

# Project Completion Process



# Congratulations on the successful completion of your project.

As part of your grant agreement under section 4 of this, it is a condition, that a Grantee and / or a Project Partner must complete the online Project Completion Report.

The report confirms the expenditure of your funds and provides an opportunity to demonstrate the community benefits of the project.

**The online Project Completion Report must be completed in its entirety, as you are unable to save your progress until you complete the report.**

This document is a guide to assist you to complete the online Project Completion Report process.

For more information please contact the Foundation Team:

Phone: **1300 304 541**

Email: **[foundation.mailbox@bendigoadelaide.com.au](mailto:foundation.mailbox@bendigoadelaide.com.au)**

To commence your application log onto this site:

**[www.bendigobank.com.au/foundation](http://www.bendigobank.com.au/foundation)**



# Before you start

You are required to provide financial accounting of how the funds have been spent. Please ensure you have the following documents saved to your computer to allow you to complete the process:

## Receipts:

- Upload a copy of all receipts or copies of invoices that have been paid
- Wage costs for allocated staff to deliver the project

**Example:** *A copy of an invoice for contract wages or extract from your accounting showing the: hourly rate x hours x weeks*

## Photos:

- Provide supporting documentation or additional information of the completed project where appropriate
- You may also like to attach promotional materials, media statements or any other supporting information showing the impact of your project

If you have an organisational logo, please include this so that we can promote your groups works

## Testimonial:

- Provide a quote from someone at your organisation regarding the success of the project and the value it has added to the community
- Please include the name and title of the person quoted

Please note that you can only upload up to 5 documents

- \*One must be for receipt/s
- \* One must be a photo or logo

**Note:** Project completion provides the opportunity for promotion of your project. Prior to lodging your report, please ensure you have confirmed with those involved that all photo's and testimonials are true, correct and we have permission to use for promotional purposes.

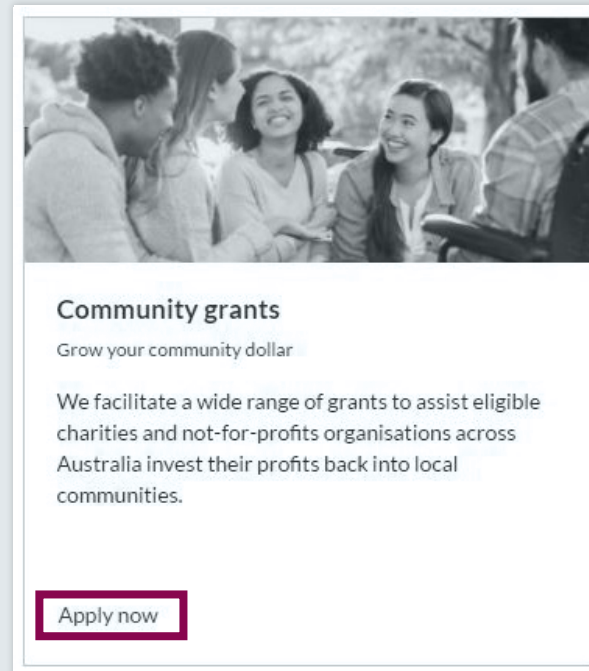
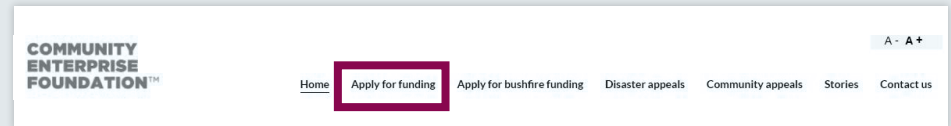


# Navigating the grants platform

Go to [www.bendigobank.com.au/foundation](http://www.bendigobank.com.au/foundation)

