

# HOW TO APPLY **COMMUNITY GRANT PROGRAM**



**Bendigo and  
AdelaideBank**

**COMMUNITY  
ENTERPRISE  
FOUNDATION™**

Community Enterprise Foundation™ ABN 69 694 230 518. Community Enterprise  
™ Charitable Fund ABN 12 102 649 968. The Bendigo Centre, Bendigo, VIC 3550



# THIS APPLICANT INFORMATION PACK IS DESIGNED TO ASSIST YOU TO APPLY FOR FUNDING THROUGH THE **COMMUNITY ENTERPRISE FOUNDATION™**

Phone: **1300 304 541**

Email: **foundation@bendigobank.com.au**

To commence your application log onto this site:

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

# BEFORE YOU APPLY

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## 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**

## 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**

# NAVIGATING THE GRANTS PLATFORM

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

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

**Step 2:** Click on the *'Assisting with Grants'* link.

Home **Apply for funding** Donate Stories Contact us

## COMMUNITY ENTERPRISE FOUNDATION™

Funding programs for families, youth, environment, arts and more.

Our aim is to help you when you need it most.

Helping with grants, scholarships and community focused appeals, we'll work alongside you to achieve your community outcomes.

Whether it's supporting the health and wellbeing of your community, or investing in the next generation, funds will go where they're needed most.

### Scholarships

Investing in Australian youth.

Our scholarship program makes a significant difference to hard working and talented students by helping them cover the cost of education.

[Our scholarship program](#)

### Grants

Grow your community dollar.

We facilitate a wide range of grants to assist eligible charities and not-for-profits organisations across Australia invest their profits back into local communities.

[Assisting with grants](#)

[Site map](#) | [Terms of use](#) | [Policies](#) | [Bendigo and Adelaide bank](#)

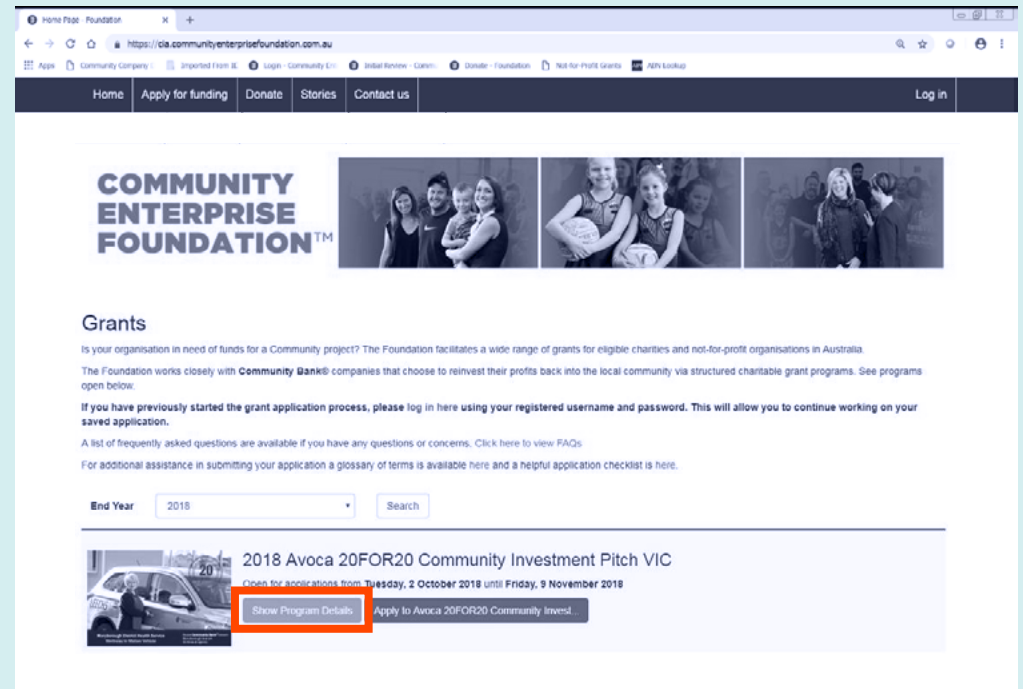
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# APPLYING FOR FUNDING

**Step 3:** Ensure you select the correct program you wish to apply for. Read the **'Show program details'** tab to ensure you meet the criteria and provide all the relevant information.

When you locate the right Grant Program, click on the blue **'Apply'** button.



