

Community grants applicant guidelines

For community impact grant applicants

Version 7.0

Updated 20 September 2024

This guideline has been prepared to help you apply for our community grants.

Introduction

This community grants program is administered by Community Bank Albany.

Our **Community Impact Plan** is a direct response to the needs highlighted to us by individuals, organisations and businesses through our engagement process with the community.

Our **Community Impact Plan** sets out our community investment and impact priorities, to guide decisions, while still ensuring we remain adaptable to meet our communities most pressing needs. We are focused on creating a thriving local community, by supporting opportunities for growth and empowerment, creating choice and enhanced community capacity through our investment in our people, organisations and infrastructure.

Your community and not-for-profit organisation can apply for funding to support projects that offer clear community benefit, contributing to health, wellbeing and education; community connection and resilience; economic and employment; youth empowerment and choice and housing and homelessness.

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

Funding available

Community Bank Albany is committing \$150,000 to our Community Impact Grants Program for the 2024 | 2025 financial year.

This is in addition to both staff grant opportunities and our joint regional sponsorship program with Mt Barker and Tambellup Cranbrook Community Bank.

The Community Impact Grants will offer three rounds with a total amount of \$50,000 per round.

It is strongly recommended you review **Our Community Impact Strategic Priorities** prior to the commencement of your application.

Before applying, you must read and understand these guidelines. You can submit one application for funding to each sponsorship round. You cannot apply for multiple projects in the same application form unless they are directly related.

To apply, an applicant must complete and submit an online application using our application portal. The portal can be accessed at the following link:

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

A confirmation email will be sent to the registered email address once the application has been submitted.

Please note: To ensure a fair process, late applications will not be accepted, and extensions cannot be provided.

We may contact you during the assessment process to request more information, evidence or to clarify information provided in your sponsorship application.

The Community Impact Program is administered by the **Community Bank Albany** and made possible by the people who bank with Bendigo Bank's **Community Bank Albany**.

Community Bank Albany



Our Vision

Community Bank Albany is recognised as a valued local enterprise driving the long-term wellbeing and success of our community.



Our Purpose

Community Bank Albany is a trusted, sustainable, community owned enterprise that invests in the community's well-being and prosperity.



Our Values

Community

The long-term wellbeing and success of our community underpins everything we do.

Excellence

We strive for excellence by adapting to the changing needs of our customers and creating long term profitability.

Collaboration

Our team works collaboratively both internally and with external partners.

Responsiveness

We seek to understand by listening and responding in an appropriate and timely manner.

Inclusion

We acknowledge the Menang Noongar people on whose boodja we sit, and we are committed to equity and inclusion across race, gender, age, religion and identity in everything we do.

Our Community Impact Strategic Priorities



Health, Wellbeing and Education

Support the delivery of mental health services, and digital inclusion and financial capability educational programs to build the capabilities of individuals.



Community Connection & Resilience

Drive outcomes enhancing our community connectedness by strengthening our community groups, investing in community infrastructure, and supporting the communities most vulnerable.



Economic and Employment

Support a thriving, connected, and collaborative local business network, equipped to impact and address social challenge in our community.



Youth Empowerment and Choice

Build the capacity and local connectedness of our youth, empowering them to ensure the long-term prosperity of our region



Housing and Homelessness

Support initiatives aimed at addressing housing challenges, with a focus on the supply of affordable key worker housing, and crises accommodation to address homelessness.

Eligibility

1. All applications MUST address one or more of the outlined **Community Impact Strategic Priorities**.
2. Must be a not for profit, non-government organisation with a valid ABN or be a group that is auspiced /partnered by an eligible organisation.
3. Applicants can be an organisation or community organisation that is not incorporated and **may** be required to be auspiced/partnered by an eligible organisation.

NOTE: If you are using an auspiced / partnering organisation, they must confirm that they support the project in writing, will receive the funds on behalf of the applicant, apply the funds to the project and administer the funds.

