

Community grants applicant guidelines

For community grant applicants

This guideline has been prepared to help you apply for our community grants.

Introduction

This community grants program is administered by Community Bank Lindfield

Your community and not-for-profit organisation can apply for funding to support projects that offer clear community benefit, contributing to social outcomes, community welfare, environmental, health, education, or cultural areas.

You should **read these guidelines before beginning your application.**

Community Support policy

Community Bank Lindfield undertakes community funding to:

- Support community organisations, events and initiatives which benefit the local community
- To create positive impact in our community
- Enhance its role as a corporate citizen

Funding available

A total of \$ 250,000 is available in this grant round.

Application Period

Applications open on 23 February 2026, and close at midnight on 23 March 2026.

Eligibility

You must:

- be an incorporated community or not-for-profit organisation, or a registered charity and have an ABN.
- have a project partner if you are not an incorporated organisation. A project partner is an incorporated community or not-for profit organisation that is willing to enter into the funding agreement on your behalf and help you to deliver the project. The project partner needs to have an ABN.
- have a valid Australian bank account, preferably at Community Bank Lindfield.

Who is ineligible?

- individuals or unincorporated organisations without an eligible project partner.
- for-profit organisations.
- applicant organisations (or partner organisations) with an unsatisfactory result to the Anti Money Laundering / Know Your Customer search.

Use of grant funds

Grant funds can be used for projects which align with the program outcomes.

We will not provide funding for projects that are illegal, commercial or confer private benefits.

We will also not fund projects which:

- take place outside of Hornsby, Ku-ring-gai and nearby suburbs. If services are provided by the organisation within the defined area exceptions may be allowed at the Bank's discretion.
- break or attempt to change the law, or direct political donations
- claim retrospective funding – paying for costs already incurred or projects undertaken prior to the grant round
- involve gambling
- exclude or offend any part of the community
- encourage violence or involve the use of weapons
- mistreat, exploit, or harm animals
- create environmental hazards
- present a danger to public health or safety
- contribute to modern slavery
- take place solely outside of Australia.

Funding may be approved for seed funding of new projects or services which can be shown to be financially viable once established.

It is preferable that no other financial institution should be providing simultaneous support to the recipient or event.

Partnership Recognition

Funding of local organisations and projects is a partnership between Community Bank Lindfield and that project. It is very important that the support and presence of the Community Bank Lindfield be publicly acknowledged and promoted, through all channels available to the applicant. Promotions activities could include:

- Use the Community Bank Lindfield for your organisation's banking business (if possible)
- Prominently display Community Bank Lindfield sign(s) at your premises and noticeboards
- Use the Community Bank's branded banners and/or marquees at relevant event(s)/site(s)/activities
- Include Community Bank Lindfield's logo or advertisement, and acknowledge the Bank's support, on promotional materials – posters, brochures, flyers, etc
- Acknowledge the Bank as a sponsor with our logo or advertisement on your website, social media, newsletters, and in other relevant publications.
- Display a link to our website www.kfsl.com.au on your organisation's website.
- Clearly display our logo on your organisation's uniforms/shirts
- Actively encourage your members to bank with Community Bank Lindfield.
- Publicly promote Community Bank Lindfield at your events and presentations.
- Provide opportunities for bank representatives to speak at appropriate events.
- Distribute the Bank's promotional materials where and when appropriate.
- Provide authorised and approved statements, logo and photos from your events to use in Community Bank Lindfield's marketing and business promotions, as appropriate.

Community Bank Lindfield will provide appropriate signage, logos and marketing assets to all recipients.

Assessment criteria

Your application will be competitively assessed against the following merit criteria:

Criterion 1: Alignment with community support policy ([How well aligned is your proposed project to the specific program and social purpose outcomes?](#))

- Problem definition and demonstrated benefits for your organisation and the community.
- Need for funding (will your project proceed without our funding).
- The extent to which you demonstrate clear and realistic project goals and objectives.

Criterion 2: Community support/stakeholder engagement

- Evidence of support from the broader community showing how your project will benefit local people or the local community.
- Evidence of support from other stakeholders who are critical to your project delivery.

Criterion 3: Capacity to deliver

- Track record delivering similar projects.
- Financial viability (if applicable).
- Proposed project is realistic and achievable.
- Other funding or in-kind support.

