

HOBSONS BAY COMMUNITY FINANCIAL SERVICES

Hobsons Bay Community Financial Services is a franchisee of the Bendigo Bank. We are owned by local shareholders and are governed by a volunteer board of directors. We exist to provide banking and financial services for our community so that we can invest profits back into strengthening our community.

Since opening the Laverton branch in 2000, Altona in 2002 and later Point Cook in 2007, over \$4.1 million has been distributed back to the local community. This is only made possible by the customers of our **Community Bank®** branches. Growing our customer base allows this unique banking model to thrive and increase our capacity to provide funding to the community, ensuring that we can continue to feed into the prosperity of our community.

HOW CAN YOU HELP

Share our message with your members

When investing in your group, club or organisation we ask you to be advocates and promote Altona, Laverton Community Bank® Branches and Point Cook Business Centre to your members – the more people banking with us the more we can invest.

What is important to us?

- strong, vibrant groups and organisations engaged with their members
- a wide cross-section of families and individuals
- customers = growth = greater investment in our community
- advocates to promote our business – often the best voice for sharing our message is yours
- give us the opportunity to share our message about the benefits of community banking with your members
- introduce us to your committees and members

Other promotional ideas

- Like our Facebook page and keep up to date with our latest news! In fact, 'Like' it now! 😊
 - How can we engage your members?
 - Share your ideas with us - we are very happy to help you
- | | |
|------------------------|----------------------------|
| - Postcards | - Our logo on your website |
| - Promotional material | - Signage |
| - Speaking at events | - Newsletters |

COMMUNITY PARTNERSHIP FUNDING PROGRAM GUIDELINES

Altona and Laverton **Community Bank**[®] branches Bendigo Bank, together with the Point Cook Business Centre – Bendigo Bank, proudly support our community through sponsorships, grants and major community projects

We encourage a diverse range of organisations to apply for the Community Partnership Funding Program. In this document, you will find our guidelines which should assist you in completing a successful application.

Objectives

1. To make better targeted use of the banks' profits by responding to community need in the form of Grants and Sponsorships.
2. Improve the standards of living and community connection within the Hobsons Bay and Wyndham district by supporting projects, programs and events that provide broad community benefit.
3. To assist members of the community in need.
4. To enhance the capacity and resources of community groups and organisations to become self-sustaining and to develop well planned projects to further benefit their members and the community.

WHO IS ELIGIBLE TO APPLY

Applicants must be a

- Not-for-Profit Organisation
- With a valid ABN
- Who is not a government entity *

What if we don't have an ABN or ours is a Government ABN?

Work with a Project Partner who is an eligible entity and have them confirm

- That they support your project
- They will pass the funds on or apply them to the project
- Demonstrate how they are adding value to your project

Please contact Anne Randall on bdm@hobsonsbaycfs.com.au or the Community Enterprise Foundation (CEF) Team foundation@bendigobank.com.au if you need clarification.

WHO IS NOT ELIGIBLE

- Individuals, profit making organisations and political parties.
- Organisations that have private benefits for members
- Government entities *(conditions apply see above, you could use a project partner (contact the CEF for clarification)

WHAT CAN BE FUNDED

Applications are invited for projects, programs or activities and events that demonstrate broad community benefit within the Hobsons Bay and Wyndham districts in the following areas;

- Families, children and youth activities
- Public health, safety programs and services
- Community capacity building projects
- Public education, including tertiary education, school buildings and libraries
- Innovative community services
- Cultural and arts initiatives
- Environmental projects
- Sporting & recreational projects

WHAT WILL NOT BE FUNDED

- Projects which are deemed as core curriculum activities of educational institutions.
- Projects that are government responsibility
- Events or programs that denigrate, exclude or offend minority groups
- We will not contribute amounts for projects that have been completed or reimburse you for costs already incurred prior to the submission of the application

- Programs sponsored by other financial institutions
- Previously funded projects which have not been acquitted*

* Organisations that have previously received a grant from Hobsons Bay Community Financial Services and have not provided a satisfactory Acquittal Report upon completion of the project or within 12 months of receipt of funding (whichever comes first) will not be considered for funding unless prior approval has been given by the board.

