Community Grant Program

How to apply

Bendigo Bank

Community Enterprise Foundation™

This applicant pack is designed to assist you to apply for funding through the Community Enterprise Foundation™.

For more information please contact the Foundation Team:

Phone: **1300 304 541**
Email: **foundation.mailbox@bendigoadelaide.com.au**

To commence your application log onto this site:
www.bendigobank.com.au/foundation

Before you apply

1. Applicants eligible to receive charitable funding:

· A Not-for-Profit organisation

· Have a valid Australian Business Number (**www.abr.business.gov.au**)

· Are **not** a government organisation or an organisation that uses a government ABN
  › No ABN or in-eligible ABN? You will require a **Project Partner**

· A **Project Partner** is:
  › An organisation who is eligible to receive charitable funding and;
  › Willing to support and work with you to deliver your project

Contact the Foundation if you are unsure

2. Financial information:

Current signed audited financial statements for a full calendar/financial year are required. If you do not have audited financials:

You must provide a full year's:

· Profit & Loss Statement and;

· Balance Sheet
  (If you do not have a balance sheet, please attach a current bank statement)

3. Budget - Quotes / Project Expenses / Income:

· Quotes are required for all budget items
  › In some instances, a spreadsheet breaking down costs maybe appropriate and at times is recommended

· Where expenditure is for wages, attach a copy of the position description and/or the award rate

· Income: If you have been awarded other funding for the project, written evidence is required.
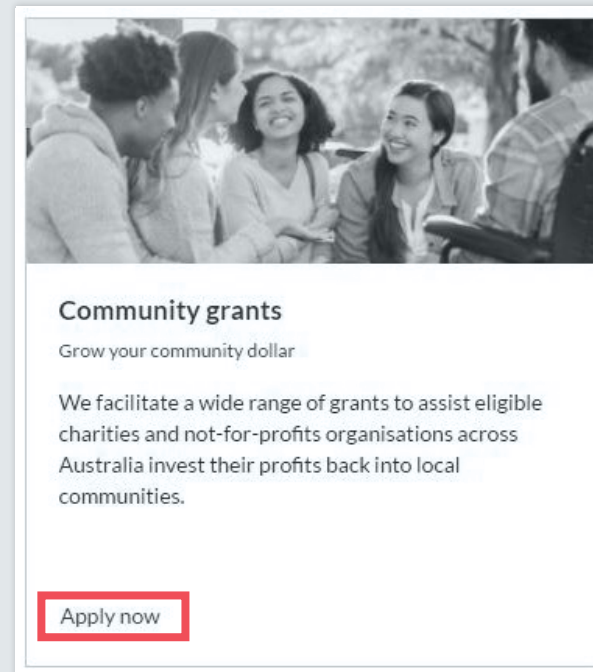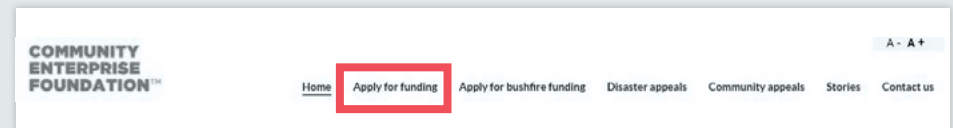
4. Letters of support:

· Sporting organisations applying to upgrade club facilities must provide a minimum of **two letters of support from non-sporting groups.**

· The letters must state how the project will directly benefit the group.

Navigating the grants platform

Go to **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

COMMUNITY ENTERPRISE FOUNDATION™

A- A+

Home Apply for funding Apply for bushfire funding Disaster appeals Community appeals Stories Contact us

Community grants

Grow your community dollar

We facilitate a wide range of grants to assist eligible charities and not-for-profits organisations across Australia invest their profits back into local communities.

Apply now

Applying for Funding

Step 3: Ensure you select the correct Program you wish to apply to.

Click on the **'Show Program Details'** tab to confirm that you meet the criteria and can provide all the relevant information.

