

# Community Grant Program

How to apply



 **Bendigo Bank**

Community Enterprise Foundation™

This applicant pack  
is designed to assist  
you to apply for  
funding through the  
Community Enterprise  
Foundation™.

For more information please contact the Foundation Team:

Phone: **1300 304 541**

Email: **[foundation.mailbox@bendigoadelaide.com.au](mailto:foundation.mailbox@bendigoadelaide.com.au)**

To commence your application log onto this site:

**[www.bendigobank.com.au/foundation](http://www.bendigobank.com.au/foundation)**



# Before you apply

## 1. Applicants eligible to receive charitable funding:

- A Not-for-Profit organisation
- Have a valid Australian Business Number ([www.abr.business.gov.au](http://www.abr.business.gov.au))
- Are **not** a government organisation or an organisation that uses a government ABN
  - › No ABN or in-eligible ABN? You will require a **Project Partner**
- A **Project Partner** is:
  - › An organisation who is eligible to receive charitable funding and;
  - › Willing to support and work with you to deliver your project

**Contact the Foundation if you are unsure**

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## 2. Financial information:

Current signed audited financial statements for a full calendar/financial year are required. If you do not have audited financials:

**You must provide a full year's:**

- Profit & Loss Statement and;
- Balance Sheet  
(If you do not have a balance sheet, please attach a current bank statement)

## 3. Budget - Quotes / Project Expenses / Income:

- Quotes are required for all budget items
  - › In some instances, a spreadsheet breaking down costs maybe appropriate and at times is recommended
- Where expenditure is for wages, attach a copy of the position description and/or the award rate
- Income: If you have been awarded other funding for the project, written evidence is required.

## 4. Letters of support:

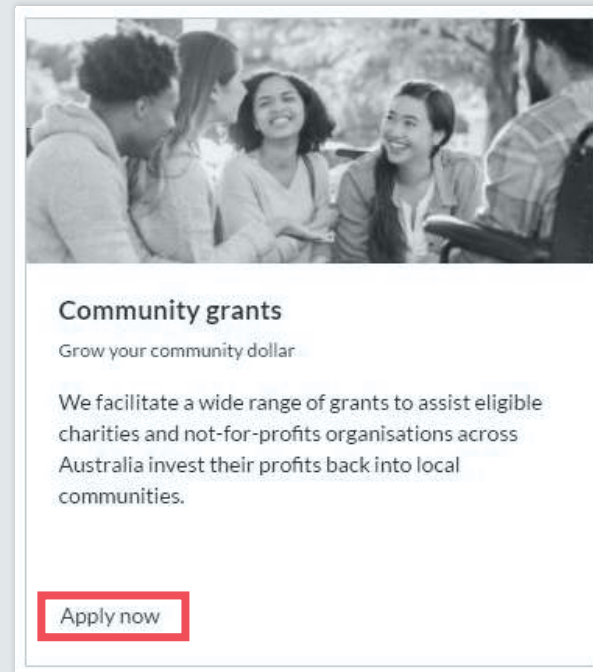
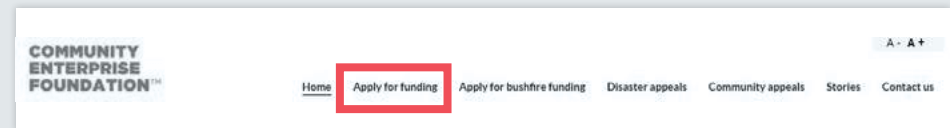
- Sporting organisations applying to upgrade club facilities must provide a minimum of **two letters of support from non-sporting groups**.
- The letters must state how the project will directly benefit the group.

# Navigating the grants platform

Go to [www.bendigobank.com.au/foundation](http://www.bendigobank.com.au/foundation)

