

What clubs and organizations should know about Bendigo Bank Community Bank support.

Where does the money come from?

The Hurstbridge, Diamond Creek, Eltham and Doreen & Mernda Community Bank branches and Kinglake branch of Bendigo Bank are part of one group owned by a community company (Valley Community Financial Services Limited), backed by 600 shareholders and run by a board of volunteer directors. Our purpose is to provide customer focused banking services and to generate funds which can be used to support community projects.

Banking income is shared between Bendigo Bank and the community company. Up to 80% of Valley Community Financial Services profit is returned to the community through grants and sponsorships. If your accounts are held at one of the group's five branches your banking activity contributes to our community support funds.

What is important to us?

Strong, vibrant groups and organizations engaged with a wide cross-section of families and individuals are essential building blocks of a healthy community. We understand the struggle of volunteer committees to keep these groups active and we are pleased to be in a position to offer support.

We need customers, hopefully people who understand that their banking activity can build a healthier community. When we meet with organizations we look to see if they appreciate mutual benefit and are as keen to help us as we are to help them. We are not just another corporate sponsor. We are a community based organization which is willing to help but need you as an advocate to promote our business. Prominent signage, which acknowledges our support, is a feature of our funding agreements.

Please do not provide us with "sponsorship packages," we prefer to develop a gradual relationship which is mutually beneficial and builds understanding about community banking. Yes, we like to see our signs and banners displayed at clubs, on programs and websites but the greatest value for us, comes from being able to speak in a crowded room with committees and members about the benefits of community banking.

We are conscious of the need to spread our funds across many community groups and a wide area. As our new branches in Eltham, Doreen & Mernda and Kinglake become profitable this challenge will become easier. While we have tackled some big dollar projects, they must be exceptional. We are keen to know about special projects in the communities which support our new branches but in most instances, we will only be able to support modest applications.

When can you apply?

Valley Community Financial Services Ltd hold two funding rounds per year. All applications for fairs, festivals, community groups and projects will be looked at in April of each year. The cutoff date for applications is 30 March.

All applications from sporting groups/clubs will be looked at in September of each year and will provide funding for the forthcoming season. The cutoff date for applications is 30 August.

Project Name:

Organisation Name:

Supporting your community



Hurstbridge, Diamond Creek, Eltham,
Doreen & Mernda Community Bank
branches & Kinglake Branch

Valley Community Financial Services Ltd

Community Strengthening Fund

Guidelines & Application Form

2020

Valley Community Financial Services Ltd offers financial assistance in two forms:

Sponsorship

Sponsorship is a mutually beneficial commercial arrangement or partnership between Valley Community Financial Services Ltd (VCFS) and another organization. VCFS will contribute funds and/or services to a specified project, event or organization in return for recognition, acknowledgement and/or other promotional activities. Sponsorship is not advertising, hospitality, or return of favour, and does not include donations or grants.

Grants

Grants are a philanthropic activity, where VCFS decides, as part of its social responsibility program, to fund specific community projects that will enhance the community, and provide tangible benefits to the entire community, without any commercial benefit being returned to VCFS.

This application form is for use in both instances. Please tick the appropriate box below to indicate whether you are applying for sponsorship or a grant.

- We are applying for a sponsorship.
- We are applying for a grant.

Note: If an application is approved by the Board of VCFS, the applicant must invoice VCFS for the amount approved. Where the applicant is registered for GST, a tax invoice is to be submitted for the amount approved plus GST.

Please also note that:

- we will not contribute amounts for projects that have been completed prior to the submission of the application; and
- invoices for approved funding should be presented to VCFS within 6 months from the date of the letter of approval.

A condition of our approval is that Valley Community Financial Services Limited (**VCFS**) are to be the sole source of sponsorship funding as a financial institution. The organisation will not enter into sponsorship arrangements involving direct competitors of VCFS (for example other Banks, Financiers or Finance Brokers) during the term of this agreement, without prior agreement with VCFS.

If the organisation experiences a change in its Committee of Management, VCFS expects a formal, minuted handover to the new committee explaining the terms of our sponsorship agreement and our mutual commitment to adhere to the terms. VCFS Directors are willing to assist with this process if required.

Guidelines

The VCFS Community Strengthening Fund is open to not-for-profit community groups and organizations who are working to benefit the community served by the VCFS.

The VCFS Community Strengthening Fund is designed to make better, targeted use of funds by responding to community needs, via a simple application process.

What can be funded?

Applications that address the following areas will receive priority:

- Families, children and youth activities
- Public health, safety programs and services
- Community capacity building projects
- Public education, including tertiary education, school buildings and libraries
- Innovative community services
- Cultural and arts initiatives
- Environmental projects

Who is eligible for support?

Organisations, clubs or community groups that apply must be incorporated, either as associations or companies; should have an ABN; and must be able to demonstrate an appropriate level of fiscal responsibility.

Priority will be given to organisations based in the community serviced by the VCFS group. Proposals which spend funds locally are preferred.