4. Successful applicants will need to demonstrate community support for their project and illustrate a willingness and commitment to developing a partnership with the Community Bank Albany to support our vision to build business to invest back into the Albany community.
5. Be a Community Bank Albany customer at the time of the application.
6. Budget expenses, Confirmed income and Budget Check figures are to be **GST exclusive**.
7. Funds will ONLY be deposited into a Community Bank Albany Bendigo Bank account.
8. Not have any other sponsors who are financial institutions. This includes banks, brokers, insurance providers etc (unless special conditions apply).
9. Funding must be utilised for services or activities within the Albany community. However, the Board may exercise discretion to consider funding applications for services or activities outside the Albany community on a case-by-case basis.
10. Agreements will be developed between successful applicants and the Community Bank Albany to developing a partnership to support our vision to build business to invest back into the Albany community.
11. Organisations will be required to provide an acquittal on funds received.
12. Incomplete or late applications will not be assessed. This includes required documentation.
13. All applicants are strongly encouraged to attend one of the Community Bank Albany's grant writing workshops and discuss their projects with our Community and Engagement Officer or another nominated bank employee.
14. Projects/Events are expected to be completed within a specified date.
15. Recognition of consistent prior funding without evidence of seeking alternative funding may impact the success of your application.
16. If your building is leased or rented provide the proof approval has been given for any refurbishments, additions or fit outs.

Who is ineligible?

1. Individual applicants are not eligible.
2. If the organisation has been funded for a project/event they will not be eligible to apply for the same project/event in the same financial year.
3. Multiple year funding will not be considered for a project/event.
4. Failure to meet past funding acquittal requirements will deem your organisation ineligible for any future funding requests.
5. Projects or programs associated with gambling, illegal activities, political or religious purposes.
6. Projects or programs that discriminate against minorities, encourage violence or mistreat, exploit, or harm animals, create environmental hazards or present a danger to public health or safety.
7. Funds are not intended to support normal 'business' costs, such as staff salaries (personnel costs) and general operating costs (insurance). Nor will they be offered if the entity is totally dependent on our support to ensure its continuity.
8. We will not provide funding for projects that are illegal, commercial or confer private benefits.
9. We will also not fund projects which:
 - break or attempt to change the law, or direct political donations
 - claim retrospective funding – paying for costs already incurred
 - 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.

Assessment criteria

Your application will be competitively assessed against the following merit criteria:

Criterion 1: Community Impact

1. The extent to which the proposed project supports the Community Impact Strategy and aligns with one or more of the 5 Key Pillars (projects only need to meet one pillar as a minimum to be eligible)
2. Community impact and/or, longevity.
3. Target markets and audience reach – who and how many people will the proposed initiative reach?
4. The extent to which the applicant has provided evidence of support from the broader community showing how the project will benefit local people / local community (e.g., letter)
5. Evidence of Letters of support from other stakeholders who are critical to project delivery.
6. Applications will also be highly regarded if they demonstrate the following: Encourage collaboration amongst and across different community groups. Strengthen links across and connect different communities/areas in our region.

Criterion 2: Sponsorship Benefits (for which party)?

1. The extent to which the applicant will provide a return on investment.
2. Potential for the sponsorship to deliver business acquisition outcomes.
3. Potential for the sponsorship to deliver increased brand awareness/recognition.
4. Proposed opportunities to help share the Community Bank message: “Your banking can make a real difference. Community banking is based on a ‘profit with-purpose’ model, which means profits are reinvested back into the community that has generated them.”

Criterion 3: Feasibility

1. The extent to which the applicant has demonstrated clear and realistic project goals and objectives.
2. Proposed project is realistic and achievable.
3. Budget is reasonable and reflects good value.
4. If possible include evidence that other funding opportunities have been investigated and exhausted.
5. Demonstrate other funding streams/in-kind support as applicable.
6. If the full budget of the project cannot be funded, have you provided budgeted stages of the project that could be considered?
7. Need for funding (Would the project proceed without the funding?)
8. Project sustainability – the degree to which the initiative is likely to rely solely on recurrent / ongoing funding to continue.

How to apply

- We will only accept one application per project.
- Use our application hub to complete and submit your online application:
- <https://communitybankalbany.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.
- We may contact you during the assessment process to request more information, evidence or to clarify information provided in your grant application.
- 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

Each application for a small sponsorship (less than \$5,000), must provide the following supporting documentation:

1. A current bank statement for your organisation
2. A project budget which clearly shows how the funds will be spent, and quotes for all budget items greater than \$1,000.
3. Budget expenses, Confirmed income and Budget Check figures are to be **GST exclusive**.
4. Letters of support to demonstrate community need and benefit (Optional)
5. Applications involving a project partner must include a letter of support from this organisation.
6. Proof of other approved funding or own funds to put towards the project. (including in-kind support).

