



# Eligibility

## Community Bank Buninyong

- Not-for-profit community-based organisations, including schools, sporting clubs and arts groups, who are incorporated with an ABN or have an Auspicing Agent.
- Auspicing Agent – an organisation that meets the eligibility criteria willing to receive project funds on behalf of another group. A letter of support from your auspicing agent should be attached in the Supporting Documents.

# Projects that cannot be funded

## Community Bank Buninyong

- Individual applicants, businesses, profit-making organisations and political parties
- An activity where the funding is the direct responsibility of the state or federal government
- Projects that have already commenced or have been completed
- Projects based outside the greater Ballarat region







# Demonstrating project need

- What sort of data could you use?
- Case studies/stories
- Participation data
- Enrolment data
- Census data
- Health and wellbeing data
- Letters of support – individuals, other organisations





## Demonstrating community benefit

- How will the community benefit from this project?
- How many people will be engaged in this project?
- Generally, projects are more favourably viewed when more people benefit
- A larger request will require you to show a greater community benefit
- Can you broaden the benefit by tweaking your project idea?
- Can you collaborate with others to maximise the impact and reach?
- See 'Making your project more inclusive' guide at [www.ballarat.vic.gov.au/communitygrants](http://www.ballarat.vic.gov.au/communitygrants)

# Will the project leave a legacy?

- Will the project make a lasting impact or leave something helpful for people to remember or use in the future?
- Can you keep it going after the funding ends?





# Environmental Impact

Describe any potential impacts your project may have on our environment and any actions you are undertaking to reduce carbon emissions and/or waste.

Some ideas...

- Providing recycling bins
- Using sustainable materials
- Minimal packaging
- Promoting carpooling (if appropriate)







# Preparing your budget

- You need to be clear about what you need the money for and how it will be spent
- Are you required to make a contribution?
- Is it a cash contribution or can it be in-kind, e.g. volunteer hours?
- Do you require Committee or Board agreement for a contribution?
- Can you use local suppliers?
- Does it add up?

# Supporting Documents

- Letters of Support
- Project/Event Plan
- Permits or permissions that might be required
- Budget spreadsheet
- Quotes

Item	Budget
Training material	1,500
Delivery of Course	10,000
Hire of Venue	500
Catering	2,000
In kind proj. mgt & administration	3,000
Total	\$17,000

Current Contributions	
Winged Meadows CMA	9,000
Feathered friends Victoria	2,000
In kind volunteer hours	3,000
Community Bank Buninyong	3,000
	0

Requested amount





# Acknowledgement

- Promotional materials featuring logo
- Banners displayed at event venue
- Electronic communications to include a link to the funder's website
- Recognition at event or program launch.
- Plaque at physical projects





## Co-contribution \$ Amount

Is your organisation making a contribution towards the project (cash \$, other sponsorship or grants)? If so, how much? (Separate to the amount of funding requested from the Community Investment Program).

## In-Kind Value

What is the estimated value of your collective labour and resource time committed to the project. Eg: 10 hours of volunteer time at \$44.06 per hour = \$440.60. Please calculate at \$44.06 as per the State of Volunteering benchmark.

## External Funding

Which other external funding sources have been approached and what was the result?

**= Total Value of the Project**



# Include GST?

Organisations with an annual turnover of \$75,000 or more (or \$150,000 for non-profit organisations) are required to register for GST with the Australian Taxation Office (ATO).

Once registered, they must charge GST on taxable goods and services they provide.

