



Connected Solutions -

Connected Communities Melbourne 2018 Grant Round

Fund Applicant Information Pack

Connected Communities Melbourne is an organisation that funds community strengthening activities across communities in metropolitan Melbourne. The funds are raised in conjunction with the Bendigo and Adelaide Bank, sponsors and donors.

The 2018 grant round makes available funding opportunities in four key impact areas:

Grants Up to \$20,000 will be amiable for:

1. Wellbeing: projects may include a focus on disability, mental health, physical health
2. Community Safety
3. Sustainability and the Environment
4. Community Projects - that contribute inclusion and social connection

Grants up to \$30,000 will be amiable for:

5. Youth Homelessness

Initiatives that work to supporting youth who are homeless or at risk of homelessness.

Vision

A connected and caring Melbourne that works in unison to support all of its communities to achieve positive impacts.

Mission

Generating resources to support initiatives that create positive impacts for Melbourne's communities.



What is 'Connected Communities Melbourne' (CCM)?

CCM is run by an independent board of Directors whose role is to make all decisions on which grants are approved and funded. CCM income is derived from numerous sources, including our Connected Communities Agreement with the

Bendigo and Adelaide Bank, Program Partners, Supporting Sponsors and Individual Philanthropists.

The Connected Communities program is underpinned by a desire to help communities generate long-term prosperity. Our goal is to **support programs and initiatives that encourage a more vibrant, engaged, fair and sustainable community.**

CCM Connected Solutions grants are facilitated by the Community Enterprise Foundation™ and made possible by the generous support of Bendigo Bank and the **Connected Communities Melbourne (CCM)** partners.

How does it work?

Our founding partner Bendigo Bank, sponsors and **CCM** contribute to funds raised by **CCM to form an annual round of grants.**

This fund supports initiatives that have a direct benefit in the following suburbs:

Central Melbourne	Box Hill	Caroline Springs	Cheltenham
Camberwell	Carlton	Dandenong	Docklands
Coburg	Cranbourne	Frankston	Glen Waverley
Elsternwick	Lilydale	Melton	Moonee Ponds
Greensborough	Niddrie	Preston	South Melbourne
Mornington	Sunshine	Werribee	Williamstown
South Morang	Brighton	Broadmeadows	

Connected Communities Melbourne is a management account of Community Enterprise™ Charitable Fund. ABN 12 102 649 968. The Bendigo Centre, Bendigo, VIC, 3550.



Who can apply?

1. Not for-profit organisations
2. With a valid and current ABN
 - For a charitable purpose (refer to [Australian Charities and Not-for-Profit Commission](#) for information about what is charitable purpose.

Can I apply for through this fund if my project is not within the 27 branches geographical area?

If your project does not have a direct benefit in one or more of the listed suburbs we recommend that you

1. Submit the application and provide details of this.
2. Contact your nearest Bendigo **Community Bank® branch** about your project to see if it fits their funding program

Please note: You can search for Community Bank Branches by postcode on the Bendigo Bank Website www.bendigobank.com.au

Letter of Support

If you or your organisation is a customer of one of the 27 branches listed above, it is highly recommended that you request a letter of support from the branch.

What type of projects cannot be funded?

The Fund will not support projects, clubs and/or groups that:

- Do not (broadly) benefit the community
- Have private benefits for members
- Engage in illegal activities
- Directly promote a particular religious or spiritual philosophy.

Support to faith-based groups must be focused on welfare and community service activities that are not of a religious nature

- Undertake projects or initiatives that the local community deems to be dangerous or discriminatory in any way
- Fund activities that are only sporting, social or recreational – **see detail's below**
- Government projects or entities - **see detail's below**
- For political purposes.
- Fund retrospective requests – to repay costs already incurred.



Sporting, Social and Recreational Activities

Sport in general is listed as not meeting charitable requirements

Government Entities, Schools, Councils or Hospitals

Government entities are not considered charitable under Australian Law. It is for this reason that **CCMF** will not fund projects that are the core responsibility of the government.

Please note: On some occasions these entities have a separate fund with the correct charitable endorsement. For example, some state schools have a library or building fund that may be acceptable.

To check whether your organisation has this status, log onto the Australia Business Register <http://www.abr.business.gov.au/> and type in your ABN.

Government entities that do not have charitable status, but are supporting a project outside of core government responsibilities, may still be able to complete an application for funding using a project partner. *See information below on Project Partner*

If you are submitting an application on behalf of a government entity please contact the **Community Enterprise Foundation™** on **1300 304 541** to discuss before submitting an application.

Entities that do not have an ABN

On their own these entities are not eligible for charitable funding however they can apply using a project partner.