**Step 1:** Click on the 'Apply for Funding' tab

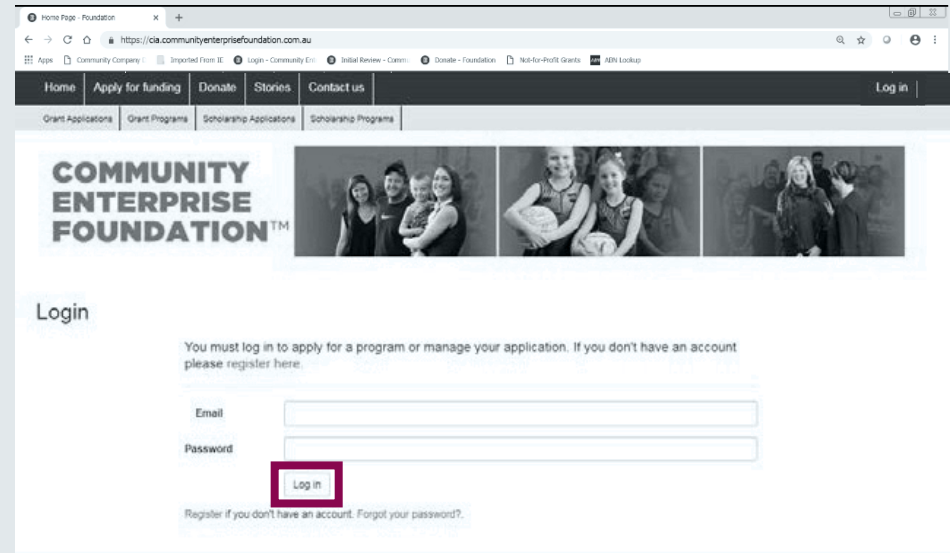
**Step 2:** Click on 'Apply now' on the Community grants tile



# Navigating the grants platform

**Step 1:** Click on the 'Log in' button

**Note:** Log in using the email address and password you used to originally lodge the application. You can reset your password if you have forgotten it



The screenshot shows a web browser window displaying the login page of the Community Enterprise Foundation. The browser's address bar shows the URL <https://cea.communityenterprisefoundation.com.au>. The page features a navigation menu with links for Home, Apply for funding, Donate, Stories, and Contact us, along with a Log in button. Below the navigation menu, there are links for Grant Applications, Grant Programs, Scholarship Applications, and Scholarship Programs. The main content area includes the Community Enterprise Foundation logo and a banner image of a group of people. The login section is titled "Login" and contains the following text: "You must log in to apply for a program or manage your application. If you don't have an account please register here." Below this text are two input fields for "Email" and "Password". A "Log in" button is positioned below the password field and is highlighted with a red square. At the bottom of the login section, there is a link that says "Register if you don't have an account. Forgot your password?".

# Accessing your application

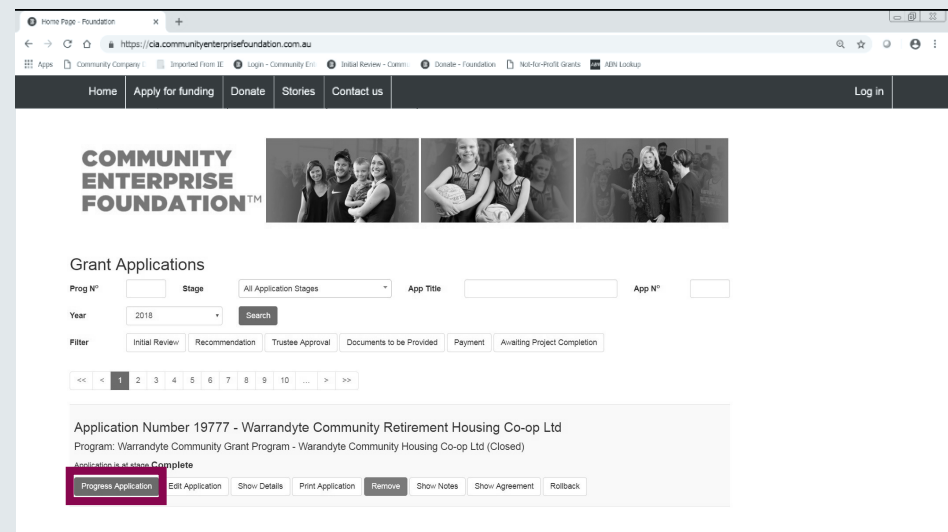
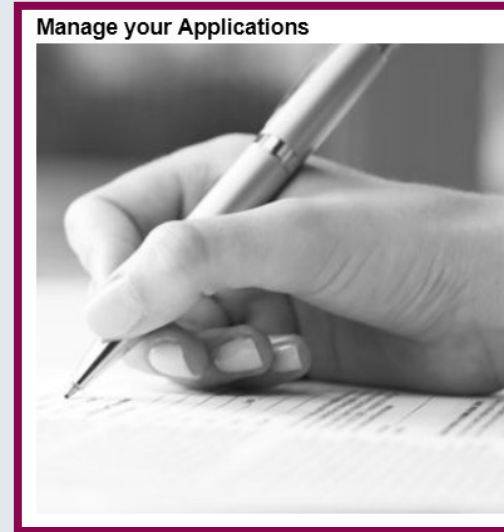
**Step 4:** Select **'Manage your applications'**