# REGISTER YOUR DETAILS

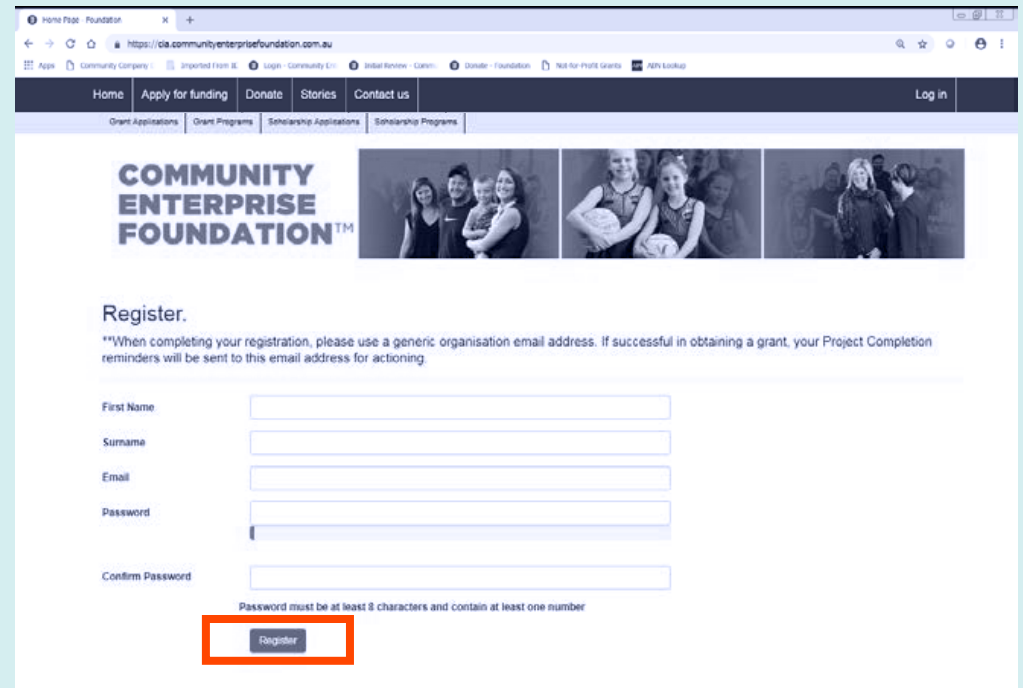
If applying for the first time, you will need to register your details.

**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.

**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

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



The screenshot shows the registration page of the Community Enterprise Foundation. The page has a navigation bar with links: Home, Apply for funding, Donate, Stories, Contact us, and Log in. Below the navigation bar, there are tabs for 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: "Password must be at least 8 characters and contain at least one number". The Register button is highlighted with a red box.

Register.

\*\*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.

First Name

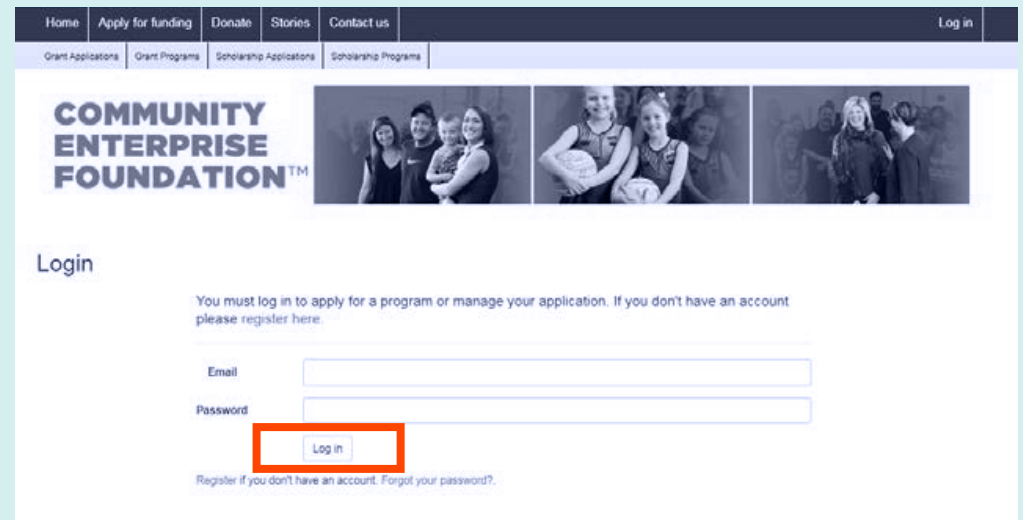
Surname

Email

Password

Confirm Password

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 navigation bar with links: Home, Apply for funding, Donate, Stories, Contact us, and Log in. Below the navigation bar, there are tabs for 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. The Log in button is highlighted with a red box. Below the form, there is a link: "Register if you don't have an account. Forgot your password?".

