

SPONSORSHIPS, GRANTS AND DONATIONS

INFORMATION & INSTRUCTIONS FOR APPLICANTS

We encourage your application for funding for community projects from the Community Bank Daylesford District (CBDD), which is operated under franchise agreement with the Bendigo Bank by Daylesford District Community Developments Limited (DDCDL).

The funds we provide for local community projects are made available solely due to the customers who bank with the Community Bank Daylesford District. Because of this, we consider all our community investments as partnerships with organisations in our community.

Terminology

- **Daylesford District** means the communities surrounding Daylesford with due respect to the geographical areas within which the other Community Banks operate.
- **Sponsorship** is recognised as the purchase of tangible potential rights and benefits associated with an event, entrant or organisation.
- **Grant** is a sum of money provided to an organisation for a specific purpose.
- **Donation** is money given with no specific benefits to DDCDL or CBDD required.

Projects that will be considered

DDCDL will accept applications for projects that aim to strengthen the Daylesford District community and improve local community wellbeing. These projects will also increase awareness of the Community Bank Daylesford District brand and/or products and services, and so increase the CBDD customer/business base.

Long-term sponsorship arrangements may be entered into but will be reassessed annually and may be terminated if the terms of the sponsorship are not being met.

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

Eligible applicants

Incorporated not-for-profit organisations and community groups within the Daylesford District are eligible to apply.

DDCDL and CBDD staff and their families, and directors and their families, are eligible to apply 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 funding, this person will absent themselves from decision-making regarding the application.

Conditions for applicants

Applicants for Sponsorships are required to authorise CBDD to provide details of the banking connection and are to use CBDD for their banking needs.

Applicants for Grants are encouraged to use CBDD for their banking needs.

Exclusions

DDCDL will not provide funding for:

- Illegal activity of any kind.
- Political purposes or to political organisations.
- Events or programs that denigrate, exclude or offend minority groups.
- Events or programs associated with gambling, that create environmental hazards, that may present a hazard to the community or do not reflect community standards.
- Programs sponsored by competitors. However, co-sponsorship with a competitor will be considered where the amount requested is \$500 or less.
- Initiatives with the potential to involve CBDD or Bendigo Bank in controversial issues that might expose CBDD or Bendigo Bank to adverse criticism.

Application instructions

To apply for DDCDL funding, please provide the following:

1. Covering letter or covering email that tells us briefly what your organisation does and the purpose for which you have applied for community investment funding.
2. Completed Application Form (attached)
 - Provide all requested information and pay attention to advice noted in italics.
 - Sign and date your application.
3. Any relevant attachments
 - If extra space is needed, attach a single A4 sheet with information clearly labelled.
 - If applicable, attach quotes, product information, supporting letters etc.
4. Authority letter (attached) only if the application is for more than \$1000
 - Print the authority letter on your letterhead.
 - Complete the details.
 - Sign and date the letter.

You may request a **Word version** of the Application documents from companysecretary@ddcdl.com

Submission instructions

Submit your application documents by either

- email to companysecretary@ddcdl.com OR
- delivery to our Community Bank at 3/97 Vincent Street Daylesford

Applications can be submitted at any time. You are encouraged to submit applications at least 6 weeks before funding is needed to allow time for the application to be considered.

Applications received after 30 April each year, if supported, will usually be funded after 1 July.

Next steps

Assessment

Your application will be assessed by our Community Investment Committee (CIC). In assessing it, the CIC may seek more information about the application by contacting you through the phone number and/or email address listed on your application form.

Decision

The CIC will provide a recommendation to the DDCDL Board of Directors for approval, rejection, acceptance with modifications, or further investigation of your application. Responsibility for the final decision rests with the Board.

Notification

You will be notified in writing of the result of your application.

Offer

If your application is approved, DDCDL will send you a letter of offer that sets out:

- The amount being offered and its purpose.
- The conditions under which it is offered that include evaluation of the project.
- The payment process, which will usually involve receipt of a tax invoice from the applicant, electronic funds transfer and acknowledgement of receipt of the funds.

Acceptance

You will be required to sign a statement that you agree to the terms laid out in the letter of offer.

Fund transfer

In response to your acceptance of the funding offer and an invoice from you, DDCDL will transfer the funds to your account.

Receipt

You will provide written acknowledgement of receipt of the funds.

Project completion

You undertake the project as described in your application, including the support you offered to the CBDD such as publicity or acknowledgement. DDCDL and CBDD staff and directors will work with you in this, will support your project as appropriate, and may attend your project if they can in support of the local community.

Evaluation

Successful applicants are required to provide DDCDL with an Evaluation Report on completion of the project or at other intervals as mutually agreed in the letter of offer. The evaluation report will indicate how the funding was used, how successfully each outcome was achieved and reasons why outcomes were not achieved.

If you have any questions about this process, contact Branch Manager Melanie Houghton on 5348 4186 or daylesforddistrict@bendigoadelaide.com.au.