Please note:

Public Liability Insurance (PLI) – Recipients undertaking projects that engage with local community members require a \$5Million PLI.

ATTACHMENTS

FINANCIALS

- Current signed *Audited Financial Statements for the Applicant organisation and Project Partner (where applicable).

*If your organisation is not required to audit your financials, please provide a profit and loss statement as a minimum and a balance sheet if available. Please also include a current bank statement.

QUOTES

- Quotes are required for all budget items where applicable
- If you have conducted this project/program before copies of receipts / invoices that substantiate this request from previous expenditure may be acceptable together with a detailed budget
- If funding is for staffing, attach a position description and copy of the award wage

Letters of support from others who will benefit from your project are helpful in demonstrating the importance of your project to the broader community. This especially applies if you are undertaking a renovation of a building /facilities such as halls and clubrooms for sporting purpose. If yours is a sporting facility we ask that you attach two letters of support from non-sporting bodies who will benefit from your project.

- Please speak to Anne Randall if you have any questions relating to letters of support.

BUDGET

Please ensure that your budget and/or supporting documentation clearly shows how the funds requested will be spent. There is a budget section on the application form which you will need to complete but you are welcome to also attach a spreadsheet/document showing a more detailed breakdown.

Please show any other funding that you may have received or applied for this project. If you have applied for their funding and been successful, please attach evidence of this. Don't forget to include in-kind support – volunteer hours are rated at \$30PH by the ATO

Remember Expenses - Income = \$ amount applied for.

- Please note when entering figures use whole dollars.

AGREEMENTS

Organisations and project partners (where applicable) who successfully receive partnership funding, will be required to sign a Partnership Agreement.

Post Evaluation

All successful groups who receive funding are required to complete an evaluation at the completion of the grant process. This is used to measure the success of the partnership and to ensure that the funds have been spent as described in your application.

This will include a financial acquittal so please maintain a record / receipts of your expenditure. We would also love to receive photos, media or any other information showing how your project has impacted on the community.

Providing this important information ensures that your organisation will remain eligible for any future funding.

FUNDING AMOUNT

A reasonable amount of funding is available annually provided the banks have the continued community business support. Applicants are expected to secure other contributors' commitments for the balance of the funds to meet the total cost of the project if required.

Board decision to approve or decline an application will be final. All applications are to be completed electronically, you can do this by following the link below. If you are a first-time user of this system you will need to create a registration. Please note that this has changed to previous years.

Access is through:

www.bendigobank.com.au/foundation

www.facebook.com/AltonaLavertonPointCookCommunityBankBranches

www.hobsonsbaycfs.com.au

www.bendigobank.com.au/public/community/our-branches/altona

www.bendigobank.com.au/public/community/our-branches/laverton-altona-meadows

Dates

Applications for funding are assessed by the **Community Bank**[®] volunteer board twice annually:

Round 1	
Submissions open	1 September
Submissions close	30 September
Applicants Notified By	31 October

Round 2

Submissions open 1 March

Submissions close 31 March

Applicants Notified by 30 April

APPLICATION LODGEMENT TIP

For further information

Altona **Community Bank**[®] Branch Bendigo Bank
64 Pier St
Altona
Phone 9398 8922
Branch Manager: Daniela Guertler

Laverton **Community Bank**[®] Branch Bendigo Bank
28 Aviation Rd
Laverton
Phone 9369 8455
Branch Manager: Daniela Guertler

Point Cook Business Centre - Bendigo Bank
Sanctuary Lakes Shopping Centre, Point Cook Rd
Point Cook
Phone 9395 7724
Mobile Relationships Manager: Jim Briggs

Alternatively, for further information please contact Anne Randall at bdm@hobsonsbaycfs.com.au or phone 0430 430 824. For technical support with your application please contact the Foundation team on 1300 304 541