**Step 1:** Click on the 'Apply for Funding' tab

**Step 2:** Click on 'Apply now' on the Community grants tile

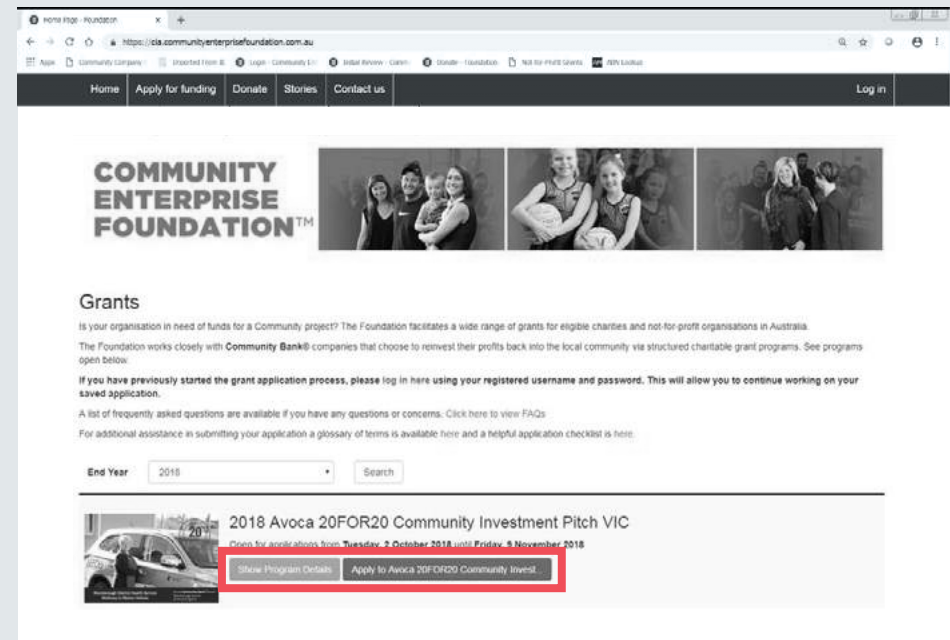


# Applying for Funding

**Step 3:** Ensure you select the correct Program you wish to apply to.

Click on the **'Show Program Details'** tab to confirm that you meet the criteria and can provide all the relevant information.

When you locate the correct Grant Program, click on the blue **'Apply'** Button



# Register your details

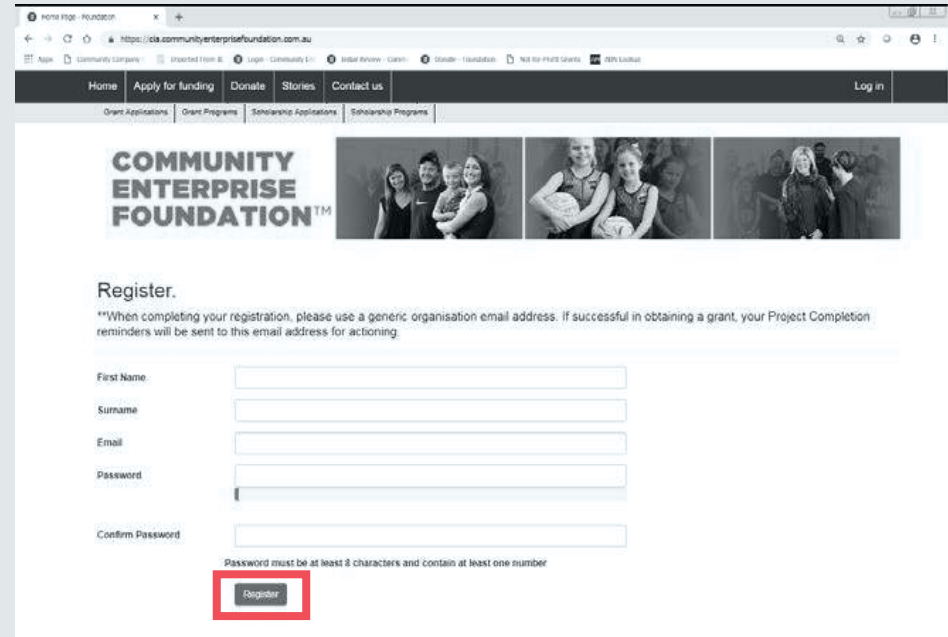
If applying for the first time, you will need to register your details.