Login

You must log in to apply for a program or manage your application. If you don't have an account please register here.

Email

Password

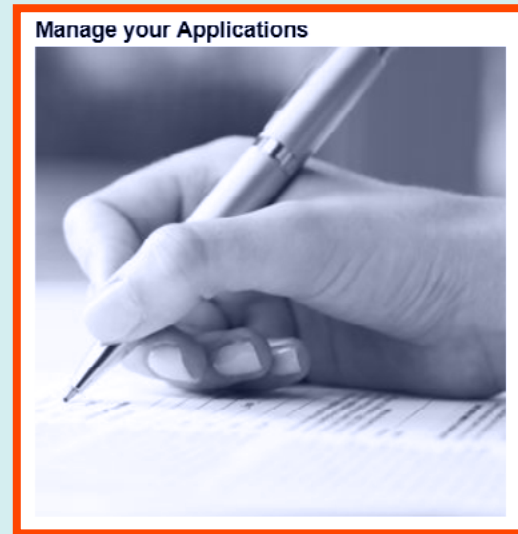
Register if you don't have an account. Forgot your password?

# 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 section of each tab before you exit.

**Note:** To resume your application, log in again using your previously registered email and password and click on the **'Manage your Applications'** picture. Your application will appear, you can now go in and complete your application



# 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:** Take note of your **application number**. This is located on the top right-hand side of the screen

The screenshot shows the 'Applicant' section of the application form. The top navigation bar includes links for Home, Apply for funding, Donate, Stories, and Contact us. Below this, there are tabs for Grant Applications, Grant Programs, Scholarship Applications, and Scholarship Programs. The 'Applicant' tab is selected. The form fields include:

- Applicant:** A dropdown menu with 'New Applicant' selected.
- Name of organisation\*:** A text input field with the note 'This field is required.' and a提示: 'If you are a privately listed company or Co-operative, please attach a copy of your constitution.'
- Registered Business Name\*:** A text input field with the note 'This field is required.'
- Accepted abbreviation for payments (34 characters max)\*:** A text input field with the note 'This field is required.'
- ABN:** A text input field with the note 'If you do not have an ABN you will be required to have a project partner.'
- Does your organisation have Deductible Gift Recipient (DGR) status\*:** A dropdown menu with the note 'This field is required.'
- Is your organisation a not for profit\*:** A dropdown menu with the note 'If you are not a not for profit you will need to work with a project partner.'
- Registered for GST\*:** A dropdown menu with the note 'This field is required.'

The 'Application Number 26817' is displayed in the top right corner of the form, highlighted by a red box.

# 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:** Read the notes highlighted on the screen in relation to other information that will be required from the partner.

**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.

The screenshot shows the 'Project Partner' section of the Community Enterprise Foundation application form. The page is titled 'Project Partner' and includes a navigation bar with tabs: Introduction, Applicant, Partner (selected), Organisation, Project, Budget, and Finalise and Submit. The form asks 'Will a project partner be required?' with a dropdown menu set to 'No Partner'. A red box highlights a section titled 'If you have a project partner, you must attach the following files:' which lists: '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)', and 'Partner's current financial information (Either Annual Report or Profit & Loss and balance sheet – audited if available)'. Below this, there is a 'Files attached to this application' section with fields for 'Title' and 'File Type', an 'Admin Only' checkbox, a 'Browse...' button, and an 'Upload' button. A red box also highlights the file upload instructions: 'Click browse to select your file. Click upload to send it to us. Valid file types are: gif, png, jpg, jpeg, doc, docx, msg, xml, csv, pdf, xls, xlsx or xps and the file must be smaller than 10 mb'.

Home Page - Foundation

https://cef.communityenterprisefoundation.com.au

App Community Connect Impact from CE Login - Community CE Initial Review - Current Board - Foundation Multi-Role Profile Admin ABN Lookup

Home Apply for funding Donate Stories Contact us Log in

Grant Applications Grant Programs Scholarship Applications Scholarship Programs Grant Trustee Approval Grant AIL Approval Grant Advisory Committee Scholarship Advisory Committee Admin

COMMUNITY ENTERPRISE FOUNDATION™

Application Number 25517

Previous Next

Introduction Applicant Partner Organisation Project Budget Finalise and Submit

**Project Partner**

Only fill in this section if:

- You don't have an ABN
- You have a government ABN
- You are a for profit organisation

A project partner is an organisation that will work with you to deliver the project, not just receive the funds and pass them on.

Will a project partner be required? No Partner

Save

Previous Next

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)

Files attached to this application

Title Title

File Type

Admin Only ☐ Administrative files can only be seen by CEF staff, not the applicant

Browse...

