

Community Bank Trafalgar & District

Sponsorship Application

Trafalgar & District Financial Services Limited is dedicated to providing quality banking and financial services in our local area. Community Bank Trafalgar & District is a locally owned and operated franchise of Bendigo Bank. The Trafalgar & District Financial Services Limited (T&DFS Ltd) trades as the Community Bank Trafalgar & District.

Definitions:

Sponsorship is recognised as the purchase of tangible potential rights and benefits associated with an event, entrant, or organisation, which results in increasing brand awareness, communication of key messages and increased customer base.

Sponsorships are purchased to increase awareness of the Bendigo Bank brand and/or products and provide a financial return on investment to the Community Bank Trafalgar & District by increasing the customer/business base.

Sponsorship is used to enhance our key message as a community-based organisation, to strengthen recognition of the brand to the broader community and to maintain or develop further relationships with communities and groups.

Disclaimers:

Trafalgar & District Financial Services Ltd (ABN 86 102 573 222), who own and operate Community Bank Trafalgar & District, 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 <https://www.bendigobank.com.au/privacy-policy/full-privacy-policy/> Bendigo and Adelaide Bank Limited, ABN 11 068 049 178 AFSL / Australian Credit Licence 237879.

Trafalgar & District Financial Services Ltd. do not accept any liability or responsibility for the project/event/initiative for which sponsorship funding has been provided.

Part A Information for the applying organisation

1. An applicant must:
 - have an Australian Business Number (ABN);
 - be a not-for-profit organisation; and
 - provide a service that meets the needs of the community within the Community Bank Trafalgar & District catchment area.

(Note: Catchment area means the communities that are serviced by Community Bank Trafalgar & District Branch, which is the generally the geographical area covered by the eastern section of the Baw Baw Shire Council, including Narracan, Thorpdale, Yarragon, Trafalgar, Trafalgar East, Willow Grove, Tanjil South, Hill End, Rawson, Erica, Walhalla and the area to its north).

2. Each Sponsorship Application for community initiatives e.g. projects/events will be considered on the basis that:
 - it aligns with our focus on supporting our local youth, mental health, and community development,
 - it represents a tangible positive benefit to the community,
 - it is not politically motivated,
 - it protects the integrity of Community Bank Trafalgar & District,
 - it promotes Community Bank Trafalgar & District in a manner to its satisfaction, &
 - the overall budget for sponsorships has not been exceeded or is likely to be exceeded.
3. Sponsorship applications close on the 15th day of each month. If your application is successful, a sponsorship agreement is entered into between your organisation and Trafalgar & District Financial Services Ltd., based on the information provided by you and the conditions noted in this application. Upon receipt of your invoice, (Inclusive of GST if applicable), together with the Sponsorship Agreement, sponsorship money will be deposited into your nominated bank account within one month from the signing of the Sponsorship Agreement by both parties.
4. Sponsorship applications for the purchase of any goods or services are required to be complemented with quotes. If the application is successful, it is mandatory that a Sponsorship Agreement is signed and returned via emailed to admin@tdfs.com.au or dropped into our Community Bank Trafalgar & District, prior to funds being transferred.
5. Once funds have been transferred, a receipt **MUST** be emailed to our Finance Officer finance@tdfs.com.au
6. If emailing your application, your applications and any attachments must be emailed to: admin@tdfs.com.au by 5pm on the closing date.
7. Successful applicants are required to attend a public presentation organised by T&DFS Ltd.
8. After sponsorship money is expended the successful party is required to email a completed Sponsorship Feedback Form to our Administration Officer at admin@tdfs.com.au Without doing this, any future applications will be ineligible.

PART B Application for Sponsorship

SECTION 1: APPLICATION DETAILS

Name of Organisation:				
Mailing address:				
	Town:		Postcode:	
Operation address: (IF DIFFERENT FROM ABOVE)				
	Town:		Postcode:	
Organisation's ABN:				
Social media account addresses:	Facebook:			
	Instagram:			
	Twitter:			
	Website:			
	Snapchat:			
Primary Contact Person				
Name:				
Position:				
Email:				
Phone:	Mobile:		Other:	
Banking Details				
Does your organisation have any existing accounts with Community Bank Trafalgar & District?			Yes	No
If the answer is No , please advise if your organisation banking is prepared to transfer their banking to the Community Bank Trafalgar & District.			Yes	No
If Yes , please advise account/s details:				
BSB:		Account No:		
Is your organisation registered for GST?			Yes	No

