



# Giftng Policy for Benefit Geelong: Grant Program Guidelines and Application Conditions

Benefit Geelong is a not-for-profit organisation that receives revenue from the Bendigo Bank's linked customer accounts.

The program will provide financial assistance in the form of grants, donations, and sponsorship to charitable and not for profit organisations for the Benefit of the Geelong community.

## Who Can Apply

Charitable or not for profit organisations/clubs and community groups can apply for grants that offer clear public benefit for the community. Projects should show clear contribution in building the areas of social capital, community welfare, the environment, health education and/or culture. Member-based organisations where the grant will only benefit members and not the wider community are excluded e.g. purchasing sporting equipment for the benefit of members only.

Organisations must supply details of their ABN (where applicable).

Applications for grants must be made on the appropriate application form and submitted to the Sub-Committee for consideration prior to being presented to the Committee.

## What Can Be Funded

Preferences will be given to projects that support, add value, are relevant to the community, represent a tangible positive benefit and protect the integrity of Benefit Geelong.

- Community facilities/ projects
- Youth projects/family facilities
- Projects senior citizens facilities or projects
- Recreational projects
- Projects should be located in the Geelong Region

## How Much Can Be Funded

The minimum grant application amount is \$2,000 and the maximum application amount is \$10,000.

## **Applicants**

Applicants must be incorporated either as an association or company and be able to demonstrate an appropriate level of fiscal responsibility and have the capacity to complete projects where required.

### **Applications that will not be funded**

- Any political or religiously motivated events.
- Programs sponsored by competitive banks.
- Environmental hazards programs that may present a hazard to the Community.
- Events or programs that denigrate, exclude or offend minority groups.
- Events or organisations that promote weapons.
- No applicant can apply for a grant if they have received a grant in the prior two years.
- Retrospective funding - paying for costs already incurred.
- Projects that are purely sporting in nature, e.g. equipment, competitions.
- Applications will not be considered for individuals or private enterprise.
- Projects that require ongoing funding.
- Routine maintenance.
- Operational costs.
- Projects that cannot be completed within 12 months of funding being provided.
- Unsuccessful grant applications may be resubmitted.

The committee does have the ability to consider and approve grant applications that are outside of the standard guidelines, where they consider the cause beneficial to the Community and the outcome is aligned with Benefit Geelong's vision.

### **Promotional Expectations by Recipient**

If an organisation is successful in receiving a grant it is expected that they will help promote the work of Benefit Geelong to their community and stakeholders.

- This would include email campaigns to database of members and associates, inclusion in newsletters, inclusion in website, social media Facebook, Instagram, and Twitter.
- Opportunity for Benefit Geelong to present at committee meetings, annual functions, presentations, and award nights.
- Where the project involves the purchase of a specific item of equipment or a specific facility the applicant must provide a means of attaching a small plaque to the item acknowledging the contribution of Benefit Geelong.
- Naming rights, signage, apparel, and equipment branding.
- Introduce Benefit Geelong to other sponsors and partners.
- Encourage members, stakeholders, and the community to transfer Banking or link their current accounts to the Benefit Geelong.
- Cheques must be presented to the recipient by Benefit Geelong member.

### **Benefit Geelong Emergency Relief Fund**

The three members of the Grant subcommittee have the ability to approve emergency funding up to the amount of \$5000 per annum or unless varied by the Committee in writing. The fund allows money to be given expeditiously in situations where the need is urgent.

Details of the recipient(s) of Benefit Geelong Emergency Relief Fund must be kept confidential by the Committee and Bank staff, however, should the recipient wish to publicly acknowledge the funding they may do so.

### **Conflict of Interest**

Any Committee member who considers they have a conflict of interest with a particular grant application must advise the Committee and abstain from voting on the application(s)."

## **Funding agreement**

Successful applicants and their project partners (where applicable) will be required to enter into a funding agreement with Benefit Geelong noting all funding obligations and conditions.

Funding must be used for the purposes it has been provided unless written permission is obtained to vary the project.

Once the funding agreement has been executed the applicant will be required to actively manage and deliver the project and provide progress reports to Benefit Geelong. During the project Benefit Geelong may also undertake site visits, as necessary.

## **Supporting documentation**

When applying for support applicants should cover and include the following important items:

- Demonstrate good governance.
- Financial statements.
- Project overview including timing, budgets, and quotes.
- Proof of other approved funding or own funds to put towards the project.
- Copy of letter of support from project partner if applicable.
- Any other relevant information annual reports, letters of support and promotional materials.

## **Acquittal**

Applicants must acquit funds that have been provided at the completion of the project or activity. An acquittal report must be provided within 60 days of the nominated end date.

Interim reporting may also be required, and applicants will be notified if this is the case.

Acquittal reports will include providing receipts, invoices, evidence of project expenditure, copies of any relevant media coverage and a statement from the organisation describing the impacts that the project has had on the community that can be used for media purposes. Any unexpended funds must be returned.

Applicants must provide a statement of achievement outlining if the project was successful and met the original applications proposed benefits to the Community and provide an overview of the impact that the project has had and will have in the future.

## **Insurance**

It is the applicant's responsibility to obtain and maintain adequate insurance, (including public liability), with a reputable insurer in relation to activities carried out by the applicant for the project to guard against any claims for loss or damage to property and injury or death to persons. Applicants must provide a certificate of currency demonstrating appropriate insurance cover as part of their application.

## **Grants Committee Reporting**

The Gifting policy will be managed by a subcommittee of three committee members who will assess each application which will be considered according to the funding capacity and budget and the number of projects to be supported.

Grant assessments will be presented for consideration to the Committee in April/May and Sept/Oct Committee meetings.

The Grants Committee will report to the Committee at each Committee meeting outlining the number of applications received, the amounts requested, a brief overview of the projects and specific details for any recommended projects. The report will also detail how grant monies have been utilised to date based on reports received from grant recipients.

The members of the grant sub-committee will be reviewed every two years. When Sub-Committee members change there will be an overlap, so all the members are not changed at the same time."

**This Gifting policy is to be reviewed by the Grants & Sponsorship Sub-Committee on an annual basis and referred to the Board for approval if any changes are to be made.**