Click browse to select your file. Click upload to send it to us. Valid file types are: gif, png, jpg, jpeg, doc, docx, msg, xml, csv, pdf, xls, xlsx or xps and the file must be smaller than 10 mb

Upload

# 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 the Community Enterprise Foundation application form. The browser address bar shows 'https://cea.communityenterprisefoundation.com.au'. The navigation menu includes 'Home', 'Apply for funding', 'Donate', 'Stories', 'Contact us', and 'Log in'. Below the menu, there are tabs for 'Grant Applications', 'Grant Programs', 'Scholarship Applications', 'Scholarship Programs', 'Grant Trustee Approval', 'Grant BTL Approval', 'Grant Advisory Committee', 'Scholarship Advisory Committee', and 'Admin'. The main heading is 'COMMUNITY ENTERPRISE FOUNDATION™'. Below the heading, there are three images of diverse groups of people. The form is titled 'Organisation Information' and asks for further information about the organisation and its mission. It includes 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?' (with a '\$' symbol and a note 'Please enter numbers only \$ is not allowed'), and 'Approximately how many people receive services or benefit from your organisation each year?' (0). There is also a large text area for the 'What is your organisation's mission statement? If you do not have a mission statement, what does your organisation aim to do within the community?'. A 'Save' button is at the bottom right. The form also has 'Previous' and 'Next' buttons at the top and bottom.

Application Number 20000

Previous Next

Introduction Applicant Partner **Organisation** Project Budget Finalise and Submit

### Organisation Information

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

Year established?

How many paid employees does your organisation have?

How many volunteers contribute time to your organisation?

What is your organisation's annual turnover?  Please enter numbers only \$ is not allowed.

Your annual turnover includes all ordinary income you earned in the ordinary course of business for the income year. Turnover means your gross income, not your net profit.

Approximately how many people receive services or benefit from your organisation each year?

What is your organisation's mission statement? If you do not have a mission statement, what does your organisation aim to do within the community?

This field is required.  
2500 of 2500 characters remaining

Save

Previous Next

# 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 Information' step of an application form for the Community Enterprise Foundation. The form is titled 'Project' and includes a progress bar at the top with tabs for Introduction, Applicant, Partner, Organisation, Project (selected), Budget, and Finalise and Submit. The form fields are as follows:

- Project title/name\***: Text input field with placeholder 'Enter project name'.
- Project description\***: Text area with placeholder 'What do you want the money for? Please describe the project.' and a character count of '2500 of 2500 characters remaining'.
- Objectives\***: Text area with placeholder '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'.
- People who will benefit\***: Text area with placeholder '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\***: Text input field with placeholder 'Amount of people to benefit from project'.
- Age group affected by the application\***: Dropdown menu with placeholder 'Please Choose an Option'.
- Project start\***: Text input field with placeholder 'Start date of project' and format '(dd/mm/yyyy)'.
- Project end\***: Text input field with placeholder 'End date of project' and format '(dd/mm/yyyy)'.
- Funding amount requested\***: Text input field with placeholder '\$ 0'. This field is highlighted with a red box.
- Carried across to budget tab**: Text label below the funding amount field.
- If you receive funding, what does project success look like? (inspire us!)\***: Text area at the bottom of the form.

The form also includes a 'Previous' button and a 'Next' button at the top right, and an 'Application Number 26550' at the top right.

# 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 iCE Foundation website. The form is divided into several sections: 'Expenses', 'Income', and 'Calculate Budget'. The 'Expenses' section includes fields for 'Administration costs', 'Hours', 'Rate', and a list of expense items (Equipment, Materials, Promotions, Consumables/stationary, Labour/contract work, Other expenses) with corresponding amount and description fields. The 'Income' section includes fields for 'Other grants received/being requested', 'Other funding', 'Applicant's own contribution', 'In-kind support', and 'Other income', also with amount and description fields. The 'Calculate Budget' section, highlighted with a red box, contains four fields: 'Expenses', '(minus) Income', 'Equals', and 'This grant request'. The 'Total' fields for both Expenses and Income are currently set to \$ 0.00. The 'Calculate Budget' section is highlighted with a red box. At the bottom right, there is a 'Save' button and 'Previous' and 'Next' navigation buttons.

Home Pace - Foundation

https://ice.communityenterprise.foundation.com.au

Home Apply for funding Donate Stories Contact us Log in

Introduction Applicant Partner Organisation Project Budget Finalise and Submit

### Project Budget

Please provide a detailed project budget using the table below. It is also important you upload quotes and supporting documentation at the bottom of the page.

