FREQUENTLY ASKED QUESTIONS

Knox Community Bank® Group

Knox Community Bank® Group

Community Grants Program: Frequently Asked Questions

Q – How do I apply for a grant?

A. Applying for a grant is an exciting process but it can be confusing if you haven't applied before. To apply for a grant from Knox Community Bank® Group simply complete the Grant Application for & email it to us at:

Q. What makes a good application?

A. A good application is engaging and concise, but gives all the information required. Make sure you answer every question asked and attach any relevant supporting evidence. Last but not least, inspire us! Tell us why your project will make a difference to your organisation and out community. We receive lots of applications and passion shines through.

Q. How long does it take to submit an application?

A. It generally take approximately 20-30 minutes to complete the Application Form and email your application but it can take longer if your project is complex. Your application can be saved and completed at another time, so we recommend starting your application well before the closing date. This will ensure you have time to plan and source all of the information and documents.

Q - What organisations are eligible to apply for funding?

A. We only fund not-for-profit organisations with a current and valid ABN. If your business or organisation wishes to apply for a grant but isn't a not-for-profit, it needs to establish a relationship with an organisation that fits this criteria and work with them to deliver the project. The project partner will receive the funds on behalf of the applicant to be spent on the project. It's preferable if the project partner makes a tangible contribution to the project this can be monetary or in-kind.

Q – What type of projects can be funded by the Community Grant Program?

A. The Community Grants Program can only provide funding for projects that have a charitable purpose. This means they provide a benefit to the wider community. Traditionally, charitable projects fit into one of five main categories:

a. The relief of poverty
b. The relief of sickness and distress
c. The advancement of education
d. The advancement of religion

Other purposes beneficial to community

Q – What type of projects can't be funded by the Foundation?

A. The Foundation cannot provide funding for projects that are illegal, commercial or confer private benefits, such as distributions to owners or members, benefits to members, benefits to individual entities that may not be members of an organisation and/or incidental or ancillary private benefits. We are also unable to fund projects retrospectively. The Foundation will not consider projects that are vague, have insufficient value or that are of indeterminable value to the community.

Q – Can the Community Grants Program fund a sporting club?

A. The advancement of sport is not considered a charitable activity by the ATO. However, this does not restrict not-for-profit sporting clubs from applying for funding for projects that are non-sporting or clearly demonstrate a benefit to the wider community and fit within one of the five charitable categories listed above. Examples of charitable projects often championed by sporting groups include building and maintaining multipurpose public facilities, all-abilities programs, health promotion and leadership education.

Q - Can the Community Grants Program fund a government entity such as a school, council or hospital?

A. Government entities are not considered under Australian law as charitable. It's for this reason the Community Grants Program generally cannot fund federal, state or local government entities for core government functions with a charitable grant.

However, on some occasions these entities have a separate grant with the correct charitable endorsement. For example, some state schools have a library or building fund that may be acceptable. 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 a grant using a project partner. The partner must be a not-for-profit organisation with a valid ABN and will receive the funds on behalf of the entity to be spent on the project. It's preferable if the project partner makes a tangible contribution to the project, this can be monetary or in-kind.

Q- What kind of supporting documentation is required for scholarships?

A. The Foundation requires all scholarship applicants to provide copies of their current school results and a letter of offer (when relevant) to the course they are studying.

Q - What information should I put in the budget?

A. It's important to be realistic and do your research ahead of time. In the expense table, include all items for your project and provide a reasonable level of detail. Don't forget to include the total value of in-kind support as well. Your grant request amount will automatically be populated into the budget but you will need to list all the other sources of income for your project. Support from other organisations is often a

benefit and shows wider community support. Don't forget to list the total value of in-kind support here too. Do not list GST as a stand-alone item in your budget. If you are paying GST on goods and services, include it for that line item. If you are not paying GST on other items, do not include it. Quotes and estimates for budget items are compulsory. We understand that getting written quotes can be difficult sometimes, so we're happy to accept email or online quotes, catalogue listings, position descriptions and a range of other documents that confirm the cost of your program.

Q – What is in-kind support?

A. Do I need to list the in-kind support we will receive? In-kind support is any contribution made to a project that has a dollar value, but has been provided as goods or services instead of cash. Common examples are volunteer hours, equipment, services or discounts. In-kind support adds up and is often the only way grassroots organisations and projects can continue to exist. It is a clear demonstration that your project has community support. Don't forget to include it in your budget. Remember, when you're including in-kind contributions to the budget make sure it is represented as income and expenditure so your budget balances.

Q – Can I request funding for more than one project?

A. Yes, you can submit multiple applications for funding to the same grants program. When writing your submissions, it's important to note you cannot apply for multiple projects on the same application, unless they are related. Each unrelated project requires its own application, which includes a separate project description and budget. Also, you will need to complete the first application before beginning the next, unless you register the second application under a different email address.

Q- When will I find out if I'm successful?

A. Each grant program has its own opening and closing dates. Applicants will generally be advised of the outcome of their application within 4 – 8 weeks from the closing date.

Q – Who do I contact if I have a question?

A. Please contact:

Tina Leslie
Senior Manager Business

Knox Community Bank® Group

67 Station Street
Ferntree Gully
Melbourne VIC 3156
P: 03 9756 0332 I F: 03 9756 0301 I tina.leslie@bendigoadelaide.com.au