**Step 4:** If you have previously registered your details, log into the system using that email and password

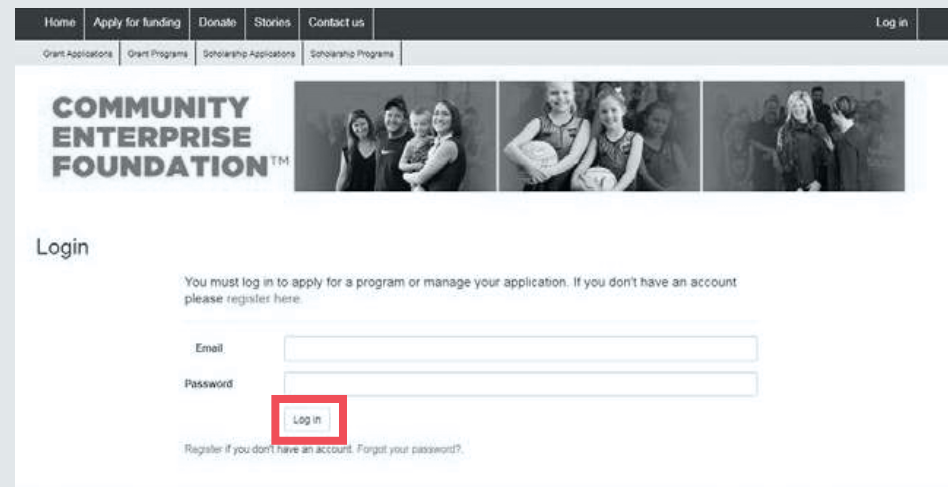
**Step 5:** Create a registration by entering an email address and password. Ensure you store these details as they will be needed to access your application and complete a report should you be successful.

**Step 6:** Enter your email and password and click 'Log in'.

**Note:** It is recommended that a generic email and password that is relevant to your organisation is used and not a personal email and password



The screenshot shows the registration page of the Community Enterprise Foundation. The page has a dark header with navigation links: Home, Apply for funding, Donate, Stories, Contact us, and Log in. Below the header is a sub-navigation bar with Grant Applications, Grant Programs, Scholarship Applications, and Scholarship Programs. The main content area features the Community Enterprise Foundation logo and three images of people. The registration form includes fields for First Name, Surname, Email, Password, and Confirm Password. A note states: "When completing your registration, please use a generic organisation email address. If successful in obtaining a grant, your Project Completion reminders will be sent to this email address for actioning." A red box highlights the Register button. A password requirement note at the bottom of the form states: "Password must be at least 8 characters and contain at least one number".



The screenshot shows the login page of the Community Enterprise Foundation. The page has a dark header with navigation links: Home, Apply for funding, Donate, Stories, Contact us, and Log in. Below the header is a sub-navigation bar with Grant Applications, Grant Programs, Scholarship Applications, and Scholarship Programs. The main content area features the Community Enterprise Foundation logo and three images of people. The login form includes fields for Email and Password. A note states: "You must log in to apply for a program or manage your application. If you don't have an account please register here." A red box highlights the Log in button. A link at the bottom of the form states: "Register if you don't have an account. Forget your password?".

# Not enough time to complete your application?

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You can leave your application at any stage, but make sure you click the **'Save'** button that appears at the bottom of each tab before you exit.

**Note:** To resume your application, log in again using your previously registered email and password. To locate your application click on the Manage your Applications tab.

Manage your Applications



# Applicant information

**Step 7:** Your 'Organisation's Name' and 'Registered Business Name' must be the same as what is listed on your ABN registration.

**Note:** If unsure, to check the details listed on your ABN go to the ABR website: [abr.business.gov.au/searchindex.aspx](http://abr.business.gov.au/searchindex.aspx)

**Important:** Please take note of your application number this is helpful if you need to make enquiries with the Foundation team.

The screenshot shows the 'Applicant' form on the CA Community Enterprise Foundation website. The form is titled 'Applicant' and includes several required fields: 'Name of organisation\*', 'Registered Business Name\*', 'Accepted abbreviation for payments [34 characters max]\*', 'ABN', 'Does your organisation have Deductible Gift Recipient (DGR) status\*', 'Is your organisation a not for profit?', and 'Registered for GST\*'. Each field has a 'This field is required.' message below it. A red box highlights the 'Application Number 26817' in the top right corner of the form. The website's navigation menu includes 'Home', 'Apply for funding', 'Donate', 'Stories', 'Contact us', and 'Log in'. The breadcrumb trail shows 'Introduction', 'Applicant', 'Partner', 'Organisation', 'Project', 'Budget', and 'Finalise and Submit'.



# Project partner (if applicable)

**Step 8:** Complete this section only if you are not eligible to apply for a grant in your own right and require a Project Partner.

