



Emu Park & Yeppoon
Community Bank[®] Branches

Sponsorship Application Form.



[bendigobank.com.au](https://www.bendigobank.com.au)



Sponsorship Application Form.

Proudly partnering with our community

Keppel Financial Services Limited (KFSL) operates Emu Park and Yeppoon **Community Bank**[®] branches. KFSL are proud to distribute funds to address local issues and influence a positive change in the community.

Sponsorship applications can be submitted half yearly for assessment every six months and limited to one application per organisation per year. Results of applications will be advised after each bi-annual Sponsorship Meeting.

Please note that this is a competitive process and applications will be assessed on merit. Sponsorship of your organisation in a previous year does not guarantee any future applications will also be successful. Sponsorship is only applicable for the period listed in your sponsorship agreement.

One original copy of this application should be submitted to the manager of the Emu Park **Community Bank**[®] branch. Please also keep a copy for your records.

KFSL will only consider sponsorships where we are granted exclusive rights as the only bank, credit union or financial institution of that sponsorship.

Sponsorship guidelines:

A sponsorship agreement entered into between your organisation and KFSL is made based on the information provided by you and the conditions noted in this application.

Upon receipt of your invoice (incl. GST) sponsorship money will be deposited into your nominated bank account no earlier than 4 weeks prior to the requested date.

For sponsorship requests totalling, \$1000 or more (category 2), KFSL will provide 50% of the monies prior to the date requested and 50% upon completion of the branding and sponsorship guidelines (negotiable).

Sponsorship categories:

Category 1: For sponsorships under \$500 the following is required:

- Minimum of 2 photos of the event / sponsorship to EmuParkMailbox@bendigoadelaide.com.au or YeppoonMailbox@bendigoadelaide.com.au
- (Photos must include Emu Park &/or Yeppoon **Community Bank**[®] Branch/es signage and /or staff that show our support of this sponsorship).
- Using the Emu Park &/or Yeppoon **Community Bank**[®] Branch/es banner from your local branch and displaying it at the event (if applicable to your sponsorship).
- Acknowledgement of sponsorship via social media, and or announcement at the event / function.



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- Promotion of the sponsorship throughout your membership & networks via newsletters and word of mouth.

Category 2: For sponsorships \$500 - \$2,000 the following is required:

- All conditions noted above in Category 1.
- Using either the Emu Park &/or Yeppoon **Community Bank**[®] Branch/es banner / marquee from your local branch and having it displayed at the event / function (if applicable to your sponsorship).
- If the marquee is required, please ensure you fill in the marquee request form at the back (*All items are to be returned in their original condition, charges will apply for breakages or cleaning costs*).
- Completion of sponsorship slides for future marketing purposes and traceability of the sponsorship funds.
- Emu Park &/or Yeppoon **Community Bank**[®] Branch/es Logo on entry forms / programmes and included in all advertising for the event / function (if applicable).
- Emu Park & Yeppoon **Community Bank**[®] Branches Staff / Directors to be present at the event/function (if applicable).
- Media exposure of this sponsorship in local papers and club newsletters.
- Attend Emu Park & Yeppoon **Community Bank**[®] Branches sponsorship presentation functions (e.g. AGM).

Category 3: For sponsorships over \$2,000 the following is required:

- All conditions noted in Category 1 & 2.
- Staff/Directors provided the opportunity to present the Emu Park &/or Yeppoon **Community Bank**[®] Branch/es story, as well as any other relevant information about upcoming events (if applicable)
- Meet with Emu Park &/or Yeppoon **Community Bank**[®] Branch/es representatives to identify further partnership and promotional opportunities between the bank and your club/association/group.

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Branding / sponsorship guidelines:

- Advertising the event:
- Any traditional & print media must include Emu Park &/or Yeppoon **Community Bank**[®] Branch/es Logo
- Any social media sites must include Emu Park &/or Yeppoon **Community Bank**[®] Branch/es Logo
- Any sponsorship apparel must include Emu Park &/or Yeppoon **Community Bank**[®] Branch/es Logo and the design submitted with this application form
- If applicable, KFSL sponsorship must be included in word of mouth advertising (e.g. event welcome / speech)
- Photos should include Emu Park &/or Yeppoon **Community Bank**[®] Branch/es signage / marquee or members of staff / board and will be used by the bank for promotional purposes in media and social media. *(Please ensure relevant copyright and permission forms are completed and returned with this form.)*
- Please email copies of photographs to EmuParkMailbox@bendigoadelaide.com.au or YeppoonMailbox@bendigoadelaide.com.au (minimum 2MB) taken during the implementation of your sponsorship.



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Your organisation's details

Organisation name	
Street Address	
Postal address	SAME AS ABOVE <input type="checkbox"/>
Web address	
Facebook address	

Contact person 1	
Position held	
Daytime phone	
Mobile	
Email	

Contact person 2	
Position held	
Daytime phone	
Mobile	
Email	

Number of staff	Number of volunteers	Founding date



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Is your organisation incorporated?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Australian Business Number*		
Australian Taxation Office endorsements	Deductible Gift Recipient?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Tax Concession Charity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Not for Profit Organisation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Registered for GST?	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, distinctive organisational attributes, size and membership base.

