

Application instructions and process

We encourage your interest in applying for funding for community projects from the Community Bank Daylesford District, which is operated under Franchise Agreement by Daylesford District Community Developments Limited (DDCDL).

Please follow the instructions below.

The funds that we provide for sponsorships/partnerships, grants and donations within our local community are made available solely due to the support of the customers who bank with the Community Bank Daylesford District.

The Community Bank considers all sponsorship investments as a partnership with organisations in our community. In so partnering, we do ask that applicants for funding consider how your organisation may in turn support the Community Bank – e.g. acknowledgment, publicity, opportunity for our Branch Manager to speak with representatives of your organisation, advocating for us amongst your organisation's members or other support. We do ask applicants to demonstrate their support of this partnership by banking, in whole or in part, with our Community Bank. In this way we will be able to continue to grow the funds available for community partnerships.

Please provide the following documents –

1. A 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 (following) and any relevant attachments;
3. If the application is for more than \$1000, the Authority letter (following) is to be printed on your letterhead, completed and signed.

The above documents may be submitted by –

- email to daylesfordmailbox@bendigobank.com.au
- delivery to our Community Bank at 97 Vincent Street Daylesford

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

Next Steps:

Our process for consideration of your Application is to refer it to our Community Investment Committee for assessment and review. That Committee then makes a recommendation to our Board of Directors for consideration and decision at the next Board Meeting. This process is likely to take four to six weeks.

To avoid any unnecessary delays, please ensure that your Application is fully completed, including all requested information, and is signed. This will assist our understanding of your project/event and our consideration of your funding request.

You may be contacted by a member of the Community Investment Committee seeking further information.

If you have any questions about this process, contact Sean Dupe on 5348 4186 or daylesfordmailbox@bendigobank.com.au.

Application for Sponsorship/Partnership or Grant

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.

Name of applicant			
ABN		Profit / non-profit / individual <i>(circle applicable)</i>	
Inc no.			
Address			
Phone	B/H:	Email address	
	Mobile:		
Amount of funding requested	\$		Registered for GST? YES / NO <i>(circle applicable)</i>
Purpose of funding requested <i>If needed, include additional information on a separate, single A4 sheet.</i>	<i>Clearly state the purpose of the funding request. Please indicate how many members of the community will benefit from this funding.</i>		
Expected outcomes of the funding: Summary <i>Include further details on a separate, single A4 sheet.</i>	<i>Provide here a short summary of economic, social and environmental benefits to the community. Attach further details including the extent to which the local economy will benefit and any flow-on economic contribution that will stay within the community. Social benefits could include pride in community, participation, volunteerism, skills/knowledge development, wellbeing, personal safety or networking within and between organisations. Environmental benefits improve the urban or natural environment. Actions or products that increase sustainability by reducing the consumption of non-renewable resources, such as energy and water.</i>		
Contribution provided by applicant	\$ In-kind		
Details of funding from any other source	\$		

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

Total cost of this project	<i>Provide a break-down of the requested funding. Include any quotes you have obtained. This can be provided on a separate sheet and attached.</i>		
	\$		
Period of use of funding	From: / / to / /		
Last date by which funding decision desired	<i>NB: DDCDL decision may take approx 6 weeks, subject to whether additional information is required from applicant</i> / /		
Support/benefits offered to Community Bank Daylesford District	<i>For example: public acknowledgement, publicity, increased customers, long-term relationship whereby all parties may receive a financial benefit.</i>		
*Does applicant bank with Community Bank Daylesford District?	YES / NO	Does applicant bank with another branch of Bendigo Bank?	YES / NO
To fast-track payment in the event your application is successful, please provide bank details so that we may make an EFT payment:			
BSB: _____ Account No: _____ Account Name: _____			
*In the event funding is provided, do you agree to the use of the applicant organisation's name in any publicity material issued by DDCDL/DDCB? <i>(NB. Details of the amount of an award will not be made public)</i>			YES / NO

Conditions of funding awards:

- Any reference to this organisation as sponsor/partner should be to Community Bank Daylesford District. Please contact Sean Dupe (5348 4186 or daylesfordmailbox@bendigobank.com.au) for the correct logo.
- You agree to provide relevant media, including photos and video clips for our future publicity. This media may be used on social media with your specific approval.
- You agree to provide our Branch Manager the opportunity at least once in the next 12 months to make a presentation to your committee, governing body and/or organisation either at your AGM or otherwise agreed.
- 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: / /

***Note: Please ensure authority letter is also completed in the case of applications for more than \$1,000.**

Privacy: Daylesford District Community Developments Limited ABN 72 149 942 067 who own and operate Community Bank Daylesford District 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 .

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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 Victoria 3460

Dear Sir/Madam,

In relation to the current request from
.....(*Insert name of club, organisation or individual making the request*)
for sponsorship support/a 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)