When you locate the correct Grant Program, click on the blue '**Apply**' Button
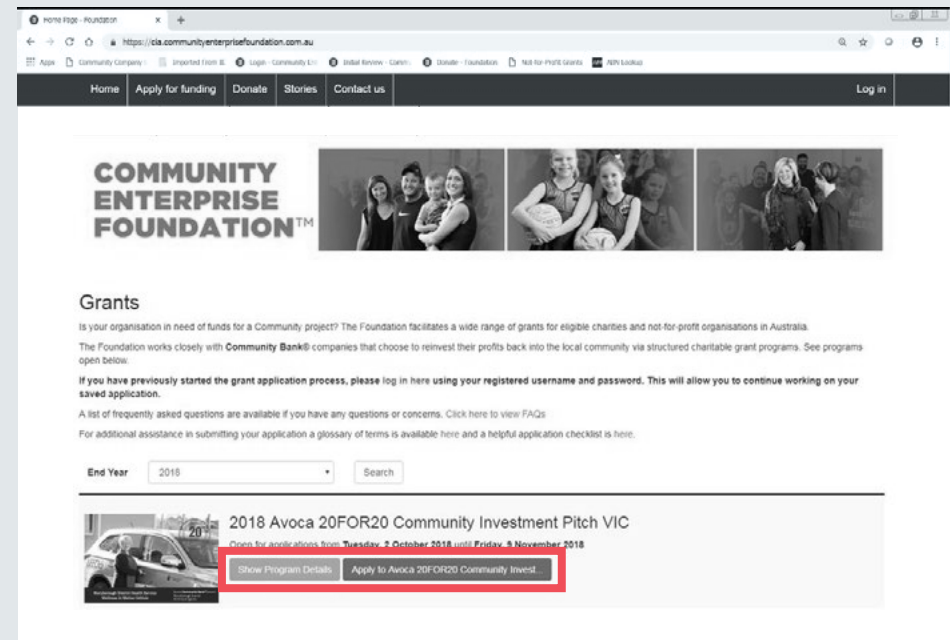
Register your details
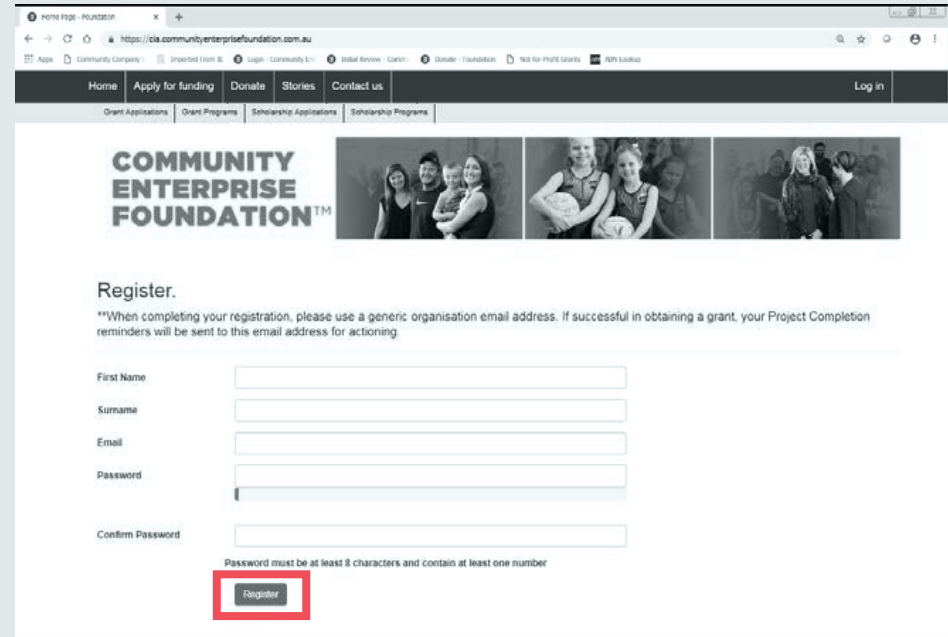
If applying for the first time, you will need to register your details.

Step 4: If you have previouslyregistered your details, log into the system using that email and password
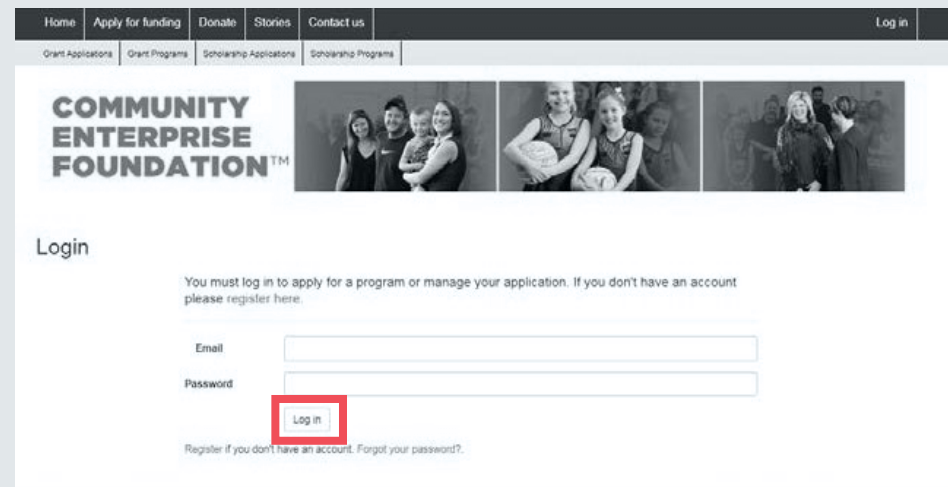
Step 5: Create a registration by entering an email address and password. Ensure you store these details as they will be needed to access your application and complete a report should you be successful.

Step 6: Enter your email and password and click **'Log in'.**

Note: It is recommended that a generic email and password that is relevant to your organisation is used and not a personal email and password

Not enough time to complete your application?

