Community Bank Buninyong

Community Investment Application **DRAFT**

**OPTIONAL USE: APPLICATION DRAFTING TOOL**

We understand it can be challenging completing our online Application without being able to save it and complete at a later time. But don’t worry, we’ve got you.

We've developed a Word template to plan out, craft and draft your Application which may be useful for some groups. Let us know if we can help at any stage by contacting partnerships@bdfsl.au

**Why use this tool?**

This tool has been designed to use as a draft Application while gathering the required information. This is because the online form **cannot be saved** for submission at a later date. It must be completed in one session.

This is a tool only to assist you in compiling your application before you go online to do it formally. The questions are a direct copy of those included in the online Application.

**Submitting your online Application**

All Community Investment Applications must be submitted via the online form (www.communitygrowshere.com.au/investment). Please ensure you **copy and paste all information** from this draft Application into the online form when you are ready to lodge.

If you use this template, we recommend saving it for future reference.

**Visit** [**www.communitygrowshere.com.au/investment**](http://www.communitygrowshere.com.au/investment) **to lodge your Application.**

Community Investment Application Form

We look forward to receiving your Application. It may take around 15 minutes to complete with the required information (you may need to pre-source). We recommend you have the information handy as the online form cannot be saved as a draft for submission at a later date. Your Application will be considered by the Community Investment Committee and you will be notified of the outcome in due course. Please be mindful our Board meeting cycle is monthly (last Wednesday of the month). Any questions, please email applications@bdfsl.com.au This form is also used for Community Gold applications.

Project Name

What is the name of your project?

Overview and Primary Objectives of the Project

Provide an overview and the three (3) key objectives of your project?

Organisation's Name

What is the legal name of your organisation, group or club?

Address 1

What is the street address of your organisation?

Address 2

Add a PO Box address if applicable.

Suburb

State

Select your answer from the dropdown box

Postcode

Primary Contact First Name

Detail a primary organisational contact (ie: the person making this Application).

Primary Contact Last Name

Role in Organisation

What is the primary contact's role within the organisation?

Primary Contact Email

Primary Contact Mobile

Secondary Contact First Name

Detail a second contact. This person MUST be an authorised officer within the organisation including roles of Director, Principal, CEO, Chair, Treasurer etc.

Secondary Contact Last Name

Role in Organisation

What is the secondary contact's role within the organisation?

Secondary Contact Email

Incorporation Number

What is the organisation's incorporation number?

Australian Business Number (ABN)

Does your organisation have an ABN? if yes, please provide it.

Registered for GST?

Is your organisation registered for GST?

Deductible Gift Recipient (DGR)

Tick if your organisation holds DRG status?

Web Address

What is the web URL of your organisation, group or club (if applicable)?

Facebook Handle

What is the Facebook handle of your organisation (if applicable)?

Instagram Handle

What is the Instagram handle of your organisation (if applicable)?

Pre-Application Discussion

It's important to broadly discuss your project to ensure your project meets the criteria and you understand what information is required to submit an application. Have you had a pre-application discussion with a Board or staff member before submitting?

Select your answer from the dropdown box

Name of Contact

If you had a pre-application discussion, who did you have it with?

Select your answer from the dropdown box

Financial Year Funding

What financial year(s) will your project funding fall? Indicate more than one FY if applicable.

Select your answer from the dropdown box

Project Commencement Date

Estimated commencement date

Estimated Project Completion Date

When do you estimate the project will be completed?

Sector Impact

Which sector/s will the project will address? (Select as many as apply)

Select your answer from the dropdown box

Region Impact

Where is the impact of your project most likely to have effect?

Select your answer from the dropdown box

Environmental Impact

Describe any potential impacts your project may have on our environment and any actions you are undertaking to reduce carbon emissions and/or waste.

Geographic Impact

Which geographical area (town, area) will your project impact the most?

Community Benefit

Please detail what impact this project will have for the wider community.

Community Bank Acknowledgement

Describe how your organisation will acknowledge any support from the Community Bank Buninyong (CI Investment Program).

Community Gold Cards

Tick if you prefer to receive Community Gold Cards in lieu of cash support. For more information about the Community Gold Program visit [communitygrowshere.com.au/gold](https://communitygrowshere.com.au/gold)

Project Funding Request $

What is the total funding amount (cash $) you are requesting from the Community Investment Program?

Include GST?

Does this amount include GST?

Select your answer from the dropdown box

Co-contribution $ Amount

Is your organisation making a contribution towards the project (cash $, other sponsorship or grants)? If so, how much? (Separate to the amount of funding requested from the Community Investment Program).

In-Kind Value

What is the value of your collective labour and resource time committed to the project. Eg: 10 hours of volunteer time at $30per hour equiv. = $300.

External Funding

Which other external funding sources have been approached and what was the result?

Project Budget

Please upload a basic project budget for review. (Click to upload files, or drag & drop files)

Budget Commentary

Please detail commentary around your income and expense items. Similarly, any important information in terms of your funding model or proposed budget.

Previous Applications

Have you previously applied for Community Investment funding for this program or project?

Select your answer from the dropdown box

Future Planning

If this application is for a program, are you planning to run it again in the future?

Select your answer from the dropdown box

Partner Organisations

Are there any partner organisations involved in the project? If so, who?

Partner Roles

Please detail the roles of any partner organisations.

Additional Information

Are there any additional notes to accompany your application? This may be the case if your project is complex or multi-faceted. eg: period of funding, various projects it may include etc.

Supporting Files

Please upload any relevant or supporting documentation that may assist in the consideration of your application. eg: May include project plans, Annual Reports, support letters, marketing plans etc.

Click to upload files, or drag & drop files

How did you hear about our Community Investment Program?

We'd love to know how you FIRST found out about our Community Investment Program. This helps us understand where we can double down to encourage new applicants.

Select your answer

If you chose 'OTHER' above....

Please provide more detail on where you first learned about our Community Investment Program.

Terms & Consent

I consent to sharing all submitted information with BSFSL for the purposes of managing this program, marketing opportunities and business operations. If your application is successful, you may be required to sign a formal Agreement depending on the complexity and/or timeframe of your proposed project.

Select your answer from the dropdown box

Application Lodgement Date

What is the date you are submitting your Application (eg: today)?

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