



Woombye & Districts **Community Bank**[®] Branch

Sponsorship Application Form.



bendigobank.com.au

Sponsorship Application Form.



Proudly partnering with our community

Woombye and Districts Community Enterprise Limited (W&DCEL) operates the Woombye and Districts **Community Bank**[®] branch. W&DCEL is proud to distribute fund to address local issues and influence a positive change in the community.

Sponsorship applications can be submitted once yearly from June 1- June 30 for assessment by the end of July.

One original application should be submitted to Hayley Saunders, manager of the Woombye and Districts **Community Bank**[®] branch. Please keep a copy of your records as well.

W&DCEL will only consider sponsorships where we are granted exclusive rights as the only financial institution of that sponsorship.

Sponsorship guidelines:

A sponsorship agreement entered into between your organisation and W&DCEL is made based on the information provided by you and the conditions noted in this application.

Upon receipt of your invoice (incl. GST) sponsorship money will be deposited into your nominated bank account no earlier than 4 weeks prior to the requested date.

For sponsorship requests totalling \$1000 or more (category 2), W&DCEL will provide 50% of the monies prior to the date requested and 50% upon completion of the branding and sponsorship guidelines (negotiable).

Sponsorship categories:

Category 1: For sponsorships under \$500 the following is required:

- Minimum of 2 photos of the event / sponsorship to Hayley.Saunders@bendigoadelaide.com.au
 - (Photos must include Woombye & Districts **Community Bank**[®] signage and /or staff that show our support of this sponsorship).
- Using the Woombye & Districts **Community Bank**[®] banner from your local branch and displaying it at the event (if applicable to your sponsorship).
- Acknowledgement of sponsorship via social media, and or announcement at the event / function.
- Promotion of the sponsorship throughout your membership & networks via newsletters and word of mouth.

Category 2: For sponsorships \$500 - \$2,000 the following is required:

- All conditions noted above in Category 1.
- Using either the Woombye & Districts **Community Bank**[®] banner / marquee from your local branch and having it displayed at the event / function (if applicable to your sponsorship).
 - If the marquee is required, please ensure you fill in the marquee request form at the back (*All items are to be returned in their original condition, charges will apply for breakages or cleaning costs*).

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- Completion of sponsorship slides for future marketing purposes and traceability of the sponsorship funds.
- Woombye & Districts **Community Bank**[®] Logo on entry forms / programmes and included in all advertising for the event / function (if applicable).
- Woombye & Districts **Community Bank**[®] Staff / Directors to be present at the event/function (if applicable).
- Media exposure of this sponsorship in local papers and club newsletters.
- Attend Woombye & Districts **Community Bank**[®] sponsorship presentation functions (e.g. AGM).

Category 3: For sponsorships over \$2,000 the following is required:

- All conditions noted in Category 1 & 2.
- Staff/Directors provided the opportunity to present the Woombye & Districts **Community Bank**[®] story, as well as any other relevant information about upcoming events (if applicable)
- Meet with Woombye & Districts **Community Bank**[®] representatives to identify further partnership and promotional opportunities between the bank and your club/association/group.

Branding / sponsorship guidelines:

- Advertising the event:
 - Any traditional & print media must include Woombye & Districts **Community Bank**[®] Logo
 - Any social media sites must include Woombye & Districts **Community Bank**[®] Logo
 - Any sponsorship apparel must include Woombye & Districts **Community Bank**[®] Logo and the design submitted with this application form
- If applicable, W&DCEL sponsorship must be included in word of mouth advertising (e.g. event welcome / speech)
- Photos should include Woombye & Districts **Community Bank**[®] signage / marquee or members of staff / board and will be used by the bank for promotional purposes in media and social media. *(Please ensure relevant copyright and permission forms are completed and returned with this form.)*
- Please email copies of photographs to Hayley.saunders@bendigoadelaide.com.au (minimum 2MB) taken during the implementation of your sponsorship.



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Your organisation's details

Organisation name	
Postal address	
Web address	
Facebook address	

Contact person 1	
Position held	
Daytime phone	
Mobile	
Email	

Contact person 2	
Position held	
Daytime phone	
Mobile	
Email	

Number of staff	Number of volunteers	Founding date

Is your organisation incorporated?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Australian Business Number*		
Australian Taxation Office endorsements	Deductible Gift Recipient?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Tax Concession Charity?	YES <input type="checkbox"/> NO <input type="checkbox"/>

*If your organisation does not have an Australian Business Number, an intermediary organisation, which is prepared to administer your sponsorship is necessary. Please provide a signed letter of support and a copy of the organisation's endorsements.



