

Guidelines for Sponsorship & Grant Applications over \$500

Maffra & District Community Bank is managed by Maffra & District Community Financial Services Limited.

Since our inception we have sponsored a wide range of different community groups including sporting clubs, schools and other local community organisations. To continue our work and support of volunteer organisations the bank needs to be successful and to do this we need your support by taking up our products and banking with us.

Our emphasis is to ensure we support as many organisations as possible. We look for events and activities that benefit the wider community.

Sponsorships and Grants are only possible from the profit generated from the community supporting all banking services provided by our branch. **Preference will be given to groups/ organisations that support us through banking with us.**

Organisations that are raising funds for other community groups must specify who the funds raised are going to.

The Process

- The Maffra & District Community Bank Branch's board must approve all applications.
- Applications are considered monthly at Board meetings.
- Applications must be accompanied by a copy of the minutes of the meeting referencing this application.
- All requests will receive an acknowledgement upon request of application.
- Requests for grants of over \$5,000 may be requested to present details of their project to the Board.
- All outcomes of requests of sponsorship will be notified in writing.
- All successful applications may be required to attend a cheque presentation to receive funds. If unable to attend, you may not receive funds. Your group may be invited to say a few words.
- Cheque presentations are held as required with a special presentation event held in November each year.
- All applications must be from appropriately incorporated body or auspices by an incorporated body. No individuals will be supported.
- An acquittal form is to be completed within 60 days of the event.
- Ongoing Sponsorships will be reviewed Annually

Disclaimer

Maffra & District Community Financial Services Limited ABN 14 600 481 178 who own and operate Maffra & District Community Bank Branch 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. Bendigo and Adelaide Bank Limited, ABN 11 068 049 178 AFSL / Australian Credit Licence 237879.

Application for Grant/Sponsorship over \$500

Information supplied on this form will be used to promote your Club/Group/Organisation at our cheque presentation.

1. Group/ Organisation

Name of Organisation			
ABN			
Postal Address			
Contact Person			
Position		Phone / Mobile	
Email address			
Please tell us about your organisation (number of members, history of group etc)			
Do you currently support Maffra & District Community Bank by having active account/s with us?	Yes	No	


2. Details of Sponsorship

Event / Project Name			
Date of Event			
Location			
Requested amount (inc GST)	\$	Total project cost (inc GST)	\$

Are you willing to accept partial funding? (please circle)	Yes	No
Will this be an ongoing annual Sponsorship? (please circle)	Yes	No
Has your group had previous sponsorship from us? (please circle)	Yes	No
Does your organisation have any sponsorship agreements with any other banks? (including other Bendigo branches)	Yes	No

If Yes, please provide details below (i.e. Bank name, amount, history with bank etc)

Have you applied for funding from any other sources? (i.e. Local Government etc).
 Please list group, amount and if your application was successful.

 Please attach a project budget including the names of and amounts requested from other sponsors.

Please outline the main objective of your event / project and describe how the sponsorship will be used.

Please explain how this event / project will benefit your organisation and the community:

Please define the target audience of the event / project including expected attendance / participation number and audience profiles:

Please describe how your event / project will be measured and evaluated (e.g. number of people attending, publicity received, money raised etc)

3. Marketing

If your application is successful, please provide details on how you plan to market or publicise your event / project and the Maffra & District Community Bank branch's involvement with your organisation?

Should your application be successful, you acknowledge Maffra & District Community Bank Branch's permission for the following:

- a) Agreement to use any photographs relating to your sponsorship.
- b) Agreement to invite Maffra & District Community Bank Branch Directors, Managers and staff to attend your organisations function and events as appropriate.
- c) The sponsorship acquittal form must be completed and received by Maffra & District Community Bank branch within 60 days of completion of the agreement.

Use of Community Bank logos:

- These will be supplied for use by your organisation
- They must be used as supplied and not changed in any way.

4. Declaration by Applicant

We have read Maffra & District Community Bank Branch's sponsorship guidelines and declare that the information given in this application is correct and the organisation we represent is supportive of this nomination and willing to undertake the event/project proposed in this application.

Signature	
Name	
Position	
Date	

Signature	
Name	
Position	
Date	

Checklist

- Copy of minutes included Copy of expenses for event included Supporting material included

Please forward completed application to:

Branch Manager
Re: Sponsorship Application
Maffra & District Community Bank
146 Johnson St
Maffra Vic 3860

OR by Email to:

maffra&districtmailbox@bendigoadelaide.com.au