

Our COMMUNITY GRANTS guidelines

WELCOME

The “Our Community” Grants Scheme is an initiative of Auswide Bank. We believe in “giving back” and this is one of the many ways we contribute to communities in our core regions!

If you are considering applying for a grant from us, it is important that you’re fully aware how it all works. We encourage all interested groups to thoroughly read this booklet before beginning your application. It will help you understand **the guidelines, process, terms and conditions**. If you have any questions after reading, please contact:

Auswide Bank - Marketing Specialist - Promotions, Community & Events

P: 1300 138 831

E: marketing@auswidebank.com.au



AUSWIDE
— **BANK** —

1300 138 831



ABMK66/0718

Making a Big difference in our community

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APPLICATIONS

Applications for 'Our Community Grants Scheme' should be received at least three (3) months prior to your event or project.

ELIGIBILITY

Auswide Bank provides grant funding to organisations ranging from small unincorporated groups to large organisations. Those we support must either be a not-for-profit organisation or local government authority and hold a bank account with us to be eligible.

Not-For-Profit

We apply the Australian Taxation Office's definition of not-for-profit organisations for the purpose of administering the "Our Community" Grants Scheme.

A not-for-profit organisation is one which is not operating for the profit or gain of its individual members. This applies for direct and indirect gains. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members. We accept an organisation as being not-for-profit where its constituent or governing documents (ie. Constitution, Memorandum and Articles of Association, or Replaceable/Model Rules) contain acceptable clauses showing the organisation has a not-for-profit character which prevents it from distributing profits or assets for the benefit of particular people, both while it is operating and when it winds up.

Further definitions of not for profit groups can be found at www.ato.gov.au/Non-profit

WORTHWHILE PROJECTS

Auswide Bank provides grant funding to organisations ranging from small unincorporated groups to large organisations. Those we support must either be a not for profit organisation or local government authority to be eligible and hold a bank account with us.



ASK US ABOUT OUR
EVERDAY CLUB
ACCOUNT

OUR COMMUNITIES

Auswide Bank operates branches throughout Queensland. Preference will be given to events/projects that aim to provide ongoing benefit to communities in our core regions or within a 50km radius of our branch locations.

WHAT WE CAN'T FUND

We can't support the following

- organisations/groups who do not hold an Auswide Bank account
- any project, event or activity that does not align with our corporate social responsibility
- core school and further higher educational activities eg playground equipment for schools
- ongoing operating costs, other than in an emergency or for projects with an end date
- promotion of a particular religious or spiritual philosophy - our support to faith based groups focuses on welfare and community service activities that are not of a religious nature
- individual pursuits such as travel to participate in sporting events or ongoing medical treatment
- events where another financial institution, bank or insurance competitor are a sponsor
- programs that could be detrimental to public health or safety, discriminatory, or offensive to the community
- programs that encourage smoking, substance abuse, irresponsible alcohol consumption, or are directly related to gambling
- organisations and events outside our core regions
- activities that duplicate our existing sponsorships

If you are unsure about whether we can support your request please call us on **1300 138 831**

REQUESTING AN AMOUNT

We accept applications for amounts under \$3,000 however you should apply for the amount that you need to serve the purpose properly. Please don't under, or over estimate your request.

If your organisation wishes to apply for a greater amount, please see the community page of our website for other funding options.

Generally we would not expect to be the only funding source for your event or project. We intend for our grants to complement other sources of support, including a contribution from your organisation's own resources.

APPLYING FOR A GRANT

Applying for an Auswide Bank “Our Community” Grant is easy and provides every applicant with equal opportunity to produce a quality application. We endeavour to make the process easy enough for groups to have confidence that they can write their grant application without needing to engage professional grant writers.

Auswide Bank grants are made available to not-for-profit groups for worthwhile projects and initiatives that deliver ongoing benefits for our communities.

The grant application form can be accessed via our website www.auswidebank.com.au. This online application form is an important tool that helps us evaluate submissions against the selection criteria.

Please submit **one (1) electronic copy** and **one (1) printed copy** of your application including any additional forms and information required to:

marketing@auswidebank.com.au and the mailing address below:

Attn: Marketing Department - Promotions, Community & Events

Auswide Bank

PO Box 1063

Bundaberg QLD 4670

Questions/help?

P: 1300 138 831 to book an appointment or discuss.

CLOSING DATE FOR APPLICATIONS

We must receive applications 3 months prior to when your event or project is due to commence. Applications must be lodged in person, online or via mail. Applications received after this date will not be considered.

ASSESSMENT PROCESS

Our Marketing Specialist - Promotions, Community & Events will review all applications received. Those that meet the selection criteria for funding are then considered by the Head of Marketing and Regional Manager to decide the outcome. Successful and non-successful applicants are then advised by email of the outcome of their application.

APPROVAL NOTIFICATION

We will try to notify all applicants about the outcome of their applications in writing within one month of receiving your application. It is important for applicants to understand that Auswide Bank receives hundreds of applications each year and as our grant funding resources are limited, not every application that satisfies the eligibility criteria will receive funding.

We encourage applicants that are not successful to apply again in future years or to investigate our Not-for-Profit Loan Referral Program.