What geographic area do these people primarily come from?



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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.

Does your organisation bank with us?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	SOME, NOT ALL <input type="checkbox"/>
If yes, which branch?	EMU PARK <input type="checkbox"/>	YEPPOON <input type="checkbox"/>	
If no, are you willing to transfer your organisations business to our branches?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	SOME, NOT ALL <input type="checkbox"/>
Approximate value of your banking?	\$		

Most appropriate person to discuss your organisation's banking needs

Name	Phone

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 you or your fellows would appreciate a call from our staff. Provide names and contact details, **only** if they have given their consent.

Name		Phone	
Name		Phone	
Name		Phone	
Name		Phone	

Previous funding

Have you previously received funding from KFSL?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, when, how much and what for?		
Has this funding been acquitted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>



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Project Start Date	
Project Finish Date	
What month would funding need to be paid?	
If we are unable to provide funding in full, would you accept a partial funding contribution?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, how would this affect your project?	

Priority area your application supports

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Aged Care | <input type="checkbox"/> Event |
| <input type="checkbox"/> Arts, Culture and Heritage | <input type="checkbox"/> Health |
| <input type="checkbox"/> Civic, Religious and Other Interest Groups | <input type="checkbox"/> Sport |
| <input type="checkbox"/> Education | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Emergency Services | |

How does your application support this priority area?

Describe the priority area your project best supports.

(E.g. The project helps build a vibrant and sustainable community by encouraging participation in arts and culture.)



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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 (e.g Merchandise, use of marquee(s), BBQ Trailer, WIFI EFTPOS)			
Amount requested			
Total income		Total project cost	

Other support for your project

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

Organisation	Amount (ex. GST)	Confirmed?



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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?

This forms a major part of the assessment process and will form part of your contract if your application is successful.

What you will do (tick all applicable)	Where?	When? How Long or How Often?	Who will see it? How many people?
<input type="checkbox"/> Use of our logo			
<input type="checkbox"/> Signage opportunity (permanent or temporary)			
<input type="checkbox"/> Use of our marquee			
<input type="checkbox"/> Naming rights			



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<input type="checkbox"/> Opportunity for us to tell the Community Banking story			
<input type="checkbox"/> Use of our mascot			
<input type="checkbox"/> Liking our Facebook page and asking your members to like our page			
<input type="checkbox"/> Mentioning us as sponsors / supporters on your Facebook page with a link to our Facebook page			
<input type="checkbox"/> Advertising			
<input type="checkbox"/> PA Acknowledgement			
<input type="checkbox"/> Media Opportunities			
<input type="checkbox"/> Inviting one of our representatives to speak at one of your meetings			
<input type="checkbox"/> Including information (provided by us) in your Newsletters (printed and/or electronic)			
<input type="checkbox"/> Investigating other products with our branch (eg insurance)			
<input type="checkbox"/> Bank staff attending your functions			
<input type="checkbox"/> Distributing bank flyers to your organisation			
<input type="checkbox"/> Encouraging members to join our e-newsletter to get quarterly updates about our community projects			
<input type="checkbox"/> Other (please outline):			



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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:

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



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Declaration

I am the authorised officer able to make this application on behalf of the applicant organization and I agree that:

- The statements made in this application are true
- All necessary permits/approvals will be obtained prior to the beginning of the project
- The project will be covered by appropriate insurance
- All relevant health and safety standards will be met
- KFSL does not accept any liability or responsibility for the project

I understand that should this application be successful, I am responsible for the appropriate expenditure of these funds and for acquitting this expenditure back to Keppel Financial Services Limited. Funds not acquitted may affect the decision of further applications submitted by the organisation.

If successful, I will;

- Ensure that acquittal requirements are met within six weeks of the nominated project completion date or annually if sponsorship/grant is for more than one year
- Accept the terms of the grant in accordance with KFSL requirements
- Complete the project within the specified timeframes

Signed	
Name	
Organisational title	
Date	

Submit to your local Branch

Emu Park **Community Bank**[®] Branch
18 Hill Street, Emu Park QLD 4710
Phone (07) 4939 6441
Fax (07) 4939 6040
Email EmuParkMailbox@bendigoadelaide.com.au

Yeppoon **Community Bank**[®] Branch
18 Anzac Parade, Yeppoon QLD 4703
Ph (07) 4939 1912
FAX (07) 4939 1903
YeppoonMailbox@bendigoadelaide.com.au

Privacy Bendigo and Adelaide Bank Limited and Keppel Financial Services Limited are committed to ensuring your privacy is protected and understand your concerns regarding the confidentiality and security of the personal information you provide. The information contained in this form will be held by the Emu Park and Yeppoon **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. Bendigo and Adelaide Bank Limited. ABN 11 068 049 178 AFSL 237879. (A266236) (11/17)