Your application(s) will appear

**Step 5:** Click on **'Progress Application'** button

Complete all questions that appear on the following pages

**Note:** The online Project Completion Report will pre-fill from the details lodged in your original application

A screenshot of a web browser displaying the 'Manage your Applications' page on the Community Enterprise Foundation website. The page features a navigation menu with 'Home', 'Apply for funding', 'Donate', 'Stories', and 'Contact us'. Below the navigation is a banner for the 'COMMUNITY ENTERPRISE FOUNDATION' with three photos of people. The main content area is titled 'Grant Applications' and includes search filters for 'Prog N°', 'Stage', 'App Title', and 'App N°'. A 'Year' dropdown is set to '2018'. A 'Filter' section shows various application stages. A pagination bar shows page 1 of 10. The application details for 'Application Number 19777 - Warrandyte Community Retirement Housing Co-op Ltd' are displayed, with a 'Progress Application' button highlighted in a red box.

# Uploading your documents

**Step 6:** Upload your receipts and invoices as evidence of the expenditure incurred to deliver your project. Remember to attach a copy of your photos, media releases and organisation logo.

**Step 7:** Before you start, ensure your attachments have been saved to your personal file for retrieval

Type in the title of your file

Select the drop-down box and the appropriate **'File Type'** for each attachment

Click on the **'Browse'** button – navigate through your personal files on your computer. Select the relevant document and click **'Upload'**

Your document will appear in a list at the top of the screen. Continue this process until you have attached all your documentation

Once you have loaded your documentation, select the **'Submit Project Completion Report'** button. Your acquittal process is now complete

The screenshot shows a web browser window with the URL <https://cea.communityenterprisefoundation.com.au>. The navigation menu includes Home, Apply for funding, Donate, Stories, Contact us, and Log in. A message states: "Copies of invoices/receipts (photos optional) will need to be attached as evidence of expenditure. Please use the file loader to upload these. Limit of 5 files applies." Below this, the "Files attached to this application" section contains a form with the following fields: "Title" (text input), "File Type" (dropdown menu set to "Supporting Documents"), and "Admin Only" (checkbox, unchecked, with text "Administrative files can only be seen by CEF staff, not the applicant"). A "Browse..." button is present, followed by a tooltip: "Click browse to select your file. Click upload to send it to us. Valid file types are .gif, .png, .jpg, .jpeg, .doc, .docx, .img, .xml, .csv, .pdf, .xls, .xlsx or .xps and the file must be smaller than 10 mb." An "Upload" button is located below the tooltip. At the bottom of the form, there are two buttons: "Validate and Save" and "Submit Project Completion Report", with the latter highlighted by a red box.

**Note:** To finalise and submit your report you must select one each of the file types at a minimum.

- \* Receipts
- \* Photo/Logo

A maximum of 5 attachments can be provided.