

## Community Investment Guidelines

The Great Southern Community Financial Services Ltd (GSCFSL) hereafter referred to as Community Bank Tambellup Cranbrook (CBTC) are proud to be able to:

- provide financial support for our communities
- help make connections
- provide opportunities to partner with organisations

Bank with us and your community benefits!

Since opening in 1999, we have distributed around **\$571,900.00** back to our community locally & regionally.

We welcome the opportunity to meet with any of your members, family, supporters or friends to have a chat about how we can assist with your community investment ideas and business or rural business needs - whatever they may be.

**Our Vision:** To lead, grow and inspire the economic development and social wellbeing of our rural communities and build business to invest back into the local community.

### **Community Bank Tambellup Cranbrook Sponsorship Process:**

- 1) **Community Investment Application Form & Guidelines** - Read the guidelines and application form, Contact the branch to discuss your project/event, should you wish to pursue funding complete the application form and submit your application as per the guidelines.
- 2) **Decline or Agreement Letter** - You will be sent a letter advising your project is unsuccessful or successful and if successful you will be required to sign the agreement letter & return it. Your Application form and Letter of Agreement will form part of the Community Investment Agreement. Funds will then be made available and all must be Acquitted.
- 3) **Acquittal & catch up with branch** - Once your project/event has concluded, you will be required to complete an Acquittal and submit it within one month from conclusion of your project/event as per the guidelines. You will be contacted by one of our friendly branch staff to discuss your acquitted project/event once we have received your completed acquittal forms.

### **Investment Round, Eligibility & Decision Making:**

Forms may be subject to change at any time. Read these Guidelines & forms carefully before you complete the application form. Applications that support worthwhile causes in line with our vision and demonstrate a commitment in partnering and aiding business growth will be looked at more favourably.

Please Note:

- The CBTC offer two Community Investment rounds per year:
    - March funding round opening 1<sup>st</sup> February and closes 15<sup>th</sup> March 5pm. Shortlisted applicants will be advised the outcome in writing before the end of April.
    - September funding round opens 1<sup>st</sup> August and closes 15<sup>th</sup> September 5pm. Shortlisted applicants will be advised the outcome in writing before the end of October.
- (Like & view our Facebook and Instagram pages to stay updated)**
- Incorporation is not essential but desirable. Groups without incorporation will need to indicate who will auspice the funds.
  - **An ABN must be supplied for eligibility.**
  - Only one application per entity per community investment round will be accepted.
  - Where possible applicants should be willing to move their banking over to the Community Bank Tambellup Cranbrook if they do not bank with us already as our policy is to support organisations that support us.
  - **Applications that are late, incomplete or not addressing the required information will NOT be considered.**

### **What we will not support:**

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               |
| – Administrative costs or wages or catering   | – Retrospective Requests                        |
| – Gambling or Alcohol   |   |
| – Directly benefit individuals in individual pursuits or fundraising causes for external purposes |   |

## **Submission:**

Ensure you have read the Community Investment Guidelines, your application is completed in full, signed & you have provided as much specific information as possible, met with the branch prior to submitting your application and submitted it at least two months prior to your event or project commencement.

Applications must be on a current Community Bank Tambellup Cranbrook application form & can be submitted via:

- Hard Copy & Handed in at one of our Community Bank Tambellup Cranbrook branches
- Emailed to [office@gscfsl.com](mailto:office@gscfsl.com)

Please mark hard copies & emails attention to:  
Community Bank Tambellup Cranbrook, Attention: Community Investment Committee.

**Tambellup - Phone 9825 1333**  
PO Box 176  
36 Norrish Street  
Tambellup WA 6320

**Cranbrook - Phone 9826 1777**  
PO Box 92  
25 Gathorne Street  
Cranbrook WA 6321

Please contact our Branch Manager on the above numbers or our Administration Assistant via email [office@gscfsl.com](mailto:office@gscfsl.com) if you have any questions or require clarification.