FUNDING USAGE PERIOD

The term of the grant is strictly 12 months. This ensures communities are receiving the benefits of the projects and initiatives that have been funded in the near term.

If there is a risk the funds will not be spent within 12 months of receiving the grant, you must contact us immediately to discuss.

EVALUATION AND REPORTING

All organisations who receive our support are accountable for providing a post-event report within four (4) weeks of your project event completion. This should detail the following:

- how the grant funding was spent
- event attendance numbers and feedback
- if and how the various objectives (as outlined in your application) were met
- examples of any media, advertising or editorial
- photos of the event including evidence of our sponsorship there (eg. signage on display)

A post event reporting form is available for completion and submission via our website.

Please keep evaluation and reporting in mind during the planning stages of your project event and note that in some instances we may arrange an event debrief meeting to discuss outcomes.

SUCCESSFUL APPLICANTS

Auswide Bank will notify all successful grant recipients in writing via email within one month of receiving your application.

Once a grant is approved, we will send you a letter or email advising your organisation of the successful application and the amount you have been approved to receive and your rights and responsibilities in respect to the grant.

This correspondence will also include:

- details on how to accept your grant and agreed benefit for Auswide Bank
- instructions on how to access grant funding including invoice requirements
- the Our Community Grants Guidelines
- logos for your use if applicable (these are also available on our website).

Please note all artwork is to be pre approved by our Marketing Department email marketing@auswidebank.com.au

CONFIDENTIALITY

Auswide Bank respects the confidentiality of information provided in grant applications that directly relates to the business activities of your community organisation. We also recognise the importance of safeguarding your personal information. Any personal information that you provide us will be collected and held by us pursuant to our obligations under the Privacy Act 1988.

We will not disclose the information provided in respect to your grant application to any person except for that purpose, or as authorised by you, or as required or authorised by law. Details of successful grant applicants may be published via our website, newsletter, annual report, media release and other means as determined by Auswide Bank for the purpose of promoting the “Our Community” Grants Scheme.

STARTING YOUR APPLICATION

Here are some tips to get you on your way

- make sure you answer all the questions - incomplete application forms cannot be considered
- be accurate, concise and relevant in your answers
- ask someone else to give you feedback on your application before submitting it
- keep your answers within the designated word limits
- remember the closing date - your application must be submitted 3 months prior to your event/project
- check all requested supporting documentation is attached

TERMS AND CONDITIONS FOR FUNDING

The following terms and conditions apply to the Auswide Bank “Our Community” Grants Scheme to ensure fairness and equity amongst all successful grant recipients.

- 1** Auswide Bank will provide the successful applicant with a one-off community grant or sponsorship. The grant amount will be determined by Auswide Bank. We shall not be required to provide reasons for its refusal to make a grant or the amount that is agreed to be granted.
- 2** The grant amount must be used to complete the event/project as detailed in the approved application.
- 3** If the grant recipient spends grant money on a purpose or project different to the approved purpose, Auswide Bank will be entitled to recover any monies paid and the applicant will be prohibited from seeking future funding.
- 4** If, at any time the approved project is no longer possible and cannot be completed in the manner described in their application, the grant recipient must advise Auswide Bank of the inability to complete the project/initiative and you will be required to refund any monies granted to your organisation, back to Auswide Bank within 30 days. We may agree to a variation in the purpose and scope of the project, provided that the variation still meets the eligibility criteria. Exceptions to this would be event cancellation due to bad weather or unforeseeable circumstances.
- 5** The grant recipient will provide to Auswide Bank a project report within 4 weeks of the completion of your event/project.
- 6** Should the actual total project cost more than the proposed project costs, Auswide Bank will not be responsible for, or obliged to pay, monies additional to the amount granted.
- 7** The grant recipient shall not do or say anything, or cause anyone else to do or say anything, that may prejudice or cause damage to the name and reputation of Auswide Bank. If Auswide Bank feels its affiliation with an individual, group or event/project has the capacity to cause reputation damage we may choose to remove the company from having any association with that entity/event/project. We may also seek legal advice, action or demand the recovery of funding as a result.
- 8** All advertising, signage, media releases and other promotional material that contains the Auswide Bank logo must be submitted to and approved by our Marketing Department prior to production and release
- 9** Should an applicant apply for funding for the full cost of the project detailed in their application with another funding body/organisation and successfully obtain the full amount, the applicant must then formally withdraw their funding application from Auswide Bank. This withdrawal should be made in writing before Auswide Bank announces the application's outcome.
- 10** Auswide Bank are not obligated to provide on-going support to a successful applicant beyond the terms of the grant agreement. Ongoing financial assistance must be sought by making a new application.

Privacy Declaration + Consent

By completing and submitting this form, you consent to Auswide Bank storing, using or disclosing your personal information to achieve the purpose/s for which you provided it. Our storage, use or disclosure of your personal information will be in accordance with our Privacy Policy which can be found at www.auswidebank.com.au

Auswide Bank Ltd (ABN 40 087652 060) Australian Financial Services + Australian Credit Licence 239686 is the issuer of this application, the community grants and the bank accounts offered to dispense and access your grant funds.