

Halls Head Community  
Bank Branch



## Community Funding Guidelines

Mandurah Community Financial Services Ltd  
Sponsorship Funding Guidelines – over \$1000.00

**Please read these guidelines before you complete the application form**

*Community Funding program Guidelines November 2019 – over \$1000  
Mandurah Community Financial services Ltd*

# What is the Community Sponsorship Funding Grants Program?

## *Background*

Mandurah Community Financial Services Limited (**MCFS**) is a company formed to operate the Community Bank Branch in Halls Head, Mandurah that has been operating successfully for over seventeen years. The company was formed due to demand from the Halls Head/Mandurah community for local banking services that would offer a portion of the profit share from the operations of the Community Bank to be reinvested into Community Building.

MCFS shareholders return a portion of the company profits to the community and as part of this, we offer small grants to not-for-profit community groups as needed.

Each year, MCFS, on behalf of Halls Head Community Bank Branch of Bendigo Bank, receives a significant number of sponsorship requests from a wide variety of community groups. These requests range from assistance with marketing and promotion, prizes for a raffle or fundraising events and the purchase of equipment right up to significant financial support for a major project, activity or event.

Our sponsorship funds are offered on a competitive basis to those organisations whose focus is to add tangible benefits to the local community within the City of Mandurah area.

We are accountable to our shareholders, who have invested in the bank and share their profits with the community, as well as our customers who support Halls Head Community Bank Branch and the Bendigo Bank.

Our funding pool is limited and requests for sponsorship always exceed our available funds, so applications are considered on their value to –

- MCFS, by offering the bank reciprocal marketing and promotional opportunities;
- The applicant's community group
- Demonstration of achievable objectives;
- Offer tangible, positive benefits to the wider Mandurah region's community

This means that sometimes a sponsorship application may not be funded or may only be partially funded.

So that as many community groups benefit as possible, only one sponsorship application will be considered per community group per calendar year.

Applicants are encouraged to seek co-funding from other funding organisations.

## Who is Eligible for Funding?

Applications are encouraged from those groups within the categories listed below and that are located within the City of Mandurah. Those located in adjacent local government areas may be considered if the project provides significant benefits to the Mandurah community.

- Community groups, associations or not-for-profit organisations that are incorporated under the provisions of the *Associations Incorporation Act WA (1987)*;
- No-For-Profit, non-government corporate body either created by government or possess an Australian Companies Number (ACN) or Australian Business Number (ABN);
- Education and Training entities; or

There is very limited funding for individual applicants. Sponsorship for individuals is limited to a maximum of \$500.00. Please read guidelines for grants under \$1000.00 for more information.

Commercial organisations will generally not be considered. However, please discuss your project with us to determine the appropriate fit with MCFS strategies.

### **Please Note:**

*This process replaces any previous application forms and processes, and ALL applications will need to be submitted on this form for consideration by the MCFS Board. All applications will be considered on a half yearly basis Closing 30 September and 30 March. Any canvassing of Directors of the Board of MCFS will result in the application being excluded from consideration.*

If you have any queries regarding your application, please contact

Jenny Hammington

Community Development Officer

Mobile: 0423362715 or email: [hallsheadcommunitybankmandurah@gmail.com](mailto:hallsheadcommunitybankmandurah@gmail.com)

Application Forms can be requested in hard copy from our Branch or is available by request via email to Jenny Hammington at the above address.

## What activities are Eligible?

Organisations may be offered sponsorship for any of the following:

1. Capital projects;
2. Equipment purchases e.g. sporting or play equipment;
3. Events, such as concerts, exhibitions, community fairs and exhibitions;
4. Seed funding for projects, activities or events which can demonstrate independent viability after an appropriate period

MCFS **WILL NOT** fund the following:

1. Retrospective funding – expenses incurred prior to the application being submitted;
2. Salaries and recurrent operational costs;
3. Government or quasi-government agencies, including local government; or
4. Projects considered part of an Education and Training entities core activities.

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## How Do We Apply?

Your application must

- Meet the eligibility criteria outlined in these guidelines;
- Be approved by your organisation's committee and signed by an authorised committee member;
- Be completed on the current Sponsorship Application Form;
- Include relevant supporting documentation
  - Project Budget
  - at least 2 quotes, preferably from local suppliers and
  - Copies of any proposed promotional material.

## How are Applications assessed?

Applications will be assessed by the full MCFSL board against the following criteria:

1. Represents a tangible benefit to those who live, work, attend school or participate in activities within the City of Mandurah area;
2. Adds value to the community;
3. Supports the vision and values of MCFS;
4. Has support from other organisations either in kind or cash;
5. Compliance with MCFS Community Funding Guidelines.
6. Provides opportunities to promote the Halls Head Community Bank Branch

## How long will the assessment process take?

Please allow at least sixty days for your application to be processed.

All applications received are reviewed by the Marketing and Sponsorship/Funding Committee prior to being presented for approval by the Board of the Mandurah Financial Services Ltd. Your organisation will receive notification in writing of your application outcome.

## What are the conditions of Sponsorship?

Our funding is based on partnerships and responsibilities are placed on both organisations to achieve mutually beneficial outcomes.

Organisations who receive a sponsorship are required to:

- Complete all required documents within an agreed time frame;
- Sign a funding agreement;
- Use the sponsorship funds for the agreed project;
- Provide a report on the completion of the project, outlining the project's achievements against its stated outcomes;

- Acknowledge our financial support through such means as advertising, promotions and media publicity associated with the project;
- Use the Halls Head Community Bank Branch logo where appropriate, with our consent;
- Participate in promotional activities during or at the completion of the project, activity or event as part of MCFS' community communications program if relevant;
- Sign a 'Statement of Supply' form if they do not have an ABN;
- Non-GST registered groups in possession of an ABN, must agree to MCFS issuing a Recipient Created Tax invoice as the organisation cannot issue tax invoices to MCFS for the funds.
- The organisation acknowledges that it is registered for GST when signing the funding agreement and will notify MCFS if it ceases to be registered.

If the applicant does not claim the approved funds from Mandurah Community Financial Services within six months of the approval or by the end of the current financial year, whichever happens sooner, the applicant will be required to reapply for funding unless an extension is agreed upon by both parties prior to the expiration date.

## Completing the Sponsorship Application Form

Before completing the Sponsorship Application Form, ensure you have

- Read and understood the Funding Guidelines;
- Read and understood the Sponsorship Application Form.
- Gathered all the documentation needed.
- Contact our Community Development Officer via email below or phone **0423 362 715** if you require any assistance.

### Completed Application forms can be submitted:

By Post: Mandurah Community Financial Services Ltd  
Marketing and Sponsorship Committee  
PO Box 555  
Mandurah WA 6210

By Email: [hallsheadcommunitybankmandurah@gmail.com](mailto:hallsheadcommunitybankmandurah@gmail.com)

By Hand: Halls Head Community Bank Branch Bendigo Bank – ATTENTION: Jenny Hammington  
Shop 7 Halls Head Shopping Centre  
CNR Peelwood & Glencoe Parades, Halls Head Mandurah.

