

Windsor Community Bank Branch Grants Program

Since 2002, the Windsor Community Bank Branch has contributed over \$1.3 million back into community projects and supported over 100 community groups. We will support people working to make our community a better place to live, work, play and grow via our 'Community Bank' model.

The Community Bank model mandates that 50% of our profits are contributed back to our community via grants and sponsorships. Our Grants Program relies on local banking business to generate profits to fund community organisations and projects. It is only by growing our banking business that we can continue to increase the amount of community funding we can provide.

Our Grants Program aims to;

- a) Develop sustainable businesses partnerships between our Community Bank branch and the broader community
- b) Enhance social capital and community capacity
- c) Establish strong community networks and a culture of mutual support within a healthy and vibrant community.

In an effort to ensure we continue to grow and improve this valuable funding program, we have made some important changes to our Grants Program.

We will now conduct two Grants Programs per calendar year annually:

Program 1 – 17th February to 17th March

Program 2 – 1st July to 1st August

Please read the following Grant Guidelines before applying



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Grant Guidelines

Thank you for your interest in The Community Grants Program. This program is administered by Community Enterprise Foundation™ and made possible by the generous support of the Windsor Community Bank Branch.

The Community Grants Program is designed to:

- Make better, targeted use of funds that are responsive to community needs
- Support projects that make a positive contribution to Windsor, Prahran and surrounds

Who can apply?

- Charitable and Not-for-profit Organisations can apply for projects and activities that offer clear public benefit for the community, contributing to its development in building social capital, community welfare, environmental, health, education or cultural areas. State Government Entities are encouraged to call the Foundation before applying; there are some requirements that will apply
- Applications are invited from \$500 up to \$5,000. If your project exceeds \$5,000 you should be able to demonstrate how you fund the balance.
- Windsor Community Bank Branch Community Grants program will support programs and projects in Windsor, Prahran and surrounding areas.

What kind of projects can you apply for?

- Relieves Poverty, Sickness or
- Advances Education, or
- Advances Religion, or
- Has a purpose that is beneficial to the community for projects that improve:
 - Public works and utilities
 - Anti-discrimination
 - Disaster relief
 - Culture
 - Scientific / scholarly research
 - Promoting industry and Commerce
 - Defence and Public Order
 - Protecting Animals
 - Environment
 - Indigenous persons
 - Moral Improvement
 - Peace and human Rights
 - A locality or neighbourhood
 - Outcomes for families or youth

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What won't be successful?

The following are not considered charitable by the Tax Office and / or law.

- Organisations that have private benefits for members
- Activities that are only sporting, social or recreational – *see below for detail*
- Illegal activities
- Projects that create a commercial return
- Government projects or entities - *see below for detail*
- Funding to repay costs already incurred
- Political purposes
- Projects that don't (*broadly*) benefit the community

Government / Schools

Charity Law in Australia clearly outlines that charitable money cannot be used to fund things that are government's responsibility. Charities should not have to make up the shortfall of what is government's policy delivery. To ensure against this, the law prevents charitable grant-makers from paying entities with a government ABN.

Community groups, like recreation reserves and community hall committees may operate under government ABNs. On their own these entities are not eligible for charitable funding however they can apply using a project partner. The same applies to public schools whom operate under a government ABN.

A Project Partner is an organisation who is eligible to receive charitable funding and that is also willing to work with the group to deliver your project.

This can be a big positive funding application especially in fledgling communities as it encourages broader community engagement and collaboration.

Project Partner

A Project Partner is one who can:

- Receive the funds, and
- Help to deliver the project (through labour or expertise or other forms of support)
- The partner should be able to confirm that they:
 - Support your project
 - Are willing to receive the funds and commit to pass them on to complete your project
 - Will help in some way to deliver the project beyond simply passing on the funds

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Sporting, Social or Recreational Activities

While sport in general is listed as not meeting charitable requirements there are many instances where sports can be deemed eligible. Whilst the equipment or facilities that can only be used for sport are not charitable, the other aspects of a sports club – like pavilions / rooms/ storage sheds that are also used by other, non-sporting groups in the community are often considered to deliver charitable benefits to the community. Therefore, sports groups can apply for funding to support projects that go beyond the sport itself.

Because sport can connect people in the community – where it delivers social outcomes or helps to interconnect those who may be otherwise socially isolated, sporting activity can be considered charitable.

For example, if the sporting project is to run a program for the disadvantaged, disabled or cultural minorities it is likely to be considered charitable and eligible for funding. Funding for equipment for these groups is also charitable.

To be considered, each application must include the following supporting documentation:

1. 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.

2. Quotes

- Quotes are required for all budget items
- 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

3. Project Budget

Please ensure that your budget and/or supporting documentation clearly shows how the funds requested will be spent. Don't forget to include your contribution to the project and any in-kind support in your budget.