Daylesford District Community Developments Limited

Application for Sponsorship, Grant or Donation

Fill-out the table below as a **summary** of your proposed activity, event, program, or project. You may provide further detailed information on a separate, single A4 sheet. **Please submit your application via email to companysecretary@ddcdl.com OR deliver to our Community Bank at 3/97 Vincent Street, Daylesford.**

Name of applicant			
ABN/ACN		Not-for-profit? YES / NO	
Incorporation number			
Address			
Phone	B/H:		
	Mobile:		
Email address			
Have you received funding from us in the last 5 years?	YES / NO If yes, please give details of the 3 most recent projects:		
	Date funding received:	Amount: \$	Date project evaluation submitted:
	Date funding received:	Amount: \$	Date project evaluation submitted:
	Date funding received:	Amount: \$	Date project evaluation submitted:
Funding requested <i>If more than \$1,000 please complete the authority letter.</i>	\$	Registered for GST? YES / NO	
Period of use of funding	From: / / to / /		
Last date for funding decision <i>Decision may take 6 weeks.</i> / /		
Purpose of funding requested <i>Also indicate how many community members will benefit.</i>			

PO Box 571, Daylesford VIC 3460
Registered Address: 3/97 Vincent Street, Daylesford VIC 3460
p 5348 4186 e companysecretary@ddcdl.com

bendigobank.com.au

Daylesford District Community Developments Limited

<p>Expected outcomes Briefly state how the project will benefit the Daylesford District community. This statement may be used in marketing if the application is successful.</p>	
<p>Contribution provided by applicant Include in-kind.</p>	\$
<p>Details of funding from any other sources</p>	\$
<p>Total cost of this project Provide a break-down of items and costs, attach quotes if applicable.</p>	\$
	Total \$
<p>Benefits & support offered by applicant to Community Bank Daylesford District Such as publicity, increased customers, public acknowledgement, signage, social media, etc. Include details when possible (e.g. dates, publication names.)</p>	
<p>Does your organisation have a web presence, and if so, who is the moderator? So that we can send updated media kits/logos for your use.</p>	<p>WEBSITE YES / NO</p>
	Link:
	Moderator:
	Moderator email:
	FACEBOOK YES / NO
	Link:
	Moderator:
	Moderator email:
	INSTAGRAM YES / NO
	Link:
	Moderator:
	Moderator email:

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Does applicant bank with Community Bank Daylesford District?	YES / NO	Does applicant bank with another branch of Bendigo Bank?	YES / NO
If your application is successful, do you give DDCDL/CBDD permission to use your organisation's name in any publicity? <i>Details of the amount of an award may be made public.</i>			YES / NO

Conditions of funding:

- Any reference to this organisation as sponsor should be to Community Bank Daylesford District.
- Please contact our Branch Manager, Melanie Houghton on 5348 4186 for the correct logo.
- You agree to provide relevant media, including photos and video clips, for publicity that may include social media.
- You agree to provide our Branch Manager the opportunity in the next 12 months to make a presentation to your committee, governing body and/or organisation.
- You agree to send one or more representatives to attend a formal event hosted by the Community Bank to recognise funding recipients, if requested.
- You agree to complete an Evaluation Report of the project detailing the success or otherwise of the expected outcomes and how the funding was expended.

Name (print):	Title:
Signature:	Date:

Privacy: Daylesford District Community Developments Limited ABN 72 149 942 067 owns and operates Community Bank Daylesford District. It will collect, hold and use your personal information to assess your application and respond to your request. Your information may be shared with Bendigo Bank and organisations that carry out functions on behalf of Bendigo Bank. For information on how we handle your personal information or how you can access it please read our Privacy Policy www.bendigobank.com.au. Bendigo and Adelaide Bank Limited ABN 11 068 049 178, AFSL/Australian Credit Licence 237879 A1373510.

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**Authority letter to be included with Application Form –
APPLICATIONS FOR \$1,000 OR MORE**

Please print onto Letterhead of applicant

Chairperson
Community Investment Committee
Daylesford District Community Developments Limited
PO Box 571
Daylesford VIC 3460

Dear Sir/Madam,

In relation to the current request from
.....(*Insert name of club, organisation or individual making the request*)
for sponsorship/grant from Daylesford District Community Developments Limited (DDCDL), approval
is hereby given for details of our association with the Community Bank Daylesford District Branch of
Bendigo Bank to be disclosed to DDCDL as franchisee and the entity responsible for considering
the request.

This may include but will not necessarily be limited to:

1. Name of the entity and its history and purpose including confirmation of its status as a not-for-profit entity
2. Names of office bearers and number of members associated with the entity
3. Aggregated balance of accounts held by the organisation.
4. Extent of other business gained or referred by the entity including total numbers of accounts and balances but not including any individual account names or balances or other personal particulars of account holders

For its part, DDCDL, as franchisee, undertakes to maintain the confidentiality of the information provided and only use it for consideration of the current request.

Yours sincerely,

(To be signed by Applicant organisation in accordance with the current authority for operations on the Applicant's account)