

Halls Head Community
Bank Branch



Community Funding Guidelines

Mandurah Community Financial Services Ltd
Small grants and Funding Guidelines – Up to \$1000.00

Please read these guidelines before you complete the application form

What is the Small Grants and Funding 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 funding 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 an application may not be funded or may only be partially funded.

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

Who is Eligible for Funding?

Applications are encouraged from all community groups, associations and not-for-profit organisations that are incorporated under the provisions of the *Association Incorporation Act (1987)* or a recognised not-for-profit, non-government corporate body either created by government or with an Australian Companies Number (CAN) or Australian Business Number (ABN) or a school. Commercial organisations will generally not be considered, although discussion with the Chair of Marketing and Sponsorship committee should take place to determine the appropriate fit with MCFS' strategies.

Eligible organisations will generally be located with the City of Mandurah, although adjacent local government areas can be considered if the project will have a significant impact on the Mandurah community.

Individuals will only be considered for funding if they have an eligible sponsoring organisation prepared to manage the funds on their behalf and they can demonstrate specific benefits to the Mandurah community. Individuals must reside within the City of Mandurah and be a banking customer of the Halls Head Community Bank Branch of Bendigo Bank.

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. 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

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.

Consideration will be given to funding the following:

1. Activities that promote sportsmanship, participation and support to citizens across the City of Mandurah area;
2. One-off projects, activities or events for the promotion of activity and participation in the City of Mandurah area; and
3. Sponsorship for trophies, kits, equipment and general sporting requirements.
4. Purchase of capital items that build on the capacity of a community group and its ability to provide a service to the local community.

In limited circumstances, MCFS **may** fund the following:

- Development or improvement of school facilities and equipment;
- Individual sporting equipment needs, these will need to be supported by evidence from a local club sponsoring the application and a statement outlining the need. Equipment purchased in these circumstances will be donated to the sponsoring club by MCFS for the use by the individual.

MCFS **WILL NOT** fund the following:

1. Retrospective funding – expenses incurred prior to the application being submitted;
2. More than one request for funding in any one calendar year;
3. Government or quasi-government agencies, with the exception of schools;
4. Projects considered part of a school's core activities.

How Do We Apply?

All applications up to \$1000 are reviewed on a monthly basis. The review process takes between 4-6 weeks depending on when the document is received.

Your application must be made in writing, using the appropriate application form in these Guidelines and incorporate separate attachments where necessary.

While organisations may submit more than one application per annum, preference will be given to organisations who have not received funding in that calendar year from MCFS.

Applicants will be advised of the outcome of their application within five days of the Board meeting each month. All applications are approved by the full Board of MCFS on the recommendation of the Marketing and Sponsorship committee.

How are Applications assessed?

Applications will be assessed against the following criteria:

- The application is complete and provides information about how the funds will benefit the Mandurah community.
- Supports the vision and values of MCFS.
- Inclusion of all relevant documentation; and
- Compliance with MCFS Community Funding Guidelines for small grants.

What are the conditions of Sponsorship?

For all grants, it is a requirement that a report on the expenditure is provided to the Chair of Marketing and Sponsorship committee upon the expenditure being made.

It is a requirement of funding that MCFS' financial support will be acknowledged through means such as advertising, promotion and any media publicity associated with any project, activity or event. Approval may be given to use the Halls Head Community Bank Branch of Bendigo Bank logo where appropriate.

In some instances, there may be a requirement to participate in some promotional activities during, or at the completion of, the project, activity or event as part of MCFS' community communications program.

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.

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

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.