

# Community Bank Wentworth & District 2023 Community Grants Program Application Form

## Applicant Information

The following information concerns the organisation that is applying for the grant.

Organisation Name *			
Registered Business Name (if different to above)			
Australian Business Number *(ABN)		Registered for GST? *	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Organisation Address

Street Address *			
Suburb *			
State *		Post Code *	

Postal Address (if different to above)			
Suburb			
State		Post Code	

## Primary Contact Details (Organisational Head)

## Secondary Contact Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name *		First Name	
Surname *		Surname	
Daytime Phone *		Daytime Phone	
Mobile *		Mobile	
Email *		Email	

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## Organisation Information

Please provide further information about your organisation and its mission within the community.

When was your organisation established? *	Year
How many paid employees? *	
How many volunteers contribute time to your organisation? *	
Approximately how many people receive services or benefit from your organisation each year? *	

**Please Note:** A copy of your financial statements will need to be attached to this application.

Do you have a Mission Statement? If yes, please attach to this application.

If no, what does your organisation aim to do within the community?


## Project Information

The following information is about the project for your grant request.

Project Title / Name
Project Description * (What do you want the money for? Please describe your project.)
Funds will be used to

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Outline the primary objectives of the project and the needs of the community to be targeted. \*


Outline the community groups and/or community members that will benefit from your project. \*


Approximately how many people will benefit from your project? * (E.g. 5, 20, 50)	
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Grant Amount Requested (inclusive of GST) *	\$
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What will make your project a success? \* (E.g., more participants, community involvement, further funding etc)


What is the start and end date of the project? \*

Start Date of Project *		End Date of Project *	
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## Project Budget

Please provide project budget details, ensuring all applicable fields are completed.

### Expenses \*

	\$	
	\$	
	\$	
	\$	
	\$	

Total Expenses *	\$
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### Income

Other Grants received	\$	<i>(Brief description of who funds received from)</i>
Funding Requested from Community Bank Wentworth & District	\$	
Own contribution	\$	<i>(e.g. fundraising)</i>
In-Kind support (Please complete <i>In-Kind Form</i> provided by Admin Officer and submit with Application)	\$	<i>(e.g. Donation of goods /services)</i>
Other	\$	

Total Income *	\$
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**Important Note:** You must attach a copy of all quotes and supporting documentation with your application. Please check that the total expenses listed in your application match the total income reported.

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## Supporting Documentation Checklist

Please check you have attached the following required supporting evidence.

YES	NO	<b>GRANT APPLICATION</b> (please tick this box if you are applying for a grant)
YES	NO	<b>SPONSORSHIP APPLICATION</b> (please tick this box if you are applying for a sponsorship)
YES	NO	<b>SCHOOLS/GOVERNMENT DEPARTMENTS</b> applying for funding can only be undertaken through the P&C Committees Auxiliaries
YES	NO	<b>FORMAL QUOTES</b> minimum one quote, preferably two, for each budgeted item to be purchased or work to be completed by outside agencies.
YES	NO	<b>CURRENT BUSINESS PLAN</b> a copy of your Organisation's current business plan must be included <u>if your application exceeds \$20,000</u>
YES	NO	<b>ANNUAL REPORT (if applicable)</b> please provide your most recent Annual Report, including Financial Statements, and where applicable Auditor's Review Report.
YES	NO	<b>LETTERS OF SUPPORT, PLANS</b> please attach any letters of support, plans etc. which you believe are relevant and will assist us in evaluating your application.
YES	NO	<b>COPY OF CURRENT BANK STATEMENT</b>
YES	NO	<b>COUNCIL DOCUMENTATION (if applicable)</b> please provide a copy of any documentation from your local Council such as building permits, Landowner's Consent, Development Approval
YES	NO	<b>REGISTERED CHARITY CERTIFICATE (if applicable)</b> provide a copy of current certification
YES	NO	<b>STATEMENT OF SUPPLIER FORM (if applicable)</b> if you do not have an ABN number, please provide a completed Statement of Supplier Form, included at the end of application.

If you are a successful applicant and would prefer to receive funding by direct deposit rather than a cheque, please supply your bank account details below:

Account Name:

Name of Bank:

BSB:

Account Number:

Privacy: Bendigo and Adelaide Bank Limited is committed to ensuring your privacy is protected and understands your concerns regarding the confidentiality and security of the personal information you provide. The information contained in this form will be held by the Community Bank – Drouin & District and may be disclosed to Bendigo Bank and organisations that carry out functions on behalf of Bendigo Bank. Our full privacy policy is available online at [www.bendigobank.com.au](http://www.bendigobank.com.au). Bendigo and Adelaide Bank Limited. ABN 11 068 049 178 AFSL 237879.

### **Important information for Application completion:**

- Only typed applications will be accepted.
- All applications must contain at least one, and preferably two, formal quotes for each budgeted item to be purchased, or work to be completed by outside agencies.
- A copy of your organisation's current Business Plan must be included if your application exceeds \$20,000.
- A copy of your most recent Annual Report, including Financial Statements and where applicable the Auditor's/Reviewer's Report, must be attached.
- Attach any letters of support, plans etc. which you believe will assist us in evaluating your application for funding and any additional information that you believe may be relevant.

### **Taxation Requirements**

To comply with Australian Taxation Legislation and to preclude implementation of Withholding Tax provisions, community groups and organisations applying for Community Development Grant Funding must provide either an Australian Business Number (ABN) or complete a Statement by Supplier form (*reason for not quoting an Australian Business Number (ABN) to an enterprise*) available from the Australian Taxation Office (website) or Wentworth District Capital Ltd (WDCL) who will forward this form to successful applicants that have indicated that their organisation does not hold an ABN number. The Statement by Supplier Form is to be completed and returned to WDCL prior to any payment being made.

### **Goods & Services Tax (GST)**

Not for profit community organisations must be registered for the GST if their annual turnover is \$150,000 or more. However, some community organisations with lower turnover may have chosen to register in order to claim back the GST they pay on purchases involved with running their organisation. Grants and Sponsorships paid to organisations that are registered for the Goods and Services Tax will be subject to GST.

Where your organisation is registered for GST, funding for successful applicants that are registered for GST will be "Grossed up" to include the GST amount.

WDCL will issue all successful applicants with a recipient created Tax Invoice.

### **Conditions of the Grant**

We, being authorised officers of the organisation in making this declaration, confirm and agree to the following:

- a) The information given in this application, including any attachments hereto are true and correct in every particular.
- b) As the level of funding to be provided by WDCL is yet to be determined, we the applicant / grantee agree to allow WDCL to issue us with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the proposed project/activity.
- c) That any monies received from WDCL **must** be spent on the approved activity as outlined in this Community Development Funding application.
- d) Make appropriate public acknowledgment of the Wentworth & District Community Bank® funding source / sources for the project.
- e) Any monies not expended on completion of the project will be returned to WDCL, to be once again pooled and made available for other worthy community funded projects.
- f) To provide WDCL with a completed evaluation / project acquittal report form detailing that the monies have been expended in accordance with this funding application.
- g) That failure to comply with these conditions may preclude your organisation from accessing further grant funding in the future.
- h) To indemnify and keep indemnified and to hold harmless, WDCL, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to a community project or event.
- i) We understand that any variation from the above conditions will require negotiation with WDCL's Grants and Sponsorship committee.