## **Acquittal Evaluation:**

All successful applicants will be required to complete the acquittal forms as per below guidelines & submission details:

- Statement of Compliance
- Financial Statement of Income & Expenditure
- Feedback Form
- Attach further evidential information &/or photos & signed photo authority forms, invoices, newspaper ads, copy of newsletters, correspondence etc.
- Met requirements on initial Letter of Agreement & as proposed on original Application form that form part of the Community Investment Agreement.
- Submit a written story about your project/event and how has Community Bank Tambellup Cranbrook investment partnership been of assistance with you achieving this. Your story may be posted online by us.
- One of our friendly branch staff will contact you to discuss your Acquittal and/or any future funding your organisation may be looking for.
- If an applicant is eligible for the funds, any funds not expended must be returned to CBTC or you can request in writing a variation to your application prior to commencement of your project.

The acquittal forms can be collected from our Tambellup or Cranbrook branches or email [office@gscfsl.com](mailto:office@gscfsl.com) to obtain and will be required to be submitted within **ONE MONTH** from closure of project/event. You can submit your acquittal via the same process that you submitted your application form (See Submission).

**Failure to submit this information will result in recipient's being ineligible for any future community investment rounds.**

### **Bendigo and Adelaide Bank Limited Privacy Statement**

Privacy: Great Southern Community Financial Services Limited ABN 75 089 136 121 who own and operate Community Bank Tambellup Cranbrook 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

# COMMUNITY BANK TAMBELLUP CRANBROOK

## COMMUNITY INVESTMENT APPLICATION

Applicant Organisation \_\_\_\_\_

Auspic Organisation (if applicable) \_\_\_\_\_

**Organisations without incorporation will need to indicate who will Auspice the funds**

Type of Organisation

- ☐ Local Government
- ☐ Incorporated Club or Association
- ☐ Other (please specify) \_\_\_\_\_

Number of Members: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_

Are you registered for GST **Y / N** ABN: \_\_\_\_\_ (All eligible recipients must have an ABN)

Postal Address \_\_\_\_\_

Organisation's Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

If successful can we deposit funds into your account? **Y / N**

Bank Account Name: \_\_\_\_\_

**(For Direct Credit Purposes)**

BSB No. \_\_\_\_\_ Account No. \_\_\_\_\_

Has the applicant previously received funding from Community Bank Tambellup Cranbrook? **Y / N** (Complete funding info pg5)

Does your organisation currently bank with Community Bank Tambellup Cranbrook? **Y / N**

If No, will you be opening a Bendigo Bank account with one of our branches in Tambellup or Cranbrook? **Y / N**

**Have you met with our branch to discuss your project/event? **Y / N****

Name of your event/project \_\_\_\_\_

Location of your event/project \_\_\_\_\_

Is this part of a larger event/project? \_\_\_\_\_

If yes, a brief description of overall project \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Total project cost \$ \_\_\_\_\_ Total value of funding requested \$ \_\_\_\_\_ exc GST

Is merchandise requested **Y / N** *If YES advise on page 5 the merchandise you require and contact the branch for costs to factor the cost of merchandise into your funding requirement.*

When is payment/merchandise required by? \_\_\_\_\_

Office Use - Value of merchandise requested \_\_\_\_\_ Met with Branch (date) \_\_\_\_\_

**Project Description and Purpose and what it will Deliver to your Community.** (be specific to what you want funds for)

<b><u>Total Project/Event Budget</u></b>	
Total project/event	\$

Have you applied to any other organisations for the **same** funding? **Y / N**

List funding sources for FULL project/event (if insufficient space please attach separate page)

Name of funding provider	Total
Details of In Kind &/or Donation Contributions:	
Details of Fundraising efforts:	
<b>Total value of funding towards Project/Event</b>	

In Kind Contributions and Donations will include, time spent on project, materials, travel or other expenses incurred by your members / volunteers on the project/event but not charged for. Any Donations contributed to the project/event?

Advise any Fundraising Efforts by your organisation contributed to the project/event OR are you solely reliant on sponsorship and explain?