#### Expenses

Administration costs: \$ 0 Hours: 0 Rate: \$ 0

Brief description of expense item

Equipment	\$ 0	Description
Materials	\$ 0	Description
Promotions	\$ 0	Description
Consumables/stationary	\$ 0	Description
Labour/contract work	\$ 0	Description

Please give a breakdown of all other expenses in the field and enter the total in the amount box.

Other expenses \$ 0

2500 of 2500 characters remaining

Total \$ 0.00

#### Income

Brief description of income item

Other grants received/being requested	\$ 0	Description
Other funding	\$ 0	Description
Applicant's own contribution	\$ 0	Description
In-kind support	\$ 0	Description

Please give a breakdown of all other income in the field and enter the total in the amount box.

Other income \$ 0

2500 of 2500 characters remaining

Total \$ 0

#### Calculate Budget

Expenses:	\$ 0.00
(minus) Income:	\$ 0
Equals:	\$ 0
This grant request:	\$ 0

Save

Previous Next

# LOADING ATTACHMENTS

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

**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

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://cea.communityenterprisefoundation.com.au>. The navigation bar includes links for Home, Apply for funding, Donate, Stories, and Contact us, along with a Log in button. A message states: "You must attach quotes for your project". Below this, the section "Files attached to this application" contains a form with a "Title" input field and a "File Type" dropdown menu. The dropdown menu is open, showing a list of file types: ATO charitable endorsement, Partner endorsement from the ATO, 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. A note specifies: "Valid file types are .gif, .png, .jpg and the file must be smaller than 5MB". An "Upload" button is located at the bottom of the form.

# FINALISING & SUBMITTING YOUR APPLICATION

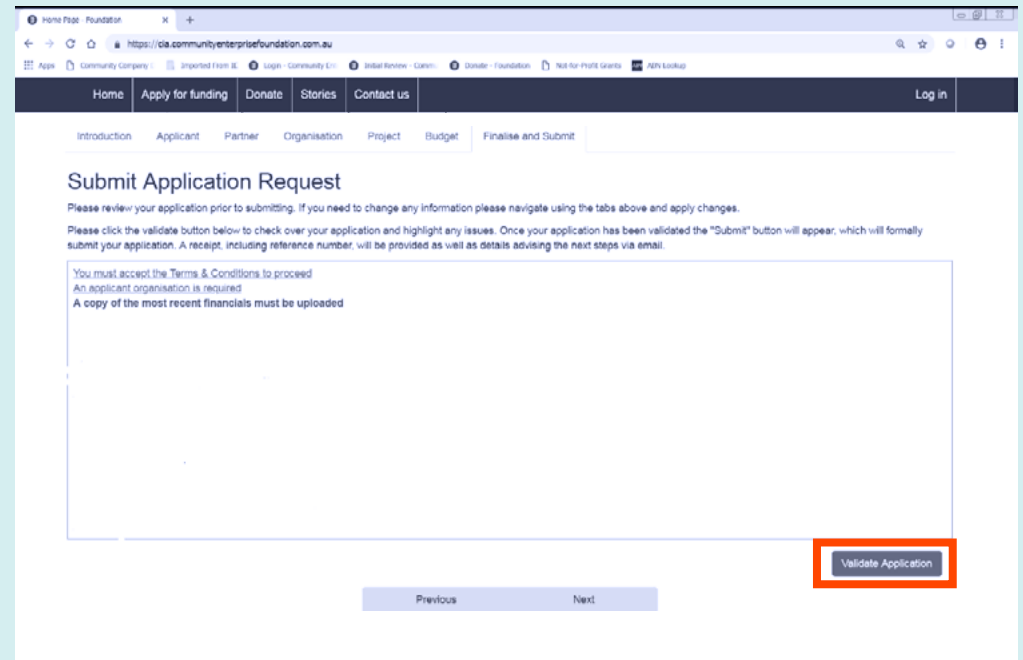
**Congratulations** – you have reached the final page of the application process

**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!**



The screenshot shows a web browser window with the URL <https://ole.communityenterprisefoundation.com.au>. The page is titled 'Submit Application Request' and contains the following text:

Please review your application prior to submitting. If you need to change any information please navigate using the tabs above and apply changes.

Please click the validate button below to check over your application and highlight any issues. Once your application has been validated the "Submit" button will appear, which will formally submit your application. A receipt, including reference number, will be provided as well as details advising the next steps via email.

Below this text is a large rectangular box containing the following messages:

- You must accept the Terms & Conditions to proceed
- An applicant organisation is required
- A copy of the most recent financials must be uploaded

At the bottom of the page, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red border and contains the text 'Validate Application'.