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What does your organisation do?

Mission statement, major programs, distinctive organisational attributes, size and membership base.

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You and your organisation's banking business

We can only support our community as much as the community supports us – through the use of our banking and financial services.

Does your organisation bank with us?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	SOME, NOT ALL <input type="checkbox"/>
If no, are you willing to transfer your organisations business to our branches?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	SOME, NOT ALL <input type="checkbox"/>

Most appropriate person to discuss your organisation's banking needs

Name		Phone	

Is there any other individual, business or organisation that would like to see how we can assist with their banking and financial services?

Hint: Ask at your next committee meeting or group event if any of you or your fellows would appreciate a call from our staff. Provide names and contact details, **only** if they have given their consent.

Name		Phone	
Name		Phone	
Name		Phone	
Name		Phone	

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Your project details

Project title	
Grant amount requested	
Total cost of project	

*Amounts must match your project budget and must be stated excluding GST.

What would you like the grant for?

Describe the project, the need it aims to meet and who it will benefit

Priority area your application supports

- Sustainability and the environment
- Vibrant and sustainable community
- Facilities, services and support
- Community capacity building
- People and social impacts

How does your application support this priority area?

Describe the priority area your project best supports.



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(E.g. The project helps build a vibrant and sustainable community by encouraging participation in arts and culture.)

Project budget

Outline your proposal's total income and expenses in the table below or by attaching a similar table of your own. Please note the total income and project cost must match and the amount requested in this application must match the figure quoted above. Justification and/or a copy of quotations for significant expenses should be attached to your application.

Income	Amount (ex. GST)	Expenses	Amount (ex. GST)
Donations			
Sponsorships			
Fundraising			
In-kind support			
Amount requested			
Total income		Total project cost	

Other support for your project

Provide a breakdown of other corporate or government organisations you have or will approach.

Organisation	Amount (ex. GST)	Confirmed?



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Existing government funding

Outline any existing government funding provided to your organisation

When will your project take place?

Expected timeline for your project

How will you measure your project's success?

Outline how the funded activity will be monitored and evaluated

How will you recognise our contribution?

Provide details of all marketing and promotional opportunities available.

What you will do	Where	Who will see it	When



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How will you document your project?

We love to see the impact our contribution has in our community. Please provide details on any photographic opportunities available, with or without members of our staff and board.

Please email copies of relevant photographs taken during the implementation of your project.

Where	When	Staff or board involvement

Supporting documentation

Please ensure you have attached or completed:

- | | |
|---|--|
| <input type="checkbox"/> Financial statements (audited if available) | <input type="checkbox"/> Copy of ABN registration |
| <input type="checkbox"/> Quotations, plans and other relevant documents | <input type="checkbox"/> Any other relevant information (e.g. annual reports, promotional materials, letters of support) |

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Declaration

I am the authorised officer able to make this application on behalf of the applicant organization and I agree that:

- The statements made in this application are true
- All necessary permits/approvals will be obtained prior to the beginning of the project
- The project will be covered by appropriate insurance
- All relevant health and safety standards will be met
- W&DCEL does not accept any liability or responsibility for the project

I understand that should this application be successful, I am responsible for the appropriate expenditure of these funds and for acquitting this expenditure back to Woombye and Districts Community Enterprise Limited. Funds not acquitted may affect the decision of further applications submitted by the organisation.

If successful, I will;

- Ensure that acquittal requirements are met within six weeks of the nominated project completion date or annually if sponsorship/grant is for more than one year
- Accept the terms of the grant in accordance with W&DCEL requirements
- Complete the project within the specified timeframes

Signed	
Name	
Organisational title	
Date	

Submit your completed application to:

Hayley Saunders
Manager
Woombye and Districts **Community Bank**[®] Branch
33 Blackall Street,
Woombye QLD, 4559
Phone (07) 5442 1311
Fax (07) 5442 1411
Email woombyemailbox@bendigobank.com.au

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 Woombye & District's **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. (A266236) (07/17)