

Community Bank  
Epping



## Community Grants applicant guidelines

These Guidelines have been prepared to help you apply for our community grants and sponsorships program.

## Introduction

This community grants program is administered by Community Bank Epping.

Your community and not-for-profit organisation can apply for funding to support projects that offer clear community benefit, contributing to social outcomes, community welfare, environmental, health, education, or cultural areas.

You should **read these guidelines before beginning your application.**

## Community Support Policy

Community Bank Epping undertakes community funding to:

- Support community organisations, events and initiatives which benefit the local community
- Develop and maintain relationships with community groups for mutual benefit
- Enhance its role as a responsible corporate citizen
- Represents its commitment to creating positive social change
- Fulfil the requirements of its community bank charter.

## Funding available

The Community Bank Epping allocates an amount to its Community Funding budget each year. The availability of community funding is dependent on the capacity of the annual budget at the time of the application. There may be specific rounds with closing dates and funding amounts. Outside of funding rounds, applicants should contact [eppingcbgrants@gmail.com](mailto:eppingcbgrants@gmail.com) to discuss their project.

## Eligibility

You must:

- be an incorporated community or not-for-profit organisation or a local registered charity and have an ABN
- have a project partner if you are not an incorporated organisation. A project partner is an incorporated community, not-for profit or charitable organisation that is willing to enter into the funding agreement on your behalf and help you to deliver the project. They need to have an ABN
- have a valid Australian bank account, preferably at Community Bank Epping. Applicants can discuss establishing a Bendigo account with the branch manager on (02) 9869 0818.

## Who is ineligible?

- individuals or unincorporated organisations without an eligible project partner
- for-profit organisations
- applicant organisations (or partner organisations) with an unsatisfactory result to the Anti Money Laundering / Know Your Customer search.

## Use of grant funds

Grant funds can be used for projects which align with the program outcomes. Strong preference will be given to projects or events which provide a service or benefit to residents of the local area, based on information stated in the application.

We will not provide funding for projects that are illegal, commercial or confer private benefits.

We will also not fund projects which:

- take place outside of Epping and surrounding districts
- break or attempt to change the law, or direct political donations
- claim retrospective funding – paying for costs already incurred or projects undertaken prior to the grant round
- involve gambling
- exclude or offend any part of the community
- encourage violence or involve the use of weapons
- mistreat, exploit, or harm animals
- create environmental hazards
- present a danger to public health or safety
- contribute to modern slavery
- take place solely outside of Australia.

**Funding is not available to cover recurrent operating costs, general administration costs or salaries including staff costs.**

Funding may be approved for seed funding of new projects or services which can be shown to be financially viable once established. In the case of sporting and other clubs, funding must be used for the benefit of the whole organisation, not for specific divisions/teams/sections.

It is preferable that no other financial institution should be providing simultaneous support to the recipient or event.

## Partnership Recognition

Funding of local organisations and projects is a partnership between Community Bank Epping and that project. It is very important that the support and presence of the Community Bank Epping be publicly acknowledged and promoted, through all channels available to the applicant. Possible promotional activities include:

- Use the Community Bank Epping for your organisation's banking business (if possible)
- Prominently display Community Bank Epping sign(s) at your premises and noticeboards
- Use the Bank's branded banners and/or marquees at relevant event(s) / site(s) / activities
- Include our logo or advertisement, and acknowledge the Bank's support, on all your organisation's promotional materials – posters, brochures, flyers, etc.
- Acknowledge the bank as a sponsor with our logo or advertisement on your website, Facebook page, other appropriate social media, in your newsletters, and in other relevant publications
- Display a link to our website [www.edfs2121.com.au](http://www.edfs2121.com.au) on your organisation's website
- Clearly display our logo on your organisation's uniforms/shirts
- Actively encourage your members to bank with the Community Bank Epping
- Publicly promote the Bank at your events and presentations
- Provide opportunities for Bank representative(s) to speak at appropriate events
- Distribute the Bank's promotional materials where and when appropriate
- Where relevant, provide authorised and approved statements, logo and photos from your events to use in the Bank's marketing and business promotions, as appropriate.

Community Bank Epping will provide appropriate signage, logos and marketing assets to all recipients.

## How to apply

You can submit multiple applications for funding from the same grants program, but each project requires its own application unless they are directly related.

