



# Community Partnership Program

## Community Bank Forrestfield and High Wycombe Bendigo Bank

You may not think who you bank with matters. But it does. For our customers, their banking is making a real difference in our community.

Since commencing operations in 2001, Community Bank Forrestfield and High Wycombe Bendigo Bank have reinvested \$2.6 million into supporting local community organisations, projects, events, local schools, sporting clubs and community initiatives in the City of Kalamunda.

Every day our customers help change lives, and save lives, simply by banking with us. Their home loans are building skate and sports parks, hospital wings and classrooms. Personal loans, business banking and credit cards are funding ambulances, rescue boats, disabled and aged care facilities.

You need a bank to give you the products and services you need. We need your banking to help us make a difference.

## About Your Organisation

Organisation Name:

Postal Address:

Website:  ABN (if applicable):

Number of Staff:  Number of Volunteers:  Foundation Date:

Is Your Organisation Incorporated?  Yes  No

ATO Endorsements: Deductible Gift Recipient?  Yes  No Tax Concession Charity?  Yes  No

### Contact Person 1

Title:  First Name:  Surname:

Your role/title within your organisation:

Daytime Phone:  Mobile Phone:

Email:

### Contact Person 2

Title:  First Name:  Surname:

Your role/title within your organisation:

Daytime Phone:  Mobile Phone:

Email:

**!** If your organisation does not have an Australian Business Number, an intermediary organisation, which is prepared to administer your sponsorship is necessary. Please provide a signed letter of support and a copy of the organisation's endorsements.

### What Does Your Organisation Do?

Mission statement, major programs and distinctive organisational attributes:

## You and Your Organisation's Banking Business

We can only support our community as much as the community supports us, through the use of our banking and financial services:

Does your organisation bank with us?  Yes  No  Some, not all

Number of Accounts:  Type of Accounts:

Most appropriate person to discuss your organisation's banking needs:

Name:  Phone Number:

Is there any other individual, business or organisation that would like to see how we can assist with their banking and financial services?

*Hint: Ask at your next committee meeting or group event if any of your compatriots would appreciate a call from our staff. Provide names and contact details, only if they have given their consent.*

Name:  Phone Number:

Name:  Phone Number:

Please provide banking details for direct credit should your application be successful.

*Please Note: grant payments will only be made into Bendigo Bank accounts. Should your organisation require opening an account to receive grant payment, this will need to be done before funds are received.*

## Your Project Details

Project Title:

Grant Amount Requested: \$  Total cost of project: \$

**!** Amounts must match your project budget and must be stated excluding GST.

### What would you like the grant for?

Describe the project, the need it aims to meet and who it will benefit:

### Priority Area Your Application Supports

- |   |  |
|---|--|
| <input type="checkbox"/> Sustainability and the Environment | <input type="checkbox"/> Vibrant and Sustainable Community |
| <input type="checkbox"/> People and Social Impacts          | <input type="checkbox"/> Facilities, Services and Support  |
| <input type="checkbox"/> Community Capacity Building        |  |



### How will you measure your project's success?

Outline how the funded activity will be monitored and evaluated:

### How will you recognise our contribution?

Growing the business of Community Bank Forrestfield and High Wycombe Bendigo Bank means we can have a greater impact in supporting our local community.

Outline all marketing and promotional opportunities available to increase our brand awareness within your community.

| What You Will Do                                   | Where   | Who Will See It                                       | When   |
|--|---|---|--|
| eg: Use branch logos on all promotional collateral | eg: On Facebook / at event / on posters distributed in local area | eg: 1,000 Facebook followers / 10,000 event attendees | eg: 6 weeks prior to event / throughout the season |
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### Staff Participation Opportunities

Is there an opportunity for our staff to participate with your membership to promote Community Bank Forrestfield and High Wycombe Bendigo Bank? For example award ceremonies, invitation to speak to membership on products and services. Please advise of an event/date that we can attend. Outline opportunities:

### How will you document your project?

We love to see the impact our contribution has in our community. Please provide details on any photographic opportunities available, with or without members of our staff and board.

| Where | When | Staff or Board involvement |
|-------|------|----------------------------|
|       |      |                            |
|       |      |                            |
|       |      |                            |

**i** Please email copies of relevant photographs taken during the implementation of your project.

## Supporting Documentation

Please ensure you have attached or completed:

- Financial statements (audited if available)
- Copy of ABN registration
- Quotations, plans and other relevant documents
- Any other relevant information (e.g. annual reports, promotional materials, letters of support)

**! All information MUST be correct at the time of submitting your application. Incomplete and late applications WILL NOT be considered.**

## Declaration

I/we declare the information provided in this application was true and correct at the time of submission.