If you do not need a Project Partner click '**Next**' to proceed.

**Note:** If you are unsure if you need a Project Partner, please contact the Foundation for assistance.

If you do require a partner, select '**New Partner**' from the drop-down list

**Important:** Please take note of your application number this is helpful if you need to make enquiries with the Foundation team.

The screenshot shows the 'Project Partner' section of the application form. At the top, there is a navigation bar with links for Grant Applications, Grant Programs, Scholarship Applications, Scholarship Programs, Grant Trustee Approval, Grant OTC Approval, Grant Advisory Committee, Scholarship Advisory Committee, and Admin. Below this is the 'COMMUNITY ENTERPRISE FOUNDATION™' logo and three photos of people. The application number '20817' is displayed on the right. A progress bar shows the current step is 'Partner'. The 'Project Partner' section includes instructions: 'Only fill in this section if: • You don't have an ABN • You have a government ABN • You are a for profit organisation'. A question asks 'Will a project partner be required?' with a dropdown menu set to 'No Partner'. A 'Save' button is on the right. Below this, a red-bordered box contains instructions for attaching files if a partner is used: 'If you have a project partner, you must attach the following files: • The partner's letter of support, an example of this document can be found here • Partner's charitable endorsement from the Australian Taxation Office (ATO), (if applicable) • Partner's current financial information (either Annual Report or Profit & Loss and Balance sheet – audited if available)'. The 'Files attached to this application' section has a form with fields for Title, File Type, and Admin Only (with a checkbox for 'Administrative files can only be seen by CEE staff not the applicant'). There is a 'Browse' button and an 'Upload' button at the bottom.

**Note:** If you are successful in obtaining a grant, the cheque will be made payable to the Project Partner who will have agreed to apply the funds to the project.

# Applicant organisation information

**Step 9:** Enter your organisation's information.

**Note:** The information in this section will assist the Foundation to build a picture of your organisation's role in the community. This information relates to you as the applicant.

**Annual Turnover:** Your organisations total income for the year prior to the deduction of any expenses?

**Important:** Use whole dollars with no commas or decimal points as our system doesn't accept them

The screenshot shows the 'Organisation Information' section of an application form for the Community Enterprise Foundation. The form is titled 'COMMUNITY ENTERPRISE FOUNDATION' and includes a navigation bar with tabs for 'Introduction', 'Applicant', 'Partner', 'Organisation', 'Project', 'Budget', and 'Finalise and Submit'. The 'Organisation' tab is selected. The form contains several input fields: 'Year established?' (0), 'How many paid employees does your organisation have?' (0), 'How many volunteers contribute time to your organisation?' (0), 'What is your organisation's annual turnover?' (5), and 'Approximately how many people receive services or benefit from your organisation each year?' (0). A text area for the mission statement is also present. The form includes 'Previous' and 'Next' buttons and a 'Save' button. A note at the bottom states 'This field is required. 2500 of 2500 characters remaining.'

# Project information

**Step 10:** Enter the details of your project. Be concise. Include all relevant information. You can always attach supporting materials. Ensure that you outline the '**Broad Community Benefit**' of your project.

**Note:** You must complete each field. Ensure the dollar amount loaded in the '**Funding Amount Requested**' contains no commas

**Important:** This figure carries across to the '**Budget Tab**', if not entered correctly, your budget will not balance and you cannot proceed

The screenshot shows the 'Project' section of the application form. At the top, there is the 'COMMUNITY ENTERPRISE FOUNDATION' logo and three photos of people. Below the logo, there are navigation buttons for 'Previous' and 'Next'. A progress bar shows the current step is 'Project', with other steps being 'Introduction', 'Applicant', 'Partner', 'Organization', 'Budget', and 'Finalize and Submit'. The 'Application Number 45455' is displayed in the top right corner.