You can leave your application at any stage, but make sure you click the **'Save'** button that appears at the bottom of each tab before you exit.

Note: To resume your application, log in again using your previously registered email and password. To locate your application click on the Manage your Applications tab.

Manage your Applications

Applicant information

Step 7: Your **'Organisation's Name'** and **'Registered Business Name'** must be the same as what is listed on your ABN registration.

Note: If unsure, to check the details listed on your ABN go to the ABR website: abr.business.gov.au/searchindex.aspx

Important: Please take note of your application number this is helpful if you need to make enquiries with the Foundation team.

Project partner (if applicable)

Step 8: Complete this section only if you <u>are not</u> eligible to apply for a grant in your own right and require a Project Partner.

If you do not need a Project Partner click **'Next'** to proceed.

> **Note:** If you are unsure if you need a Project Partner, please contact the Foundation for assistance.

If you do require a partner, select **'New Partner'** from the drop-down list

> **Important:** Please take note of your application number this is helpful if you need to make enquiries with the Foundation team.

> **Note:** If you are successful in obtaining a grant, the cheque will be made payable to the Project Partner who will have agreed to apply the funds to the project.

Applicant organisation information

Step 9: Enter your organisation's information.

Note: The information in this section will assist the Foundation to build a picture of your organisation's role in the community. This information relates to you as the applicant.

Annual Turnover: Your organisations total income for the year prior to the deduction of any expenses?

Important: Use whole dollars with no commas or decimal points as our system doesn't accept them

Project information

Step 10: Enter the details of your project. Be concise. Include all relevantinformation. You can always attach supporting materials. Ensure that you outline the **'Broad Community Benefit'** of your project.

Note: You must complete each field. Ensure the dollar amount loaded in the **'Funding Amount Requested'** contains no commas

Important: This figure carries across to the **'Budget Tab',** if not entered correctly, <u>your budget will not balance and you cannot proceed</u>

Project budget

Step 11: The budget tab relates specifically to your project, not the organisation as a whole

Note: Outline what other funding/support you have (ie: 'In Kind' or 'Financial' such as fundraising or other grants received). This is seen as positive to the project in terms of support already in place

For your budget to balance:
Expenses - Income = Funding amount requested

Important: If the system advises that your budget doesn't balance, re-check your figures on both this and the previous page
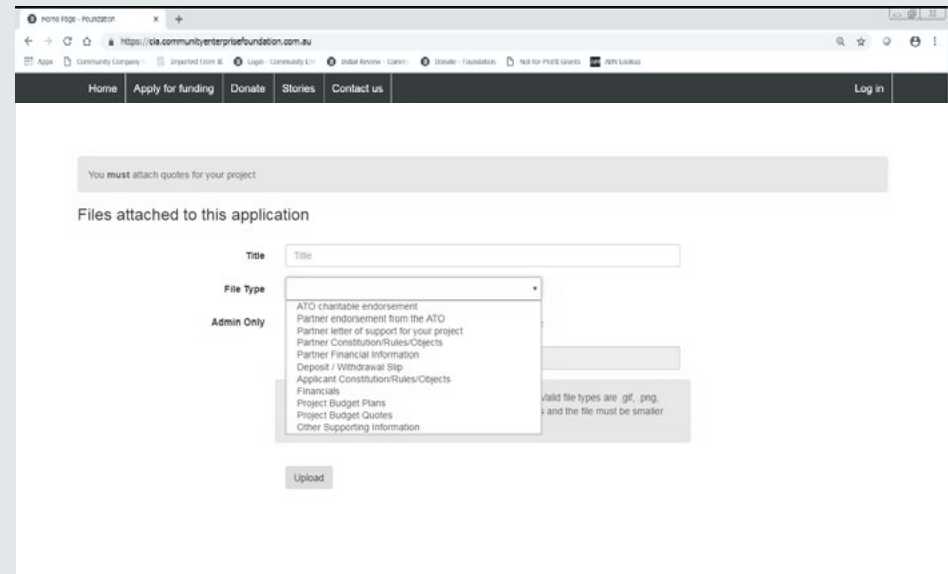
Loading attachments

Step 12: 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

Important: For your application to be submitted, you must attach your organisations '**Financials**' and '**Project Budget Quotes**' for the project.

If you have a '**Project Partner**' you will also need to attach their **'Partner financial Information'** and '**Partner letter of support**' for your project

You must ensure that you select the appropriate File name from the drop-down list for these files

Finalising & submitting your application

Congratulations – you have reached the final page of the application process

Step 13: If you are satisfied with all the information provided. Click on the 'Validate Application' button at the bottom of the page

If there are any errors in your application these will be highlighted. Check the message displayed and rectify accordingly.

Once you have rectified any errors, or if your application is complete, press the 'Submit Application' button. You will receive email confirmation that your application has been submitted.

Good luck!