I/we acknowledge and understand that all applications become the property of Community Bank Forrestdfield and High Wycombe Bendigo Bank.

Signed:

Date:

Name:

Position/title:

## How to Submit Your Application



### By Hand

Print this form out, complete by hand and submit your completed application at Community Bank Forrestdfield or High Wycombe Bendigo Bank branches.



### By Email

Complete this form in your browser or PDF viewer click the 'submit application' button below or save and email the file to [fccommunitydevelopment@gmail.com](mailto:fccommunitydevelopment@gmail.com)



If you wish to discuss your application prior to submission, please contact:

**Adeline Calcott**  
Community Development Officer  
**Call: 9359 0711**

**Submit Application**

**! All applications need to be submitted by 5:00 pm Monday 13th September 2021.**

## Privacy

Forrestdfield & Districts Community Financial Services LTD ABN 94 094 967 978 who own and operate Community Bank Forrestdfield and High Wycombe Bendigo Bank 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](http://www.bendigobank.com.au). Bendigo and Adelaide Bank Limited ABN 11 068 049 178, AFSL/Australian Credit Licence 237879 A1373510, OUT\_1407428, 28/07/2020



# Frequently Asked Questions

## Who can apply?

Applications will be considered from not for profit groups, organisations and individuals proposing initiatives that support their community from within the catchment area of the City of Kalamunda.

Incorporation is not essential but desirable. Organisations without incorporation will need to indicate who will auspice the funds. An ABN must be supplied for eligibility.

Only one application per entity will be accepted.

## What can I apply for?

Our Community Contribution funding pool is limited. More often than not we receive far more community grant applications than what our funding pool can support.

Applications are accepted for up to the amount of \$1,000. Your application MUST be linked directly to a specific project, program or purchase (e.g. equipment, uniforms), infrastructure, event or similar.

Funding for ongoing running costs (e.g. administration costs, wages, bills) will NOT be considered.

We will not support applications that:

- Support political or religious beliefs
- Denigrate, exclude or offend minority groups
- Encourage violence
- Create environmental hazards
- Present a danger to public health or safety
- Take place outside of Australia
- Directly benefit individuals in individual pursuits or fundraising causes for external purposes
- Administrative wages
- Gambling or Alcohol
- Coaches or Judges

## Who assess my application?

The Community Bank Forrestfield and High Wycombe Bendigo Bank is overseen by a local board of directors. An assessment matrix is applied to each application with final decisions being made by the board of directors.

Depending on the number of applications received and the application assessment process, you may receive only part of your funding request.

## Is there a grant application selection criteria?

Through Community Bank Forrestfield and High Wycombe Bendigo Bank **Community Contribution Program**, Forrestfield & Districts Community Financial Services Ltd are looking to support projects and/or events within the City of Kalamunda that are clearly focusing on the following:

- Community projects
- Capacity building
- Events, activities, initiatives
- Education including early childhood
- Emergency services
- Infrastructure development
- Arts
- Environment & agriculture
- Community Leadership within our local community.

Your application will need to demonstrate a clear strong focus to at least one of the following targeted areas to be successful.

## When will I hear the outcome of my application?

Applications close Monday 13th September 2021. Applicants will be notified of outcomes by Friday 1st October 2021.

## How long do I have to use my grant?

If your application is successful, you have 12 months from the time your funding is received to use your funding.

If funding is not used in that time, you need to notify in writing the Community Bank Forrestfield and High Wycombe Bendigo Bank board of directors. Any funds not expended must be returned to F&DCFSL or you can request a variation to your application in writing prior to commencement of your project.

## Is there an acquittal process?

All successful applicants will be required to complete an acquittal form. This will be forwarded to successful applicants or can be downloaded from our website. All acquittal forms will be required to be submitted within one month from closure of project. Failure to submit this information will result in recipients ineligible for any future sponsorship rounds.