



## Grant Application Process & Guidelines

**OBJECTIVE-** *The program for the Deniliquin Community Group Inc, initiated with the Deniliquin Bendigo Bank, aims to assist community projects by providing grants that will enhance the prosperity of a broad range of local not for profit community organisations who can clearly demonstrate the social benefits of their project for their own members and/or the broader Deniliquin community.*

### HOW IT WORKS

Ongoing funding for Deniliquin Community Group Inc is provided by Bendigo Bank as commissions are paid on linked/tagged accounts of those customers who have elected to support the DCGI. These commissions are paid as part of the Bendigo Bank's community engagement budget and are made at **no cost to the customer**.

### ELIGIBILITY CRITERIA

- Applicants must be a community group or a not-for-profit organisation within the Edward River Council boundaries.
- Grant applications must fit into one of the following grant categories:
  - youth;
  - arts and culture;
  - community events;
  - health and wellbeing;
  - sport;
  - community services;
  - environment;
  - disability
- **Successful applicants must complete the Funding Agreement and provide an invoice for project items/work to DCGI FOR PAYMENT.**
- **Grants can only be spent on the original application project.**
- **DO NOT PAY YOUR INVOICE, DCGI PAY ALL INVOICES FOR GRANTS TO SUPPLIER.**



## INELIGIBLE ORGANISATIONS

The following types of organisations are considered ineligible for funding.

- If profits do not go to a community group or not-for-profit organisation.
- Activities which promote discrimination, violence, anti-social behaviour, political or religious views.
- Projects not considered to benefit the communities of Deniliquin, as determined by the DCGI board.
- Organisations who receive direct income from electronic gaming machines.
- Requests to cover the cost of wages or salaries.
- Applications for Federal and State Government bodies or institutions.
- Organisations with unspent funds or extensions are ineligible to apply.
- Grant applications received after the closing date will be returned to the applicant(s).

## HOW TO APPLY

- Applications are available online at:
  - <https://deniliquincommunitygroup.com.au/grants.html>
- Complete the application form.
- Return a signed copy:
  - via email: [deniliquincommunitygroup@hotmail.com](mailto:deniliquincommunitygroup@hotmail.com)
  - or post to:

Deniliquin Community Group  
PO Box 891  
Deniliquin NSW 2710

If your application is successful, you will be required to:

- Make an appropriate acknowledgement of the funding source(s) for the project.
- Complete the Grant Assessment Form on the completion of the project.

## LEVEL OF FUNDING

DCGI preferred level of funding will be capped at \$3,000 per organisation for Community projects. Funding above \$3,000 will be considered on a case-by-case basis and presented to the DCGI board for approval.



## **GRANT APPLICATION PROCEDURE**

1. Grant applications will be opened annually. This will be advertised accordingly.
2. Grant Evaluations are conducted within three months.
3. Organisations are limited to one Grant Application per financial year.
4. Application for grants must be submitted with a detailed project plan and will be assessed and approved by DCGI's full board of Directors. On the approval of a grant application the applicant organisation will be advised of the approval in writing and must submit an invoice for payment of the approved amount.
5. Upon payment of a Grant Application DCGI advertises the successful grants on its Social Media pages and also any other form of media applicable.
6. All successful grant applicants must provide DCGI with a written report and completed acquittal form once the project is completed within the nominated period from the date of funding. The report must advise on the outcome of the purpose for which the DCGI funds were provided and details of any activities of the applicant organisation in the promotion of Deniliquin Community Group Inc.
7. Subject to funding being available it is DCGI's intention to provide each organisation a response and if applicable an approval of funding within 60 days.
8. Decisions by the committee regarding a grant application are final. Correspondence will not be entered into.
9. Grant projects need to be completed within 12 months of the grant being approved.





# Supporting your community won't cost you a thing!

Deniliquin Community Group Inc is generating income to be distributed throughout the Deniliquin Community!

The Deniliquin Community Group gives all of us the power to turn a good idea into reality, and to direct money and resources to the community projects we believe are important. Whether it's providing support or facilities that benefit local youth, families or the elderly, the Deniliquin Community Group Inc. places the future of our community in our own hands.

The enterprise is an incorporated organisation operated by civic-minded locals who see an opportunity to help make community projects happen in Deniliquin.

## How it works:

1. Do your banking with the Bendigo Bank and 'link' your account to Deniliquin Community Group Inc.
2. Bendigo Bank provides Deniliquin Community Group Inc. with a monthly earning from every account that is linked to the enterprise, at no cost to the account holder.
3. Deniliquin Community Group Inc. uses the income from these accounts to provide funding to assist community projects.
4. Spread the word! Tell others how easy it is to make community projects happen.

Deniliquin Community Group Inc uses these funds earned to re-invest dollars into our community.

Groups are eligible to apply for funding. Please familiarise yourself with the Guidelines should you wish to submit an application.





**DENILIQVIN COMMUNITY GROUP INC.**  
**(Inc No. 9886716)**  
**Grant Funding Application Form**  
**2024**

APPLICATION CHECKLIST

- Cover letter attached.
- Ensure sections A, B, C, D & E are completed.
- Consulted with another associated group where this is a partnership application and filled out the relevant sections.
- Attached a full list of costings associated with the project.
- Application signed & dated by the relevant committee member(s).

