

**COMMUNITY PARTNERSHIP PROGRAM APPLICATION**

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| The Maldon & District **Community Bank**®Branch (MDCB) is committed to supporting projects and events in our region. We are proud to distribute funds and provide support to address local issues and foster an inclusive, fun and thriving community.  By doing your business and keeping your accounts with us at Maldon, Dunolly or Newstead you can help turn ideas for community projects into reality. Choosing to be a Maldon & District **Community Bank**®Branch customer benefits you and your community. That’s because with every savings or investment account, every home, personal or business loan, and every product or service we offer, part of the profits go to local projects, programs, clubs and organisations in our communities.  Applications for funding and support can be submitted monthly. Applications are to be submitted at least 60 days prior to the event or project start date. Applications will be assessed on merit. Previous support of your organisation does not guarantee that this or any future applications will be successful. Funds are only available for the period listed in our partnership agreement (usually 12 months).  Please read the community partnership guidelines before completing this application form. Provide one original copy of this application to the Executive Officer of the Maldon & District **Community Bank** Branch. Please also keep a copy for your records.  MDCB only considers funding applications where we are granted exclusive rights as the only bank, credit union or financial institution associated with the event or project. |

1. **Information about the organisation applying for funding**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group / Organisation Name** |  | | |
| Registered Business Name  (if different to above) |  | | |
| Australian Business Number (ABN) |  | Registered for GST? | Yes  No |

**Organisation’s Address**

|  |  |  |  |
| --- | --- | --- | --- |
| Street Address |  | | |
| Suburb |  | | |
| State |  | Post Code |  |
| Include Postal Address  (if different to above) |  | | |

**First Contact Person’s Details Second Contact Person’s details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Mr  Mrs  Ms  Other  \_\_\_\_\_\_\_ | Title | Mr  Mrs  Ms  Other  \_\_\_\_\_\_ |
| First Name |  | First Name |  |
| Surname |  | Surname |  |
| Position held  in organisation |  | Position held  in organisation |  |
| Telephone  Mobile |  | Telephone  Mobile |  |
| Email |  | Email |  |

|  |  |
| --- | --- |
| **Please tell us about your organisation (including what it does and how many members you have)**  Approx. 150 words max.   |  | | --- | |  |   **Does your organisation have any accounts with the Maldon & District Community Bank® Branch?**  Yes  No  If not, would your organisation consider opening or shifting accounts to our Branch? Yes  No  **Has your organisation previously received support from the Maldon & District Community Bank® Branch?**  Yes  No  Unsure  If you answered yes above: did you submit your previous partnership / sponsorship acquittal report to the bank?  Yes  No  Unsure  **Have you read the community partnership guidelines?**  Yes  No  **How did you learn about the Maldon & District Community Bank® Branch’s community partnership program?**  Word of mouth  Advertisement in local paper or community newsletter  Facebook or social media  Email newsletter  Community notice board  Maldon & District Financial Services Ltd (MDFSL) website  At our Maldon branch or customer services centres Dunolly or Newstead  Bendigo Bank website  Previous funding applicant  Other:   1. **Will you need to partner with another organisation for this funding request?**   Yes  No  If Yes, please complete Appendix A about your partner organisation  NOTE: Maldon & District **Community Bank**® Branch only provides partnership funding to organisations with an Australian Business Number (ABN). If your organisation does not have an ABN, then you will need to partner with an organisation that has an ABN to auspice your application. |

1. **Funding Proposal**

**Name of Event or Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of event (or project starting date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where is the event or project taking place? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date money is needed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What do you need the money for?** Max. 150 words

Note: if application is regarding property owned by a third party, a letter of consent / support MUST be attached to support the proposal

(for example: buildings or land owned by Council or State or Federal Government department).

|  |
| --- |
| E.g. tell us about type of event, no. of people expected to attend |

**Who will benefit from this event or project, and how will they benefit?**

|  |
| --- |
| **Your organisation**? |
| **The community**? |
| **Maldon & District Community Bank® Branch**? |

**How will you market or publicise the event / project?**

|  |
| --- |
|  |

**What will make your project a success (e.g. people attending, money raised, new members etc.)?**

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| --- |
|  |

1. **Reciprocal support**

**How will your organisation promote the Maldon & District Community Bank® Branch?**

**How many banking referral opportunities will your group provide to our bank?**

Banking referrals are names and contact details of people and businesses our Branch Manager and staff can contact about their banking and financial needs. Usually we would expect referrals from each partnership agreement as it helps us to grow our community partnership program.

The following people or businesses have agreed to provide their contact details to be contacted by our Branch Manager to see whether the Maldon & District **Community Bank®** Branch can assist with banking and financial products.

**Are there opportunities for Maldon & District Community Bank® Branch board or staff member/s to attend or participate in your event / project? (for example: speak to members, present awards etc.).**

Yes  No  **If yes, please provide details below:**

Please provide dates and locations for speaking or presentation opportunities that your group can provide to the Maldon & District **Community Bank**® Branch.

**Outline the opportunities to promote the Maldon & District Community Bank® Branch (MDCB) through this partnership? Please tick all of the opportunities that your group can provide.**

Show your members a video that demonstrates what our **Community Bank®** Branch does

Access to your members’ mailing list – or can you do a mail out to your members about MDCB?

