

Forrestfield & High Wycombe  
Community Bank® branches



# Forrestfield & High Wycombe Community Bank® branches

## Community Grant Application Form

Applications Close September 30th 2019

Forrestfield  
Shop 6  
20 Strelitzia Avenue,  
Forrestfield  
Ph: 9359 0711

High Wycombe  
Shop 4 High Wycombe Village  
Shopping Centre,  
High Wycombe  
Ph: 9352 8430



[bendigobank.com.au](http://bendigobank.com.au)



[bendigobank.com.au](http://bendigobank.com.au)



<b>Organisation name</b>	
<b>Postal address</b>	

<b>Contact person 1</b>	
<b>Position held</b>	
<b>Daytime phone</b>	
<b>Mobile</b>	
<b>Email</b>	

<b>Contact person 2</b>	
<b>Position held</b>	
<b>Daytime phone</b>	
<b>Mobile</b>	
<b>Email</b>	

<b>Number of staff</b>	<b>Number of volunteers/members</b>	<b>Founding date</b>

<b>Is your organisation incorporated?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Australian Business Number*</b>		
<b>Australian Taxation Office endorsements</b>	Deductible Gift Recipient?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Tax Concession Charity?	YES <input type="checkbox"/> NO <input type="checkbox"/>

\*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**

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**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.

<b>Does your organisation bank with us?</b>		YES <input type="checkbox"/> NO <input type="checkbox"/> SOME, NOT ALL <input type="checkbox"/>	
<b>Number of Accounts</b>		<b>Type of Account/s</b>	

**Most appropriate person to discuss your organisation’s banking needs**

<b>Name</b>		<b>Phone</b>	
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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.

<b>Name</b>		<b>Phone</b>	
<b>Name</b>		<b>Phone</b>	



### Project budget

Outline your proposal's total income and expenses in the table below or by attaching a similar table of your own. Please note the total income and project cost must match and the amount requested in this application must match the figure quoted above. Justification and/or a copy of quotations for significant expenses should be attached to your application.

Income	Amount (ex. GST)	Expenses	Amount (ex. GST)
Donations			
Sponsorships			
Fundraising			
In-kind support			
Amount requested			
<b>Total income</b>		<b>Total project cost</b>	

### Other support for your project

Provide a breakdown of other corporate or government organisations you have or will approach.

Organisation	Amount (ex. GST)	Confirmed?

### Existing government funding

**Outline any existing government funding provided to your organisation**

### When will your project take place?

#### Expected timeline for your project

### 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 Forrestfield & High Wycombe **Community Bank®** branches 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
Example – Use branch logos on all promotional collateral	On Facebook page / at event / on posters distributed in local area	1,000 Facebook page followers / 10,000 event attendees	6 weeks prior to event / throughout season



**Is there an opportunity for our staff to participate with your membership to promote Forrestfield & High Wycombe Community Bank® branches? 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

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### 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.

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

Where	When	Staff or board involvement

### Supporting documentation

**Please ensure you have attached or completed:**

- |   |  |
|---|--|
| <input type="checkbox"/> Financial statements (audited if available)    | <input type="checkbox"/> Copy of ABN registration  |
| <input type="checkbox"/> Quotations, plans and other relevant documents | <input type="checkbox"/> 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 Forrestfield and High Wycombe  
**Community Bank®** branches.

<b>Signed</b>	
<b>Name</b>	
<b>Organisational title</b>	
<b>Date</b>	

Hand your completed application in at one of your local Forrestfield or High Wycombe  
**Community Bank®** branches, submit your application online: [www.bendigobank.com.au/forrestfield](http://www.bendigobank.com.au/forrestfield) or email [fcbcommunitydevelopment@gmail.com](mailto:fcbcommunitydevelopment@gmail.com)

If you wish to discuss your application prior to submission, please contact our branches  
Community Development Officer, Adeline Calcott on 0411 397 227.



## 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.

### **Why should I apply?**

The Forrestfield & High Wycombe **Community Bank**® branches have contributed over \$2.2 Million in local community contributions over the past 18 years to assist with creating a vibrant, thriving community. While banking is our business, community is our purpose and we are committed to having a positive impact in our local community.

Local community organisations and groups are the backbone of our community. We understand these groups are run by passionate local community volunteers and funding is vital to assist with keeping community groups evolving and thriving.

Applying for a community grant is an opportunity to receive funding for all or part of the next thing your organisation wants to achieve in the community.

### **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.

You are able to apply for whatever amount of funding your organisation is seeking. 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

### **Is there a grant application selection criteria?**

Through the Forrestfield & High Wycombe **Community Bank**® branches Community Contribution Program, the 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.

### **Who assess my application?**

The Forrestfield & High Wycombe **Community Bank**® branches are 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.

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

Applications close on Monday 30<sup>th</sup> September 2019. Assessments of applications will commence in October with all applicants being notified of outcome by 1<sup>st</sup> of November 2019.

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

If your grant 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 Forrestfield & High Wycombe **Community 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.

**How do I submit my application?**

All applications need to be submitted by **5:00 pm Monday 30<sup>th</sup> September 2019**.

Late submissions will **NOT** be accepted.

Applications can be submitted electronically to [fcbcommunitydevelopment@gmail.com](mailto:fcbcommunitydevelopment@gmail.com)

Applications may be submitted in person to Forrestfield & High Wycombe **Community Bank®** branches.

Privacy Bendigo and Adelaide Bank Limited is committed to ensuring your privacy is protected and understands your concerns regarding the confidentiality and security of the personal information you provide. The information contained in this form will be held by Forrestfield & High Wycombe **Community Bank®** branches and may be disclosed to Bendigo Bank and organisations that carry out functions on behalf of Bendigo Bank. Our full privacy policy is available online at [www.bendigobank.com.au](http://www.bendigobank.com.au). Bendigo and Adelaide Bank Limited. ABN 11 068 049 178 AFSL 237879.