

Community Impact grant applicant guidelines

For community grant applicants

Updated 6th March 2024

This guideline has been prepared to help you apply for our community grants.

Introduction

This community grants program is administered by Creswick & District Financial Services (CDFSL), the franchisee of Community Bank Creswick & District

Your community and not-for-profit organisation can apply for funding to support projects that offer clear community benefit, contributing to social outcomes, community welfare, environmental, health, education, or cultural areas.

You should **read these guidelines before beginning your application.**

Community Impact Grants

Creswick and District Financial Services (CDFSL) / Community Bank Creswick and District is a community-based company run by the community for the community. We have an emphasis on providing funding for community building initiatives that have generational benefit or assist in providing general community advancement

Projects may demonstrate outcomes in:

- Animal welfare
- Choice and empowerment
- Community resilience
- Digital
- Disaster recovery
- Environmental
- Financial
- Health
- Housing
- Learning, skills and development
- Safety
- Social cohesion
- Infrastructure upgrade

General Rules

Before you attempt to apply for funding it will be useful for you to understand the following general rules that apply to any application. Generally, the CDFSL is unlikely to approve event or project funding applications if:

1. You have already received funding from CDFSL in the last 12 months;
2. You apply for funding as or on behalf of an individual person;
3. You do not already have a banking account or list your attention, in your application, to open a banking account with the Community Bank Creswick and District;
4. You have failed to supply acquittal details or to comply with previous funding conditions on any previous funding grant or sponsorship;
5. You are applying on behalf of a commercial enterprise; and/or
6. Your application seeks 100 percent of funding from CDFSL. (It is expected that community organisations will detail what funding or in-kind effort they will supply to the initiative/project which is the subject of the application).

Who is ineligible?

- individuals
- for-profit organisations
- applicant organisations (or partner organisations) with an unsatisfactory result to the Anti Money Laundering / Know Your Customer search.

Use of grant funds

Funds can be used for projects which align with the program outcomes.

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 Creswick & District
- break or attempt to change the law, or direct political donations
- claim retrospective funding – paying for costs already incurred
- involve gambling
- exclude or offend any part of the community
- encourage violence or involve the use of weapons
- mistreat, exploit, or harm animals
- create environmental hazards
- present a danger to public health or safety
- contribute to modern slavery
- take place solely outside of Australia.

Assessment criteria

Your application will be competitively assessed against the following merit criteria:

Criterion 1: Alignment with our Community Impact Grant purpose (60%)

- Does your project create community building initiatives that have generational benefit or assist in providing general community advancement.
- Defined and demonstrated benefits for your organisation and the community.
- Does your application seek 100% of funding. Please detail what funding or in-kind effort your group will supply to the initiative/project which is the subject of the application
- Need for funding (will your project proceed without our funding).
- The extent to which you demonstrate clear and realistic project goals and objectives.

Criterion 2: Community support/stakeholder engagement (15%)

- Support from the broader community showing how your project will benefit local people or the local community.
- Evidence of support from other stakeholders who are critical to your project delivery.

Criterion 3: Capacity to deliver (15%)

- Track record delivering projects,
- Financial viability (if applicable).
- Proposed project is realistic and achievable.
- Other funding or in-kind support.
- Track record for providing an acquittal for previous funding provided by CDFS

Criterion 4: Value for money (10%)

- Budget is reasonable and reflects good value.
- Proposed outcomes are proportionate to proposed investment.

How to apply

Use our application hub to complete and submit your online application:

www.grants.cdfsl.com.au

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

To ensure a fair process, we will not accept late applications or provide extensions.

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

If we refer this application to the Community Enterprise Foundation to assess and administer, you will be notified and provided with relevant information.

Supporting documentation

You must provide the following supporting documentation for a small grant (less than \$10,000):

- Current bank statement for your organisation.
- Project budget which clearly shows how you will spend the funds, and quotes for all budget items greater than \$5,000.
- Letters of support to demonstrate community need and benefit (optional).
- Applications involving a project partner must include a letter of their support and a copy of their financials.
- Proof of other approved funding or your own funds to put towards the project. (including in-kind support).
- Evidence of all necessary licences, permits and insurances which will enable you to run your project (e.g. public liability insurance, local council permits).
- For projects involving children, evidence that relevant personnel have Working With Children Checks.

You must provide additional supporting documentation for large grants (greater than \$10,000):

- Current signed 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.
- Quotes for all budget items greater than \$5,000 (at least two local itemised quotes where possible). If you are applying for funding for wages, please attach a position description and a copy of the relevant award.
- If you have conducted this project/program before (e.g. annual events), copies of receipts/invoices that substantiate this request from previous expenditure plus a detailed budget.
- Plans/designs for projects that involve building or refurbishment.

- 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.

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 grant

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.

Grant 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 grant 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 grant was spent, the outcomes, achievements of the project, and any lessons learned.

Privacy information

[View our privacy policy.](#)

Enquiries

Application queries

Community Bank Creswick & District

Phone: 03 5345 1233

Email: admin@cdfsl.com.au

For technical support with application hub

SmartyGrants–Our Community

Phone: 03 9320 6888

Email: service@smartygrants.com.au