The 'Project' section includes the following fields:

- Project title/name:** A text input field with the placeholder 'Enter project name'.
- Project description:** A large text area with the prompt 'What do you want the money for? Please describe the project.' and a character count of '2500 of 2500 characters remaining'.
- Objectives:** A large text area with the prompt 'Outline the primary objectives of the project and the needs of the community to be targeted.' and a character count of '2500 of 2500 characters remaining'.
- List the main Local Government Authority / Council / Shire the project will be delivered in:** A dropdown menu with 'Show' as a button.
- List the main postcode the project will be delivered in:** A text input field with '0' as the placeholder.
- People who will benefit:** A large text area with the prompt 'Outline the people and/or community groups this project will benefit.' and a character count of '2500 of 2500 characters remaining'.
- How many people will benefit from this project:** A text input field with the placeholder 'Amount of people to benefit from project'.
- Age group affected by the application:** A dropdown menu with the prompt 'Please Choose an Option'.
- Project start:** A date input field with the prompt 'Start date of project' and the format '(d)Mm/yyyy'.
- Project end:** A date input field with the prompt 'End date of project' and the format '(d)Mm/yyyy'. A note below reads: 'Project start date should ideally be at least four weeks from today. We apologise that we have enough time to get approval.'
- Funding amount requested:** A text input field with a '\$' symbol and '0' as the placeholder. This field is highlighted with a red box.

At the bottom, there is a link that says 'Clicked across to budget tab'.

# Project budget

**Step 11:** The budget tab relates specifically to your project, not the organisation as a whole

**Note:** Outline what other funding/support you have (ie: 'In Kind' or 'Financial' such as fundraising or other grants received). This is seen as positive to the project in terms of support already in place

**For your budget to balance:**  
Expenses - Income = Funding amount requested

**Important:** If the system advises that your budget doesn't balance, re-check your figures on both this and the previous page

The screenshot shows the 'Project Budget' form on the website <https://cea.communityenterprise.foundation.com.au>. The form is divided into 'Expenses' and 'Income' sections. The 'Expenses' section includes fields for 'Administration costs', 'Hours', and 'Rate', and a list of expense categories: Equipment, Materials, Promotions, Consumables/stationary, Labour/contract work, and Other expenses. The 'Income' section includes fields for 'Other grants received/being requested', 'Other funding', 'Applicant's own contribution', and 'In-kind support', along with an 'Other income' field. A 'Calculate Budget' section at the bottom is highlighted with a red box, containing fields for 'Expenses', '(minus) income', 'Equals', and 'This grant request'. The 'Total' for both expenses and income is currently \$ 0.00. Navigation buttons for 'Previous' and 'Next' are visible at the bottom.

# Loading attachments

**Step 12:** Before you start, ensure your attachments have been saved to your personal file for retrieval

Type in the title of your file

Select the drop-down box and the appropriate **'File Type'** for each attachment

Click on the **'Browse'** button – navigate through your personal files on your computer. Select the relevant document and click **'Upload'**

Your document will appear in a list at the top of the screen. Continue this process until you have attached all your documentation

The screenshot shows a web browser window with the URL <https://cefc.communtyenterprise/fundation.com.au>. The navigation bar includes links for Home, Apply for funding, Donate, Stories, Contact us, and Log in. The main content area features a message: "You must attach quotes for your project." Below this, a section titled "Files attached to this application" contains a form with the following fields: "Title" (with a text input), "File Type" (with a dropdown menu), and "Admin Only" (with a list of file types). The file type list includes: "ATCO (charitable endorsement)", "Partner endorsement from the ATCO", "Partner letter of support for your project", "Partner Constitution/Rules/Objects", "Partner Financial Information", "Deposit / Withdrawal Slip", "Applicant Constitution/Rules/Objects", "Financials", "Project Budget Plans", "Project Budget Quotes", and "Other Supporting Information". To the right of the dropdown menu, a tooltip displays the text: "Valid file types are .gif, .png, .jpg, .pdf, .doc, .docx, .xls, .xlsx and the file must be smaller than 5MB". An "Upload" button is positioned at the bottom of the form.

**Important:** For your application to be submitted, you must attach your organisations **'Financials'** and **'Project Budget Quotes'** for the project.

If you have a **'Project Partner'** you will also need to attach their **'Partner financial Information'** and **'Partner letter of support'** for your project

You must ensure that you select the appropriate File name from the drop-down list for these files

# Finalising & submitting your application

**Congratulations** – you have reached the final page of the application process

**Step 13:** If you are satisfied with all the information provided. Click on the 'Validate Application' button at the bottom of the page

If there are any errors in your application these will be highlighted. Check the message displayed and rectify accordingly.

Once you have rectified any errors, or if your application is complete, press the 'Submit Application' button. You will receive email confirmation that your application has been submitted.

**Good luck!**

