

Community Bank
Mirboo North & District



Community Investment Program applicant guidelines

Version 1.0
Prepared 20 August 2024

This guideline has been prepared to help you apply to our community investment program.

you should read these guidelines before beginning your application.

Introduction

This Community Investment Program is made possible by the people who bank with the Bendigo Bank branch at Mirboo North and is administered by Community Bank Mirboo North & District, either directly, or through the Community Enterprise Foundation (CEF).

Our Community Investment Program has been developed to support a funding model that is clear and transparent and accessible to all community organisations. It exists to support a broad range of initiatives that address identified needs and that will enhance the wellbeing of the communities in our district.

All not-for-profit groups, organisations and individuals who provide programs, services, events and opportunities to local residents can apply for funding. This includes schools and sporting clubs!

- Add value to the community
- Have a tangible positive benefit for our community
- Be relevant to the wider community
- Protect the integrity of the Community Bank and Bendigo Bank brands
- Be non-politically and non-religiously motivated
- Activities must be legal and considered acceptable by normal community standards

Eligibility

You must:

- be an individual, incorporated community or not-for-profit organisation
- have a project partner if you are not an incorporated organisation. A project partner is an incorporated community or not-for profit organisation that is willing to enter into the funding agreement on your behalf and help you to deliver the project
- actively bank with the Community Bank Mirboo North & District (schools and national not-for-profits are exempt)

Use of funds

We will not provide funding for projects that are illegal, commercial or confer private benefits.

We will also not fund projects which:

- take place outside of the postcodes of 3869, 3870 and 3871 as well as Hallston, Allambee, Berrys Creek, Mardan and Dumbalk.
- break or attempt to change the law, or direct political donations
- claim retrospective funding – paying for costs already incurred
- pay directly for wages
- have a likelihood to offend any part of the community

How to apply

You can submit multiple applications for funding for the same Community Investment Program, but each project requires its own application unless they are directly related.

We will only accept one application per project.

Use our [application hub](#) to complete and submit your online application.

We will send a confirmation email to your registered email address once your application has been submitted.

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

Supporting documentation

You must provide the following supporting documentation:

- Current audited financial statements for the applicant organisation or project partner (where applicable).
- Organisations not required to audit financials must provide a profit and loss statement as a minimum, and a balance sheet if available (or a copy of recent bank statements).
- Applications involving a project partner must include a letter of their support and a copy of their financials.
- Project budget which clearly shows how you will spend the funds, and quotes for all budget items.
- 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.

Objectives

The Community Bank Mirboo North & District looks to develop partnerships that are mutually beneficial. We look for ways in which you can help us tell our story and show the importance of having have a community bank in our district. In return for funding, we look for:

- Community visibility
- Opportunities to promote the Community Bank and to tell our story
- Strong support for our bank from applicants' organisation

Partnership Requirements

It is a requirement of the funding that you undertake the following activities:

1. Include the provided Community Bank Mirboo North & District logo on all promotional material and assets (e.g. equipment or uniforms) associated with the project.
Download our logo suite here: [Community Bank Mirboo North & District logo suite](#)
2. Refer to our [Partnership Matrix](#)
3. Refer to the Funder as 'Community Bank Mirboo North & District'.
4. Display provided signage and banners and use our branded marquees (where applicable).
5. Celebrate the project in local media (a Facebook post on your club's page shared to the local community noticeboard or an article in the local newspaper).
6. Follow us on [Facebook](#) and encourage your community to do the same.
7. Provide us with timely story content, images and image consent for public release.
8. Invite Community Bank Mirboo North & District representatives to attend project events and offer speaking opportunity where possible.

Decisions on applications

Timing of notifications will vary, however applicants are usually notified by email within 4 – 8 weeks of the program closing date.

Managing your project funds

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.

Funding agreement variations

We understand that circumstances change and things don't always go to according to plan. If there has been a change that will impact your project, you can request a variation to your funding 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 Completion Report within 60 days of your nominated project end date. The Project Completion Report will be submitted electronically through the application portal. The report includes information about how the funding was spent, the outcomes, achievements of the project, and any lessons learned.

Privacy information

[View our privacy policy.](#)

Enquiries

Application queries

Community Bank Mirboo North & District
Anne Marie Dieperink
Phone: 0428844298
Email: srcel1@bigpond.com

For technical support and system issues

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