



# Forrestfield & High Wycombe Community Bank® Branches

## Sponsorship Application Form

### Organisation Information

#### Applicant Information

1. Organisation Name: \_\_\_\_\_
2. Registered Business Name (If Different from Above): \_\_\_\_\_
3. A.B.N: \_\_\_\_\_
4. Are You Registered For G.S.T?  YES  NO
5. Is Your Organisation Incorporated?  YES  NO
6. ATO Endorsements
  - a. Deductible Gift Recipient  YES  NO
  - b. Tax Concession Charity  YES  NO
7. Banking Details

Name of Account: \_\_\_\_\_

BSB: \_\_\_\_\_ - \_\_\_\_\_

Account Number: \_\_\_\_\_

#### Organisation Address

8. Street Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_  
 State: \_\_\_\_\_ Postcode: \_\_\_\_\_
9. Postal Address (If Different from Above): \_\_\_\_\_  
 Suburb: \_\_\_\_\_  
 State: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Contact Details

### 10. Primary Contact Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone (Daytime): ( \_\_\_\_\_ ) \_\_\_\_\_ Phone (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_ Position: \_\_\_\_\_

### 11. Secondary Contact Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone (Daytime): ( \_\_\_\_\_ ) \_\_\_\_\_ Phone (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_ Position: \_\_\_\_\_

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12. Please provide details of the organisation you represent, including what you do, how many members you have, do the members pay a membership (if so how much) and the aims of the organisation?

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13. What is the residential spread of the members in your organisation?  
(i.e. 50% live in the City of Kalamunda)

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## Project Information

*The following information is about the project for your sponsorship request*

14. **Project Title/Name:** \_\_\_\_\_

15. **Project Description** (What do you need the money for? Describe your project):

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16. **Outline the primary objectives of the project and the needs of the community to be targeted.**

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17. **Outline the community groups and/or community members that will benefit from your project.**

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18. **Approximately how many people will benefit from your project? (e.g. 5, 20, 50)** \_\_\_\_\_

19. **Sponsorship Amount Requested** (inc. GST): \$ \_\_\_\_\_

20. **What is the start and end date of the project?**

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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## **Board Requirements**

The board recognises that we are a business first and that without the continued support from the community we would not be able to support the community groups that we do. Therefore, it is important to us that those we sponsor actively promote the bank to create new business.

29. What can/will your organisation do for us from now on? (Please tick)

- Bank with Us
- Promote the Bank regularly at events (Including displaying signs and banners)
- Naming rights at event(s)
- Promote the Bank on social media account(s)
- Allow Bank representatives to speak to your members about banking opportunities
- Actively promote banking with Bendigo Bank to all members and their families
- Provide videos and photographs of your organisation supporting the Bank
- Approved applicants are to link to our BLOG, like our Facebook page as a condition of approval irrespective of any other conditions

30. Do you have any addition comments/information/questions you would like to share with us?

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## **Supporting Documentation**

Please ensure you have attached or completed:

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

# Sponsorship Application Form

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## **Declaration**

In signing this application form I:

1. Acknowledge and understand that all applications become the property of Forrestfield & High Wycombe Community Bank® Branches
2. Agree that Forrestfield & High Wycombe Community Bank® Branches may provide this application to other potential funding sources
3. Agree to inform Forrestfield & High Wycombe Community Bank® Branches if the organisation has a significant change to its financial situation
4. Agree for Forrestfield & High Wycombe Community Bank® Branches to publish the results of grants funded
5. Have provided a copy of my organisations latest financial statements with this application
6. Have provided a copy of the organisation's certificate of incorporation or ABN
7. Permit a representative of Forrestfield & High Wycombe Community Bank® Branches to monitor the progress of the project
8. Permit Forrestfield & High Wycombe Community Bank® Branches to send through information to be distributed to your members
9. My organisation will issue a tax invoice for the sponsorship provided if the organisation is registered for GST
10. Will, where possible, provide an invoice from the supplier to the Forrestfield & High Wycombe Community Bank® Branches for payment, up to the amount of sponsorship provided if the organisation is not registered for GST
11. Will, wherever possible, acknowledge Forrestfield & High Wycombe Community Bank® Branches sponsorship of the project
12. Will, wherever possible, acknowledge & Forrestfield High Wycombe Community Bank® Branches sponsorship of the project in member communication (newsletter etc) and during meetings of members
13. Will provide a written report to & Forrestfield High Wycombe Community Bank® Branches on the progress of and at the conclusion of your project
14. Am authorised to sign this application on behalf of the organisation

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_