Please return completed application forms to:

Email:  
deniliquincommunitygroup@hotmail.com

**Deniliquin Community Group**  
**PO BOX 891**  
**Deniliquin NSW 2710**



Deniliquin Children's Centre

PROJECT APPLICATION FORM

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All relevant sections of the application must be completed. If you have any additional information to support your application, please attach.  
Applications should be submitted to the addresses provided.

**Section A: ORGANISATION DETAILS**

**1.1 Nominated Recipient for Funds:**

Name of Group / Club / Organisation:

\_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**Section B: DENILIQVIN COMMUNITY GROUP INC**

The Deniliquin Community Group raises funds through linked Bendigo Bank accounts. Please provide brief details of your organisation’s membership who have tagged account at the Bendigo Bank.

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Should your grant be successful, how will your organisation provide publicity and future support for the Deniliquin Community Group and Bendigo Bank?

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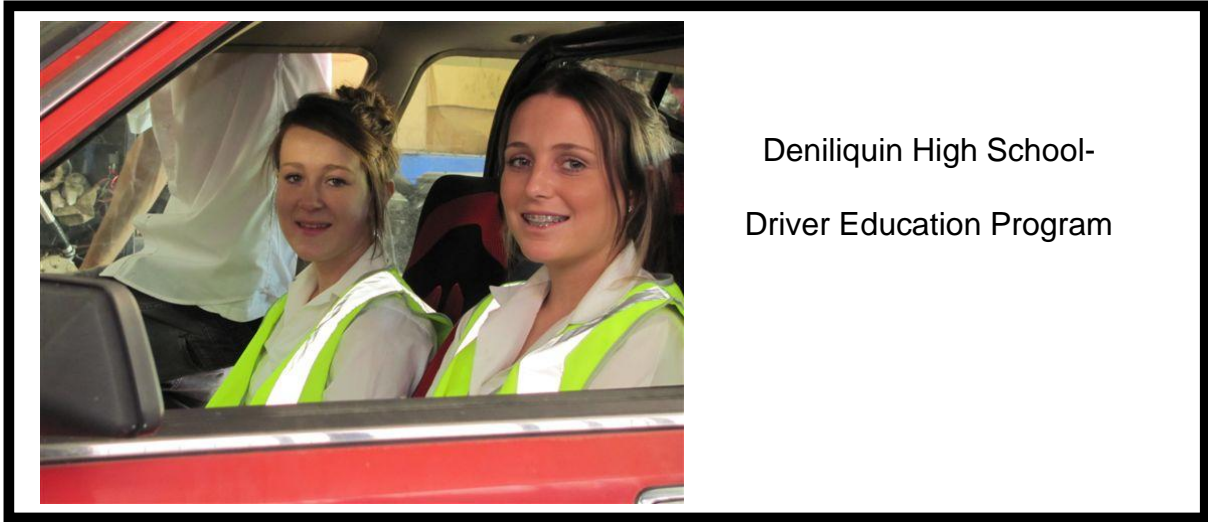
<b>Section C: PROJECT BUDGET</b>
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Please complete the following Budget Table for your proposed project:

1. ITEM- Please give details of expenditure for this project.	Cost (GST inclusive)
Staffing Expenses: Is this to employ staff?	\$
Hire of Facilities:	\$
Equipment:	\$
Operating Expenses:	\$
Consumables: (i.e. Supplies etc)	\$
Other Expenses: (Please Specify)	\$
<b>2. TOTAL PROJECT COST:</b>	<b>\$</b>
Other Income-	
3. Other source of funding- if any for this project.	\$
4. In-kind contribution (labour etc)	\$
5. Other income: (Please Specify)	\$
<b>6. TOTAL PROJECT INCOME: (Add numbers 3 – 5)</b>	<b>\$</b>
<b>7. Total amount requested from the Deniliquin Community Group- (Subtract number 6 from number 2)</b>	<b>\$</b>

Please provide details of any in-kind contributions made by applicants: (refer to Budget Section 4). Applications that have in-kind donations will be looked upon favourably.

(E.g. volunteers; use of facilities; use of equipment or supplies; transport; etc)	Equivalent Expense\$



*Section D: Project Details*

What does your organisation do?

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What is the name of your Project?

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Project Description:

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Why is this project required?

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Who will benefit? Applications that benefit more than one community group will be looked upon favourably.

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What are your expected outcomes?

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How will you measure the project's success?

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Is the project's aim sustainable?

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Proposed date for commencement of project: ..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Proposed date for the completion of the project: ..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

The project should be completed before June 30, 2025

**Section E: Management Approval of Application**

All applications must be signed and dated by the relevant committee member(s).

I \_\_\_\_\_ of \_\_\_\_\_

Project: \_\_\_\_\_

Position: \_\_\_\_\_ Organisation/club etc.: \_\_\_\_\_

I confirm that if this application is approved, I will agree to any audit process that Deniliquin Community Group Inc may require. I agree to provide Deniliquin Community Group Inc with an evaluation of this project. I also agree to sign and abide by the acquittal form to trade by the terms of the application.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

**Acknowledgement of partner organisation/s**

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Organisation: \_\_\_\_\_

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Organisation: \_\_\_\_\_

**Applications close – 2nd December 2024**

- **Successful applicants must complete the Funding Agreement and provide an invoice for project items/work to DCGI FOR PAYMENT.**
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- **Successful applicants must return the completed acquittal report**

