

**COMMUNITY ENTERPRISE
FOUNDATION™**

Applicant Checklist



**Bendigo and
Adelaide Bank**

Applicant Checklist

Before you complete your online application for a grant or a scholarship, please read the below checklist to ensure you have enough information and the relevant documents to enable you to complete the online application. Allow approximately 30 minutes to complete your online application.

Grant Application

- Is the program you wish to apply for, in your local area?
- Is the program consistent with the purpose of your application?
- Will the delivery of the project be in the location of the individual grant provider?
- Is your organisation a not-for-profit organisation?
- If not, are you partnering with a not-for-profit organisation to complete the project?
Note: Individuals and for-profit entities are not eligible to receive charitable grants from our foundation.
- Identify your organisation's registered business name?
- Do you have a valid and current ABN? If not, you will need to partner with an organisation with a valid ABN.
- Is your organisation a government entity, such as a school? Please contact the Community Enterprise Foundation Department on 1300 304 541 to discuss further.
- Have you set up an online account on the Community Enterprise Foundation internet site? If not please complete the set up process via www.cia.communityenterprisefoundation.com.au

Please ensure you have the following documents to enable you to finalise your online application for a **Grant**.
Note: These documents will need to be uploaded to the online application. Documents should be saved as Word, PDF or Excel files.

- A copy of your organisation's Charitable Endorsement (if applicable)
- A copy of your organisation's current Financial Statements
- A copy of all quotes to deliver the organisations intended project identified in the online application
- A copy of your project partner's charitable endorsement (if applicable)
- A copy of your project partner's current financial statements (if applicable)
- A letter of support from your project partner (if applicable)
- If you are seeking funding for amenities to be upgraded and are part of a club, two letters of support from other not for profit groups that use the amenities will be required.

Before you submit your online application please ensure:

- All of the information is correct,
- The benefits to the community from the delivery of the project is clear; and
- You have saved the application. Saving the application at each tab is recommended.

Applicant Checklist

Once you're happy with your application please submit it for review. You will be advised of the outcome in writing between four to eight weeks after the program closes.

If you have any questions or concerns please contact the foundation on 1300 304 541 between 9am-5pm (AEST) Monday- Friday.

Scholarship Application

- Is the program you wish to apply for, in your local area?
- Is the scholarship consistent with the purpose of your application?
- Do you live in the catchment area specific to the scholarship provider?

Please ensure you have the following documents to enable you to finalise your online application for a **Scholarship**.

- A copy of your ATAR score.
- A copy of your letter of offer from your chosen educational institution.
- Award Certificates (ie. From your school, community, etc).
- Reference(s) from a teacher or a not for profit representative if you have volunteered for their organisation.

Before you submit your online application please ensure:

- All of the information is correct,
- The benefits to the scholarship (if successful) are clearly identified; and
- You have saved the application. Saving the application at each tab is recommended.

Once you're happy with your application please submit it for review. You will be advised of the outcome in writing between four to eight weeks after the program closes.

If you have any questions or concerns please contact the foundation on 1300 304 541 between 9am-5pm (AEST) Monday- Friday.