Criterion 4: Value for money

- Budget is reasonable and reflects good value.
- Proposed outcomes are proportionate to proposed investment.

How to apply

Only applications made through our online application system (powered by SmartyGrants) can be accepted. If you have difficulty completing this, we can assist you.

You can submit multiple applications for funding for the same grants program, but each project requires its own application unless they are directly related.

We will only accept one application per project.

Use our application hub to complete and submit your online application:

[Great BIG Community Grants Campaign \(CEF\) - Community Bank Lindfield](#)

We will send you a confirmation email to your registered email address once your application has been submitted.

To ensure a fair process, we will not accept late applications or provide extensions.

We may contact you during the assessment process to request more information, evidence or to clarify information provided in your grant application. See the information below detailing the documentation that must be attached to the application.

Depending on your project, your application may be funded through Community Bank Lindfield's funds held in Bendigo Bank's Community Enterprise Foundation, or through Community Bank Lindfield's branch funding resources.

If we refer this application to the Community Enterprise Foundation to assess and administer, you will be notified and provided with relevant information.

Supporting documentation

You must provide the following supporting documentation for a small grant (less than \$10,000):

- Current bank statement for your organisation.
- Project budget which clearly shows how you will spend the funds
- Quotes for all budget items greater than \$5,000.
- Letters of support to demonstrate community need and benefit (optional).
- Applications involving a project partner must include a letter of their support and a copy of their financials. Email us for a template.
- Proof of other approved funding or your own funds to put towards the project. (including in-kind support).
- Evidence of all necessary licences, permits and insurances which will enable you to run your project (e.g. public liability insurance, local council permits).
- For projects involving children, evidence that relevant personnel have Working With Children Checks.

You must provide additional supporting documentation for large grants (greater than \$10,000):

- Current signed audited financial statements for the applicant organisation or project partner (where applicable).
- Organisations not required to audit financials must provide a profit and loss statement as a minimum, and a balance sheet if available.
- Quotes for all budget items greater than \$5,000 (at least two local itemised quotes where possible).
- If you are applying for funding for wages, please attach a position description and a copy of the relevant award.
- If you have conducted this project/program before (e.g. annual events), copies of receipts/invoices that substantiate this request from previous expenditure plus a detailed budget.
- Plans/designs for projects that involve building or refurbishment.
- Letters of support to demonstrate community need and benefit, particularly for large projects or initiatives that have a sporting or recreational element and need to show wide community benefit.

Decisions on applications

Announcement of the successful applicants will be made on, or before, **21 April 2026**.

A presentation night will be held on Tuesday 28 April at The St Ives Club which representatives of all successful applicants will be expected to attend.

All applications will be assessed in accordance with this policy by the Community Development and Support committee. Larger projects may also be referred to a Board meeting for final approval.

Community bank Lindfield has the right to refuse any application at its sole discretion, and no correspondence will be entered into in the regard.

Successful applications may be required to supply a tax invoice when funding is approved.

Managing your grant

Keeping us informed

You must notify us about anything which is likely to impact your organisation and its ability to deliver your project. This may include, but is not limited to, changes to your organisation's name, address, financial situation, senior staffing arrangements, or significant changes to the project budget. You also need to inform us of any substantive delays to the project or changes to scope.

Grant agreement variations

We understand that circumstances change and things don't always go according to plan. If there has been a change that will impact your project, you can request a variation to your grant agreement by contacting us.

We will consider your request, and if we decide to accept your proposed changes, we will issue a deed of variation.

Reporting requirements

You will be required to complete a Project Completion Report within 60 days of your nominated project end date. The Project Completion Report will be submitted electronically through the application portal. The report includes information about how the grant was spent, the outcomes, achievements of the project, and any lessons learned. Receipts for expenditure will need to be attached; applications must also supply evidence of the required funding promotion.

Organisations may not be able to apply for further funding or new project assistance under previous grants have had their completion report lodged.

Any shortfalls in expenditure will be reviewed and may, at the discretion of the Board, be subject to a request to return unspent funds.

Privacy information

[View our privacy policy.](#)

Enquiries

Application queries

Sharon Franke, Community Development Manager
Phone: 02 94166337
Email: communitiy@kfsl.com.au

For technical support with application hub

SmartyGrants—Our Community
Phone: 03 9320 6888
Email: service@smartygrants.com.au