Connected Communities Melbourne is a management account of Community Enterprise™ Charitable Fund. ABN 12 102 649 968. The Bendigo Centre, Bendigo, VIC, 3550.



Project Partners

A project partner is an organisation who is eligible to receive charitable funding (i.e. registered charity/or Not-for-Profit). This organisation/group must be willing to work with the applicant to deliver their project.

This can be a big positive in achieving the outcome of a project, especially in untried communities, as it encourages broader community engagement and collaboration.

A project partner is one who can:

- Receive the funds and
- Help to deliver the project (through labor or expertise or other forms of support)

The partner should be able to confirm that they:

- Support the project,
- Willing to receive the funds and commit to pass them on to complete the project and
- Will help deliver the project (beyond simply passing on the funds).

You must provide a partner letter of support [Click here](#) to view partner template of a letter of support.

What is the process?

Applying for a grant is an exciting process, but it can be confusing if you haven't applied before.

Here is some information on the process and how to apply:

How do I access the application?

Applications – Groups apply for their project online via the CCM website: <http://www.melbourneconnectedcommunities.com.au/>

Once your application has been successfully submitted, you will receive a confirmation email.

Connected Communities Melbourne is a management account of Community Enterprise™ Charitable Fund. ABN 12 102 649 968. The Bendigo Centre, Bendigo, VIC, 3550.



How much can I apply for?

Applications will be considered up to \$20,000 for the four specified categories and up to \$30,000 in the youth homelessness category.

If your project is above this, you should be able to demonstrate how you will fund the balance.

What is the time line for lodgment and notifications?

Applications open on 27 August 2018 and close at midnight on 28 September 2018 .

Applicants will be notified the outcome of their application via e-mail.

Applications will be reviewed by the Board of Directors of Connected Communities Melbourne and successful grant recipients chosen from within the key impact areas.

How long do I have to complete my project?

The successful applicant will need to deliver the project within 13 months of receiving their grant.

Can I request funding for more than one project?

Yes you can - successful applications are those with the ideas the Board determines as most compelling and relevant to the specified impact areas, regardless of the source of application

- Unsuccessful applicants will be invited to reapply for further funding rounds.

Can I change my application once it has been submitted?

To change an application after submission applicants must contact the **Community Enterprise Foundation™** to withdraw their original application and resubmit.

Email: foundation@bendigobank.com.au

Phone 1300 304 541



What will be required if my grant is successful?

You will be required to deliver your project (as described in your application) within **thirteen months** of the application being approved. You will also be required to complete an acquittal report.

You may also be required to provide two photographs and contribute a quote to be used in promotional efforts by **CCM**. These images will be used by Connected Communities Melbourne, the Bendigo bank and its partners.

You will be required to include the **CCM** logo in all marketing material (that relates to the project) both print and on-line. Any press or media releases that relate to the project must acknowledge **CCM**.

CCM may ask to capture a short promotional video on the project funded. This will be at the cost of **CCM**.

Application planning form

You may like to use the Application planning form template provided below to bring your details together. [Attached link](#)

Please note: This form is only to be used for planning, this will not be accepted for lodgment.

Supporting Documentation Checklist

To be considered, each applicant must include the following supporting documentation:

Financials

- Current signed Audited Financial Statements for the Applicant organisation and Project Partner (where applicable)
- If your organisation is not required to audit your financials please provide a profit and loss statement as a minimum and a balance sheet and / or a current bank statement.

Quotes

- Quotes are required for all budget items
- If you have conducted a similar project/program prior, copies of receipts/invoices may be accepted, together with a detailed budget.



Project Budget

Attach a budget or statement of indicative costs of your project.

Please ensure that your budget and/or supporting documentation clearly shows how the funds requested will be spent.

Please note: Do not list GST as a stand-alone item in your budget, if you are paying GST on goods and services, include it in that line item. If you are not paying GST on other items, do not include it.

Other supporting documentation

- Any other relevant information such as annual report, promotional materials, letters of support
- Letter of support from project partner (if applicable). [Click here](#) to view partner template of a “letter of support”
- Letter of support from your local Bendigo Bank Branch

Further Questions?

If you have any questions about the application process or eligibility criteria please contact

Susanna Bevilacqua, Community Relationship Support Manager at info@connectedcommunitiesmelbourne.com.au

If you are experiencing difficulties with the IT system or platform then you can refer to Community Enterprise Foundation™ (CEF) on [1300 304 541](tel:1300304541)

If you would like to discuss your project please visit your local Bendigo Bank Branch.

Connected Communities Melbourne is a management account of Community Enterprise™ Charitable Fund. ABN 12 102 649 968. The Bendigo Centre, Bendigo, VIC, 3550.