VCFS are unable to support:

- any politically or religiously motivated events, that is, events that are held solely to enhance the standing of a political or religious group
- events or programs that denigrate, exclude or offend minority groups
- events that create environmental hazards
- programs that may present a hazard to the community
- programs sponsored by competitors
- events or organizations that promote weapons
- funding of individuals or families
- the payment of salaries
- the provision of food and/or drink
- funds towards the purchase of club uniforms
- we only support fundraising and charitable activities specifically focused on our community

Further information and application forms can be obtained by contacting Melinda De Bolfo, Grants/Sponsorship Officer on 9438 3194 or the Managers at either the Hurstbridge & Districts Community Bank Branch on 9718 0431, the Diamond Creek Community Bank Branch on 9438 4133, the Eltham & District Community Bank Branch on 9439 0188, the Doreen & Mernda Community Bank Branch on 9717 1433 and Kinglake sub-branch on 5786 1656; or by emailing administration@valleyfinancial.com.au.

How to Apply

Please send the completed and signed application form, along with any supporting documentation to the Chairperson, Community Strengthening Fund Sub-Committee, Valley Community Financial Services Limited, PO Box 469, Diamond Creek Vic 3089.

VALLEY COMMUNITY FINANCIAL SERVICES LTD COMMUNITY STRENGTHENING FUND APPLICATION FORM

ORGANISATION DETAILS

Project Name:

Organisation Name:

Postal Address of Organisation:

Suburb	State	Postcode
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Organizational Head & Title

Australian Business Number

ATO Endorsements	DGR (Deductible Gift Recipient)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	TCC (Tax Concession Charity)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is this application being partnered by another organisation or group? YES NO

If yes, please provide the name of the organisation, ABN details, address, and full contact details including name, phone number and email address.

Is this organisation or group registered for GST? YES NO

Is your organisation or group incorporated? YES NO

Does your organisation or group have a Bendigo Bank Account? YES NO

At which branch is your account held? Hurstbridge Diamond Creek Kinglake
 Eltham Doreen & Mernda Other

Please enter direct credit account details should your application be successful:

Account Name:	
Bank Details:	
BSB:	Account Number:

Has the organisation received any other grants for any purpose? If yes, from whom, and for what amount?

If your project involves a building project, please advise your lease tenure arrangements and provide a copy of land owner approval for project.

CONTACT INFORMATION

Title and Full Name

Position

Phone

Fax

Email

PRIORITY AREA YOUR APPLICATION SUPPORTS:

- families, children and youth initiatives
- public health programs and services
- community capacity building projects
- public education, including tertiary education, school building and libraries
- innovative community services
- cultural and arts initiatives
- environmental projects
- other (please detail)

PROJECT DETAILS

A project can be anything from an individual item of equipment or consumable material through to general sponsorship of activities or support with a renovation, building or grounds development. VCFS does not support recurrent operational funding or salaries.

What is the major source of income for the organisation?

Project Title and Brief Description

Amount Requested
(Applications are to be submitted excluding GST.)

WHAT DOES YOUR ORGANISATION DO?

(Please provide mission, founding date, major programs and distinctive organizational attributes, number of members, number of staff and/or volunteers)

WHAT WOULD YOU LIKE THE FUNDING FOR? IS IT PART OF A BIGGER PROJECT?

(Please describe the project in general and the need it aims to meet and who it will benefit)

HOW WILL THIS PROJECT BENEFIT THE LOCAL COMMUNITY?

(Please demonstrate how the project will help the wider community)

WHEN WILL THE PROJECT HAPPEN?

(Please outline the expected date that this project would become operational and then completed)

PROJECT BUDGET

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

Expenses

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

Total Expenses	\$
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Income

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	\$	

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

HOW WILL YOU DETERMINE IF THE PROJECT IS A SUCCESS?

(eg more participants, community involvement, funding etc)

WILL ONGOING FUNDING BE REQUIRED AS A RESULT OF THIS PROJECT? IF YES, HOW WILL THESE FUNDS BE ACQUIRED?

IF YOUR APPLICATION IS APPROVED, DO YOU INTEND TO PROMOTE THE COMMUNITY BANK AS THE SOURCE OF FUNDING? IF YES, HOW?

- Notes:** 1. VCFS will organize the artwork and pay for any required signage.
 2. If this is a sponsorship proposal, please detail the promotional items offered.
 3. If signage is required as part of this sponsorship proposal, please provide details of the planning requirements of Nillumbik Shire Council in relation to their erection.

SUPPORTING DOCUMENTATION CHECKLIST (required)

- Financial Statements (audited if available) for your organisation and project partner (if applicable)
- Project partner letter of support (if applicable) Deductible Gift Recipient (DGR)/Tax Concession Charity (TCC) statements if applicable
- Project Budget & Quotes
- Past promotional material
- Any other relevant information (support letters, past promotional material, photos etc)

I/We acknowledge and understand that all applications become the property of VCFS. I/We agree/disagree that VCFS may provide this application to other potential funding sources.

Signed

Name

Position/Role

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 Hurstbridge, Diamond Creek, Eltham and Doreen & Mernda Community Bank branches and Kinglake 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.