Amount of Sponsorship requested:	\$			
Date/s of initiative/project/event:				
A copy of the budget for the initiative/project/event detailing projected expenses, supported with quotes (where applicable), has been attached.	Yes	No		
What is the initiative/project/event that your organisation is seeking sponsorship for?				
What are the objectives of the initiative and how will its success be measured?				
How does your sponsorship request support our focus on youth, mental health, and community development?				
Marketing of the Initiative/Project/Event				
How will the initiative/project/event be promoted to the community and how will your organisation promote our Community Bank? e.g. social media, newspaper, posters etc.				
Is your organisation interested in utilising any of the following to promote the initiative/project/event? (Please tick)				
	Marquee		Pull up banner	Signage/ Logos
	Other (please specify):			
Please provide details of opportunities to enable a Community Bank representative to participate in the initiative/project/event:				
How will the initiative/project/event encourage members of your organisation to support the Community Bank Trafalgar & District ?				

SECTION 2: SPONSORSHIP DETAILS

		Yes	No
Will the Community Bank Trafalgar & District be the major sponsor?			
If the answer is No , are there any other organisations who will be sponsoring the initiative/project/event?		Yes	No
If Yes, please advise details:			
Name		Details:	
Name		Details:	
Name		Details:	
Amount of sponsorship already received for event:	\$		
Total amount to be contributed by YOUR organisation (<i>please provide breakdown of costs</i>):			
Total contribution by OTHER organisations (<i>please provide breakdown of costs</i>):			
Total contribution(s):	\$		
Will the Community Bank Trafalgar & District have naming rights of the initiative/project/event?		Yes	No
If Yes , please advise the initiative/project/event name:			
Please advise any other ways in which your organisation will promote the Community Bank Trafalgar & District:			

SECTION 3: CONDITIONS OF SPONSORSHIP

1.	If your application is successful, upon receipt of your invoice, (including GST if applicable), and signed Sponsorship Agreement, sponsorship money will be deposited into your nominated bank account, within one month from the signing of the Sponsorship Agreement by both parties.
2.	The signed Sponsorship Agreement and invoice is to be returned via email to admin@tdfs.com.au or dropped into our Community Bank Trafalgar & District, prior to funds being transferred.
3.	Once funds have been transferred, a receipt MUST be emailed to the Finance Officer finance@tdfs.com.au
4.	After sponsorship money is expended the successful party is required to submit and email the Sponsorship Feedback Form together with receipts, if applicable, to our Administration Officer at admin@tdfs.com.au The form is available on our website https://www.bendigobank.com The submission of the Sponsorship Feedback Form will ensure your organisation is eligible to seek sponsorship in the future.
5.	A representative of the applicant will attend a public presentation organised by T&DFS Ltd.
6.	The applicant will abide by the decision of the Board of Trafalgar & District Financial Services Ltd. in relation to this application.
7.	The applicant will promote the Community Bank Trafalgar & District on any advertising material it produces for the initiative/project/event. No changes are to be made to branded promotional material supplied by Trafalgar & District Financial Services Ltd.
8.	The Community Bank Trafalgar & District may display or utilise its material at the initiative/project/event.
9.	The applicant will display permanent advertising at its premises, if deemed appropriate by Trafalgar & District Financial Services Ltd.
10.	The Trafalgar & District Financial Services Ltd. may use photographs of the presentation/event for marketing purposes if required and use the applicant's name in conjunction with its advertising as well as the applicant's name to its successful sponsorship recipients list.
11.	Any signage, program, brochures etc must be approved by the Trafalgar & District Financial Services Ltd. as they relate to promoting the Community Bank Trafalgar & District and no other financial institution will sponsor the initiative/event/project.

SECTION 4: AGREEMENT & SIGNING

We have read the Community Bank Trafalgar & District's sponsorship application and declare that the information provided in this document is true and correct and the organisation we represent is supportive of this nomination and willing to undertake the event/project/initiative proposed in this application.

X _____

Signature

Date

(Your name will be considered your signature for electronic form lodgement)

X _____

Print Name

Position

The completed Sponsorship Application is to be submitted via email to our Administration Officer, admin@tdfs.com.au

Alternatively, it can be posted to, or dropped off, at the Community Bank Trafalgar & District Branch located at the following address: **103a Princes Highway, Trafalgar VIC 3824.**