Please review the required documentation below – these items need to be attached to the application or it will delay any assessment of your request.

Use our application hub to complete and submit your online application:

<https://communitybankepping.smartygrants.com.au/>

We will send you a confirmation email to your registered email address once your application has been submitted.

To ensure a fair process, we will not accept late applications or provide extensions to the funding rounds, but you can contact us to discuss projects that fall outside of these times.

We may contact you during the assessment process to request more information, evidence or to clarify information provided in your grant application. Applications with insufficient information will not be able to be assessed and may need to reapply in later rounds.

Depending on your project, your application may be funded through Bendigo Bank's Community Enterprise Foundation or through branch funding resources.

If we refer this application to the Community Enterprise Foundation to assess and administer, you will be notified and provided with relevant information.

## **Supporting documentation**

You must provide the following supporting documentation for a small grant (less than \$10,000):

- Current bank statement for your organisation.
- Project budget which clearly shows how you will spend the funds.
- Quotes for all budget items greater than \$5,000.
- Letters of support to demonstrate community need and benefit (optional).
- Applications involving a project partner must include a letter of their support and a copy of their financials. Email us for a template.
- Proof of other approved funding or your own funds to put towards the project. (including in-kind support).
- If council approval will be required, evidence of seeking such approval. Then the final approval will need to be seen before any grant funding will be paid e.g. Development Application
- If funding is approved, you may be asked to provide evidence of all necessary licences, permits and insurances which will enable you to run your project (e.g. public liability insurance, local council permits).
- For projects involving children, evidence that relevant personnel have Working with Children Checks.

You must provide additional supporting documentation for large grants (greater than \$10,000):

- Current signed audited financial statements for the applicant organisation or project partner (where applicable).
- Organisations not required to audit financials must provide a profit and loss statement as a minimum, and a balance sheet if available.
- Quotes for all budget items greater than \$5,000
- If you have conducted this project/program before (e.g. annual events), copies of receipts/invoices that substantiate this request from previous expenditure plus a detailed budget.

- You may be asked to provide plans/designs for projects that involve building or refurbishment.
- Letters of support to demonstrate community need and benefit, particularly for large projects or initiatives that have a sporting or recreational element and need to show wide community benefit.

## **Decisions on applications**

The decision process will take up to two months, so please apply well in advance of your need for the funds/event date etc.

All applications for financial support will be assessed in accordance with this policy by the Community Funding and Business Development Committee at their next scheduled meeting. The Committee meets on the first Wednesday of each month. Projects for more than \$10,000 (plus GST) will also be referred to a Board meeting for final approval.

Community Bank Epping has the right to refuse any application at its sole discretion, and no correspondence will be entered into in this regard.

Successful applications may be required to supply a Tax Invoice (including GST if applicable) when funding is approved.

## **Managing your grant**

### **Keeping us informed**

You must notify us about anything which is likely to impact your organisation and its ability to deliver your project. This may include, but is not limited to, changes to your organisation's name, address, financial situation, senior staffing arrangements, or significant changes to the project budget. You also need to inform us of any substantive delays to the project or changes to scope.

### **Grant agreement variations**

We understand that circumstances change, and things don't always go to according to plan. If there has been a change that will impact your project, you can request a variation to your grant agreement by contacting us.

We will consider your request, and if we decide to accept your proposed changes, we will issue a deed of variation.

### **Reporting requirements**

You will be required to complete a Project Completion Report (acquittal) within 60 days of your nominated project end date. The Project Completion Report will be submitted electronically through the application portal. The report includes information about how the grant was spent, the outcomes, achievements of the project, and any lessons learned. Receipts for expenditure will need to be attached. Applicants must also supply evidence of

the required funding promotion. No further requests for funding can be assessed until this is completed.

Organisations cannot apply for further funding or new project assistance under previous grants have had their Completion Report lodged.

#### Expenditure shortfalls

Any shortfalls in expenditure will be reviewed and may, at the discretion of the Board, be subject to a request to return unspent funds.

### **Privacy information**

View our [privacy policy](#).

### **Application queries**

Contact Community Bank Epping

Phone: 0408 071 707

Email: [eppingcbgrants@gmail.com](mailto:eppingcbgrants@gmail.com)

### **For technical support with application hub**

SmartyGrants – Our Community Phone: 03 9320 6888 Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)