In addition to the above items, each application for a large sponsorship (greater than \$5,000) must provide the following supporting documentation:

1. Current signed Audited Financial Statements for the applicant organisation or project partner (where applicable).
2. If your organisation is not required to audit your financials, please provide a profit and loss statement as a minimum and a balance sheet if available.
3. Quotes are required for all budget items greater than \$1,000. We require 2 local itemised quotes where possible.
4. If you have conducted this project/program before (e.g. annual events), copies of receipts / invoices that substantiate this request from previous expenditure may be acceptable together with a detailed budget.
5. Please ensure that your budget and/or supporting documentation clearly shows how the funds requested will be spent.
6. Please list the details of any other financial support you are seeking or have already confirmed for your project. If you have obtained other funding, please provide evidence of this.
7. Plans/designs for projects that involve building or refurbishment.
8. 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

Timing of notifications will vary; however applicants are usually notified by email within 3 – 4 weeks of the program closing date.

Disclaimer

All decisions made by the Grant Board are final and are made at the Albany Community Financial Services Limited Board's sole discretion. These decisions are not subject to appeal, review, or reconsideration. The Grant Board reserves the right to interpret, amend, or modify any part of the grant guidelines at any time without prior notice. By applying, applicants acknowledge and accept these terms.

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.

Grant agreement variations

We understand that circumstances change, and things don't always go 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 Acquittal Report within 60 days of your nominated project end date. The Project Acquittal Report will be submitted electronically through the application portal. The report includes information about the community and sponsorship benefits and a testimonial and 3 – 4 high resolution images of the project.

Privacy information

Albany (WA) Community Financial Services Limited ABN 77 119 012 510 who own and operate Community Bank Albany will collect, hold and use your personal information to assess your application and respond to your request. Your information may be shared with Bendigo Bank and organisations that carry out functions on behalf of Bendigo Bank. For information on how we handle your personal information or how you can access it please read our Privacy Policy <https://www.bendigobank.com.au/privacy-policy/full-privacy-policy/>. Bendigo and Adelaide Bank Limited ABN 11 068 049 178, AFSL/Australian Credit Licence 237879

Enquiries

Application queries

Community Bank Albany
Phone: 0490 925 241
Email: ace@albanycfs.com

For technical support with application hub

SmartyGrants–Our
Phone: 03 9320 Community
6888
Email: service@smartygrants.com.au

Documentation Checklist:

Please check you have attached the following required supporting evidence. Incomplete applications will not be assessed.

- Financial statements (audited if available)
- Project partner financial statements – if applicable (audited if available)
- Project quotes, invoices or fee estimates with provider ABN
- Any other relevant information (e.g. annual reports, promotional materials, letters of support)
- Copy of letters of support from project partners and community (if applicable)
- Proof of other approved funding or own funds to put towards the project
- Budget expenses, Confirmed income and Budget Check figures are to be **GST exclusive**.

For more information, please contact the Community Bank Albany Administration and Community Liaison, Lyn Lutley via email at [Lyn Lutley at ace@albanycfs.com](mailto:Lyn.Lutley@albanycfs.com) or mobile 0490 925 241

Key Program Dates

~~ROUND 1: OPEN ROUND~~

- ~~• Grant Workshop 19 August 2024 (maximum 16 persons)~~
- ~~• Opens 19 August 2024~~
- ~~• Closes 13 September 2024~~
- ~~• Applications are to be received by 5.00pm on 13 September 2024~~

ROUND 2: OPEN ROUND

- Grant Workshop 28 October 2024 (maximum 16 persons)
- Opens 28 October 2024
- Closes 9 December 2024
- Applications are to be received by 5.00pm on 9 December 2024

ROUND 3: OPEN ROUND

- Grant Workshop 3 February 2025 (maximum 16 persons)
- Opens 3 February 2025
- Closes 28 February 2025
- Applications are to be received by 5.00pm on 17 February 2025

Requirements

1. Community Bank Grant Workshop to have been attended by a member of the organisation
2. Event/Project/Equipment replacement must be completed with 12 months successful applicants signed agreements
3. Budget expenses, Confirmed income and Budget Check figures are to be **GST exclusive**
4. Funds to be transferred/invoiced before the end of THIS financial year 30 June 2025
5. No late or incomplete submission will be assessed
6. All applicants are expected to liaise with the Community Bank Albany Community Engagement Officer prior to submission