Bendigo Northern District Community Enterprise

"Our towns, our future"

COMMUNITY INVESTMENT GRANTS - APPLICATION FORM

Name of Applicant/Organisation:

Postal Address:

Telephone No:

Facsimile No:

Key Contact Person:

Telephone No:

Facsimile No:

Email:

Grant Program
Please tick one of the following categories:
☐ Cultural
☐ Educational
☐ Environment
☐ Recreation
☐ General
☐ Health
☐ Community Events
☐ Other (Please state):

TITLE OF PROJECT:

SUMMARY OF PROJECT
Proposed Dates/Timeline

- **Commencing Date:**

- **Completion Date:**

If you need assistance to complete this application form, please contact us.

Support Material (Please Attach)

When submitting your application for a community grant, **supporting materials** such as **photographs, maps, and other relevant documents** can greatly strengthen your application. These materials help provide a clearer understanding of your project and its potential impact. Here's a list of what you can include:

Types of Support Materials You Can Attach:

1. **Photographs**:
   o Before and after images (if applicable).
   o Photos of your current facilities, equipment, or project site.
   o Images showing the community benefit or people involved in the project.
2. **Maps**:
   o Site maps of the area where the project will take place.
   o Location maps showing how the project is connected to the community.
3. **Other Documents**:
   o Diagrams or designs of the proposed project.
   o Letters of support from community members or stakeholders.
   o Quotes or estimates from suppliers.
   o Any relevant background documents, studies, or reports that provide context for your project.

Why Include Support Material?

- It **adds credibility** to your application, making it easier for the review committee to understand your project.
- It helps to **visualize the impact** of the grant, whether it's a physical project or an event.
- It demonstrates that you've done your **research** and are well-prepared.

Ensure that all materials are clearly labelled and **relevant** to your application, as they will be used to evaluate your proposal. If you need guidance on how to best organise or present these materials, feel free to contact us.

Declaration of Applicant:

I have read the guidelines for the Bendigo Northern District Community Enterprise Small Community Grants Program and certify, to the best of my knowledge, that the information provided in this application is **correct** and **discloses a full and accurate statement**.

Signature: ....   **Date:**   **/**   **/**

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Community Enterprise

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PROJECT DETAILS

Aims and Objectives (Project Outline):

_____

_____

_____

_____

How will you judge if the project is a success?

_____

_____

_____

Benefits of the Project/Purchase (to the community and organization):

_____

_____

_____

_____

PROJECT MANAGEMENT
Provide details of your committee of management/organisation:

_____

_____

How many people will benefit from this project/purchase?

_____

_____

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PROJECT MANAGEMENT

Will you promote this project to the community? If so, how?

_____

_____

_____

_____

What other financial support or donations has this project received?

_____

_____

_____

What in-kind and/or voluntary support is offered to this project?
(Please record the value of volunteer hours – e.g., $12 for unskilled labour, etc.)

_____

_____

Do you think your group might need some support undertaking this project?
YES / NO (PLEASE CIRCLE) If yes, please indicate if possible

_____

_____

_____

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BUDGET OF EXPECTED INCOME & EXPENDITURE INFORMATION

When submitting your application, you are required to provide a detailed budget that outlines both the income sources and expenditures related to your project. This helps the committee understand how the grant funds will be used and ensures transparency in financial planning.

Sample Budget Template

INCOME:

Source	Amount
Groups own fundraising	$ _____
Bendigo Northern District Community Enterprise Grant	
Other financial support (e.g., donations, sponsorship)	
Volunteer labor (in-kind value)	$ _____
Total Income	$ _____

NOTE: SAMPLE ONLY

EXPENDITURE:

Item	Cost
Materials (e.g., building materials, equipment)	$ _____
Labour (paid or in-kind)	$ _____
Project permits or licensing fees	$ _____
Marketing and promotion	$ _____
Travel or transportation costs	$ _____
Supplies (e.g., consumables, tools)	$ _____
Miscellaneous expenses	$ _____
Total Expenditure ↓	$ _____

How to Complete the Budget:

1. **Income Sources**:
   - Include all expected sources of funding or contributions to your project, such as fundraising, other grants, or donations.
   - If your project involves volunteer labour, estimate the value of volunteer hours (e.g. $12 per hour for unskilled labour).
2. **Expenditure Items**:
   - **Materials**: Include any physical goods you need to purchase for the project.
   - **Labour**: If you are paying for labour, include the cost of hiring contractors, or if you have in-kind labour, provide an estimated value.
   - **Permits**: If you need any permits, licences, or insurance for the project, include the costs here.
   - **Marketing**: Any promotional material costs like flyers, posters, or social media campaigns.
   - **Other Costs**: Travel, supplies, and any other costs necessary to complete the project.

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BUDGET OF EXPECTED INCOME & EXPENDITURE FOR THE PROJECT

This budget will help the BNDCE committee understand how grant funds will be allocated and demonstrate your financial planning for the project.

INCOME		EXPENDITURE	
Source Amount:		**Item Cost:**	
	$		$
	$		$
	$		$
	$		$
Total	$	**Total**	$

Please feel free to attach any other budget items you wish to list.

Amount Being Sought from the Bendigo Northern District Community Enterprise Small Community Grants Program:

$ _____

Briefly state how you plan to acknowledge the source of the funding received:

Bank Details

Please provide your bank details, including BSB number, account number, and account name. This will enable the enterprise to direct credit grant funds to all successful applicants.

BSB Number: __ __ __ - __ __ __

Account Number:

Account Name:

SEND APPLICATIONS TO:

✍ Bendigo Northern District Community Enterprise, PO Box 21, Huntly, 3551   **OR**

💻 email: bendigondce@gmail.com

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