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Application Process

1. Use the Planning Form provided below to create a draft of your grant.
2. Follow the link to Community Enterprise Foundation Community Investment Application System, found here: <https://cia.communityenterprisefoundation.com.au/>
3. Click on the Grant Applications tab to register and submit your application

Home	Apply for funding	Donate	Stories	Contact us					
Grant Applications	Grant Programs	Scholarship Applications	Scholarship Programs	Uni Applications	Uni Programs	Grant Advisory Committee			

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4. A confirmation email will be sent to the registered email address once application has been submitted.
5. For assistance with lodgement of your application please phone 1300 304 541.

If you would like to discuss your project, please contact Jon Caneva by email:
grants@windsorcommunity.com.au

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Application Planning Form

This form may be used to draft your application prior to submission.

Applicant Information: The following information concerns the organisation that is applying for the grant.

Applicant	
Name of organisation	
Registered Business Name (if different to above)	
Accepted abbreviation for payments (28 characters max)	
Australian Business Number (ABN)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have DGR (Deductable gift recipient) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation a not for profit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have TCC (Tax concession charity) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorised person's full name	

Street Address	
Suburb	
State	Post Code

Postal Address (if different to above)	
Suburb	
State	Post Code

Primary Contact Details (Organisational Head) Secondary Contact Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Surname		Surname	

Daytime Phone		Daytime Phone	
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Mobile		Mobile	
Email		Email	

Will you be working with a Project Partner for this grant request? Yes No

Important Note: A letter of support from your project partner must be included with your application.

If your organisation does not have an ABN or is not eligible for funding in its own right a project partner may assist you with your project and receive the funds.

Project Partner Information

Name of organisation	
Registered Business Name (if different to above)	
Accepted abbreviation for Payments (28 characters max)	
Australian Business Number (ABN)	
Does your organisation have DGR (Deductable gift recipient) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation a not for profit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have TCC (Tax concession charity) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorised person's full name	

Project Partner Address

Street Address	
Suburb	
State	Post Code

Postal Address (if different to above)	
Suburb	
State	Post Code

Primary Contact Details (Organisational Head)

Secondary Contact Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
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First Name		First Name	
Surname		Surname	
Daytime Phone		Daytime Phone	
Mobile		Mobile	
Email		Email	
Authorised person's full name			
What will the project partner do to add value to your project (50 words)			

Organisation Information: Please provide further information about your organisation and its mission within the community.

What year was your organisation established	
How many paid employees?	
How many volunteers contribute time to your organisation?	
What is your organisation's annual turnover?	\$
Approximately how many people receive services or benefit from your organisation each year?	

Please Note: A copy of your audited financial statements will need to be attached to this application.

What is your organisation's mission statement?
(If you don't have a mission statement, what does your organisation aim to do within the community?)

Project Information

The following information is about the project for your grant request.

Project Title / Name

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Project Description * (What do you want the money for? Please describe your project.)

Outline the primary objectives of the project and the needs of the community to be targeted.

Outline the community groups and/or community members that will benefit from your project.

Approximately how many people will benefit from your project? (E.g. 5, 20, 50)	
Age group affected by the application	
Project start date	

(Project start date should ideally be at least four weeks from today, this ensures that we have enough time to get approval)

Project end date	
Grant Amount Requested	

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If you receive funding, what does project success look like? *Inspire us!*

What area of the community best represents where your project's funding will be allocated	Emergency Services <input type="checkbox"/> Civic <input type="checkbox"/> Poverty <input type="checkbox"/> Social Inclusion <input type="checkbox"/> Aged Care <input type="checkbox"/> Health <input type="checkbox"/> Service Clubs <input type="checkbox"/> Education <input type="checkbox"/> Arts <input type="checkbox"/> Sport <input type="checkbox"/> Transport <input type="checkbox"/>

Will the project proceed if we cannot fund the requested amount? *Explain how the delivery of the project may be affected by a reduced grant.*

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Project Budget

Please provide project budget details, ensuring all applicable fields are completed.

Other Grants received	\$	<i>(Brief description of who funds received from)</i>
Other Grants requested	\$	
Other Funding	\$	
Own contribution	\$	<i>(e.g. fundraising)</i>
In-Kind support	\$	<i>(e.g. Donation of goods /services)</i>
Other	\$	
Other	\$	
Other	\$	

Expenses

Administration Costs	\$	How many hours?		Rate per hour?	\$
Equipment	\$	<i>(Brief description of expense item)</i>			
Materials	\$				
Promotions	\$				
Consumables	\$				
Labour	\$				
Other	\$				
Total Expenses	\$				

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Income

Other grants	\$	<i>(Brief description of expense item)</i>
Other funding	\$	
Own contributions	\$	
In kind	\$	
Other	\$	
Total Income	\$	

Important Note: You must attach a copy of all quotes and supporting documentation with your application.

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Supporting Documentation Checklist

Please check you have attached the following required supporting evidence.

- Financial statements (audited if available)
- Project partner financial statements – if applicable (audited if available)
- Project quotes
- Any other relevant information (e.g. annual reports, promotional materials, letters of support)
- Copy of letter of support from project partner (if applicable)

Privacy Statement

Privacy Bendigo and Adelaide Bank Limited is committed to ensuring your privacy is protected and understands your concerns regarding the confidentiality and security of the personal information you provide. The information contained in this form will be held by the Windsor Community Bank Branch 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.