Will you seek approval from your members so we can add their contact details to our mailing list?

Place links to MDCB website on your organisation’s website or social media pages

Facebook and social media posts, ‘likes’ and ‘shares’:

‘Like’ MDCB’s Facebook page  Request your members to ‘like’ MDCB’s Facebook page

Tag MDCB in any relevant posts

Post about MDCB on your group’s Facebook and social media & tag MDCB in the post

‘Like’, comment & share MDCB’s posts and ask your members to also do this

Provide admin. access to your group’s Facebook page during the partnership agreement?

MDCB logo to feature on invitations, brochures, tickets, flyers, posters etc.

MDCB logo placed on your club uniform and / or apparel

Display our pull-up banner at the event or at your club rooms etc.

Post on your organisation’s Facebook page about Maldon & District **Community Bank®** Branch

Permanent signage at your organisation’s premises (MDCB will cover the costs of this signage)

Addition of your organisation’s name to our database of funding recipients & to use in marketing campaigns

Use of photographs of your event / project for our marketing (including on our website & Facebook)

Media release and photo opportunities

Other opportunities

1. **Project Budget**

**Expenses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Administration Costs | $ | | How many hours? |  | Rate per hour? | $ |
|  | | | *Description – what the funds will be used for* | | | |
| Equipment | | $ |  | | | |
| Materials | | $ |  | | | |
| Promotions | | $ |  | | | |
| Consumables | | $ |  | | | |
| Labour | | $ |  | | | |
| Other expenses | | $ |  | | | |
| Total Expenses | | $ |

**Income**

*Description – name of funding body, what funds will be used for*

|  |  |  |
| --- | --- | --- |
| Funding requested from MDCB | $ |  |
| Other grants received | $ |  |
| Other grants requested | $ |  |
| Other funding requests | $ |  |
| Other funding received | $ |  |
| Any other funding | $ |  |
| Own contribution | $ |  |
| In-kind support | $ |  |
| Other | $ |  |
| Total Income \* | $ |

**Special conditions for applying for funding**

* At least 60 days’ notice is required for all funding requests.
* Applicants must come from an organisation with an ABN or partnered by an organisation with an ABN
* All requests must be approved by the Board or appropriate sub-committee of the Maldon & District Financial Services Ltd (MDFSL) trading as Maldon & District **Community Bank®** Branch.
* Applicants will be notified of outcomes of their requests for funding.
* If successful, the head of your organisation will be expected to sign a funding agreement that outlines the conditions of funding.
* A funding acquittal form must be completed and received by the Maldon & District **Community Bank®** Branch within 60 days of the completion of the project or event. The acquittal form will be included with correspondence confirming funding or can be requested by contacting the Executive Officer or branches.

**Contact the Executive Officer if you have any queries about this funding application process:**

M: 0478 435 110 E: executiveofficer@mdcb.com.au

**Please lodge a copy of the completed application form and relevant documents in any of the following ways:**

Postal address: Executive Officer

Maldon & District Financial Services Ltd (MDFSL)

PO Box 268, Maldon VIC 3463

Email: [executiveofficer@mdcb.com.au](mailto:executiveofficer@mdcb.com.au)

Deliver: Maldon Branch – 81 High Street Maldon

Maldon & District **Community Bank®** customer service centres at:

Dunolly RTC (109 Broadway Dunolly) or Newstead RTC (45 Lyons Street, Newstead)

1. **Marquees, banners and CommunityPOS™**

**We have marquees, banners/flags and a community EFTPOS™ available free of charge to community groups. The following items are available, please contact the Maldon Branch on 5475 1747 to organise borrowing these items.**

Bannerbug (2m high x 1m wide)  Banner (1m high x 4m wide)  Flags (3m high)

Marquee – small (3 x 3m)  Marquee – medium (4.5 x 4.5m) (note: transported on trailer)

**CommunityPOS™**

The Maldon & District **Community Bank®** Branch has a CommunityPOS™ facility for community groups to borrow, free of charge. It is a wireless EFTPOS terminal that enables your group to take direct payment via credit or debit cards on the day of your event/presentation. After your event the Maldon & District **Community Bank®** Branch will calculate the value of the card transactions processed and pay them directly into your nominated Maldon & District **Community Bank®** account.

Please contact the branch to enquire about booking the CommunityPOS™ facility for your event (please note conditions apply for use of this EFTPOS facility.

**Appendix A: Project Partner Information\***

Only complete this section if you answered yes to Question 2

|  |  |  |  |
| --- | --- | --- | --- |
| Project Partner’s Organisation Name |  | | |
| Registered Business Name (if different to above) |  | | |
| ABN |  | Registered for GST? | Yes  No |
| Postal Address |  | | |
| Suburb |  | | |
| State |  | Post Code |  |

**Partner Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Mr  Mrs  Ms  Other | | |
| First Name |  | Surname |  |
| Position in  organisation |  | | |
| Telephone |  | | |
| Email |  | | |

**\* Note**: **A letter of support from your project partner is required**

Your privacy: The Maldon & District **Community Bank®** Branch and Bendigo and Adelaide Bank Ltd are committed to ensuring your privacy is protected and understands your concerns regarding the confidentiality and security of the personal information you provide. The information in this form will be held by the Maldon & District **Community Bank®** Branch and may be disclosed to the 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).

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