List costs for full project/event	

Details of Costs	Total
List how the requested Bank Sponsorship funds will be applied:	
<b>Total Project/Event costs</b>	

**Promotion –**

How will you promote your event / project?

What benefits to the community do you aim to achieve?

How many people are you expecting to reach?

Who is the target audience?

CBTC Community Investment Objectives - Please identify which target objective areas your project/event encompasses.

- |  |  |
|--|--|
| <input type="checkbox"/> Community projects              | <input type="checkbox"/> Capacity building             |
| <input type="checkbox"/> Events, activities, initiatives | <input type="checkbox"/> Education inc early childhood |
| <input type="checkbox"/> Emergency Services              | <input type="checkbox"/> Sporting                      |
| <input type="checkbox"/> Arts                            | <input type="checkbox"/> Infrastructure development    |
| <input type="checkbox"/> Community Leadership            | <input type="checkbox"/> Environment & Agriculture     |

**How will you recognise Community Bank Tambellup Cranbrook contribution in your promotion?**

We love to see the impact our contribution has in your community. Please select the benefits of the sponsorship to promote CBTC in marketing your project/event. Provide an explanation where applicable. I.e. deadlines, paper names, permanent or temporary signage.

**Advertising & Public Relations**

- ☐ Television
- ☐ Newspaper/Newsletter
- ☐ Magazine
- ☐ Radio
- ☐ Online
- ☐ Ambassadors/promotion staff
- ☐ Announcements/speeches
- ☐ Event filming
- ☐ Event photography
- ☐ Press release

**Online/social media**

- ☐ E-newsletter
- ☐ Facebook
- ☐ Instagram
- ☐ Twitter
- ☐ YouTube
- ☐ Website
- ☐ Event calendars

**Promotion**

- ☐ Flyers/Correspondence
- ☐ Posters
- ☐ Programs/information packs
- ☐ Invitations/Tickets/Passes
- ☐ Stationery
- ☐ Trophies/medals
- ☐ Certificates

**Presentation Rights**

- ☐ Naming Rights

**Invite**

- ☐ Staff attend event/committee meeting
- ☐ Your committee to view & like CBTC Facebook & websites & give our staff a call when they require financial information

**Signage – as part of sponsoring your organisation agrees for signage to be placed and staff to attend**

- ☐ External
- ☐ Internal
- ☐ Banners
- ☐ Logo placement

**Merchandise**

- ☐ Merchandise requirements to be discussed with branch. Cost of merchandise to be included in application request.
- ☐ Caps/hats
- ☐ Lanyards
- ☐ Shirts
- ☐ Water Bottles
- ☐ Other \_\_\_\_\_

**Prior Community Bank Tambellup Cranbrook & Other Funding History**

Project	Name of Funding Organisation	Year of application	Successful Y/N	Current status of the stated project	Was project completed and acquitted on time

**Tick the following boxes to acknowledge you have completed and attached the following:**

- ☐ Quotes (specifically related to your project/event funding request).
- ☐ Insurance policy or certificate of currency for cover relating to your project/event.
- ☐ Latest Profit & Loss Statement for your organisation that is applying for funding.
- ☐ Supporting documentation where applicable – plans, further documentation, letters of support, promotional material.
- ☐ Have listed your ABN.
- ☐ Have completed ALL questions.
- ☐ Total funding & costs must equal project/event budget stated excluding GST.
- ☐ **Have met with our branch staff prior to submitting this application.**

**Authorisation:**

This information is collected by Tambellup Cranbrook Community Bank branches. In signing this application, you acknowledge that the information in this application is true and correct and approve this collection of information. You also acknowledge your requirement, if successful, to sign a sponsorship agreement and to acquit your funding within **ONE MONTH** after completion of your project through the appropriate process. If any funds are not expended, you must return unexpended funds to TCCB or request a variation to your application prior to the commencement of your project.

You must be the authorised signatory of the organisation you are representing.

I/we acknowledge and understand that all applications become the property of Community Bank Tambellup Cranbrook.

Your Organisation Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_