates are:
 - a) 1 February;
 - b) 1 May;
 - c) 1 August; and
 - d) 1 October.

To be considered for the next payment date it is imperative that your application is submitted at least 6 weeks before the payment date. Failure to do this may result in any approved payment not being made until the following payment date.

Please Note: We set these time frames for business purposes, so if you are unsure of what is required please do not hesitate to contact us via email at admin@cdfs.com.au .

5. Successful applications will be notified by email. This notification may contain conditions that are required in lieu of the funding. You are required to agree to these conditions prior to any money being paid. The conditions can be varied on application. If you wish to vary your conditions, please do this via email to admin@cdfs.com.au
6. Once conditions are agreed to, the money is deposited into your nominated account and an Acquittal Form is issued to you. The Acquittal form must be returned within 2 months of the event or project being completed. The failure to complete and return the Acquittal form will affect future funding applications. In this form, you will be asked to supply a breakdown of expenditure and proof of your expenditure with the acquittal Form. E.g.photos, receipts, etc.

Other funding avenues

The CDFSL also provides funding for urgent situations or emergencies through our Benevolent Fund. Normal processes for this funding are not required and any request for this type of funding can be made through admin@cdfsl.com.au or via one of our directors.

On behalf of the CDFSL Sponsorships and Grants Committee we thank you for your consideration of these matters.

The Secretary

CDFSL