Community Bank · Deakin University

Community Strengthening Fund

How to apply





This information is to assist you to apply for funding through Community Bank at Deakin University.

To submit your application please visit www.deakin.edu.au/ducb/gifting

What you need to know

Budget/Quotes/Project Expenses/Income:

If possible, please provide a quote for your project. In instances where a quote is not available, a spreadsheet breaking down costs is recommended.

Previous funding:

If you have received a previous grant / sponsorship through Community Bank at Deakin University you will be required to put this information in your application. You will be asked for the amount funded and date.

Applying for funding

Once you have located the Community Bank at Deakin University grants program, read the '**Show Program Details**' tab and ensure you meet the criteria.

If you are satisfied you meet the criteria click on the **'Apply**' button.



Register your details

If applying for the first time, you will need to **register** your details.

If you have previously registered your details, log into the system using that email and password.

Create a registration by entering an email address and password. Ensure you store these details as they will be needed to access your application and complete a report should you be successful.

Enter your email and password and click **'Log in'**.

Register.	
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**When completing your registration, please use a generic organisation email address. If successful in obtaining a grant, your Project Completion reminders will be sent to this email address for actioning.

Surname		
Email		
Password		
Confirm Password		
assword must be at least 8 ch	practors and contain at least one number	
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I'm not a robot	reCAPTCHA Private - Terms	
Register		
Login		
You must log in to apply for register here.	or a program or manage your application. If you d	on't have an account pleas
Email		
Email		

Register if you don't have an account. Forgot your password?.

Not enough time to complete your application?

You can leave your application at any stage, but make sure you click the '**Save**' button that appears at the bottom of each tab before you exit.

Note: To resume your application, log in again using your previously registered email and password. To locate your application click on the '**Manage your Applications'** tab.

COMMUNITY ENTERPRISE FOUNDATIONTM

Logged In

Welcome to the Community Enterprise Foundation[™] Community Investment Portal. Please select one of the icons below to go to the area of your choice.

Community Grants



Introduction

Read through the Introduction and Privacy Statement and if you agree select **'Yes'** to proceed and continue by clicking **'Next'**

Important: Please take note of your application number at the top right of the application screen, this is helpful if you need to make enquiries with the Foundation team.

Applicant information

Provide us the information we require on your group / organisation.

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Project Information

Provide us the information we require about your project.

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Project Budget

The budget tab relates specifically to your project, not the organisation as a whole.

Note: Outline what other funding/ support you have (ie: 'In Kind' or 'Financial' such as fundraising or other grants received). This is seen as positive to the project in terms of support already in place.

For your budget to balance: Expenses - Income = Funding amount requested

Important: If the system advises that your budget doesn't balance, re-check your figures on both this and the previous page

Project Budget

Please outline your expected project expenses and the income you have (or will receive from other groups) to support the project in the Project Budget below. Ensure you upload quotes and supporting documentation at the bottom of this page to quantify the expenses and income you have to support your application.

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EX	De	ns	es

Brief description of expense	item		
Equipment	\$	Amount	Description
Materials	\$	Amount	Description
Promotions	\$	Amount	Description
Consumables/stationary	\$	Amount	Description
Other	\$	Amount	Description
Total	\$	0.00	
Income			
Brief description of inco	me it	em	
Other grants received/being requested	\$	Amount	Description
Other funding	\$	Amount	Description
Applicant's own contribution	\$	Amount	Description
Fundraising	\$	Amount	Description
Other	\$	Amount	Description
Total	\$	0.00	
Calculate Budget			
Expenses:	\$	0.00	
(minus) Income:	\$	0.00	
Equals:	\$	0.00	If the amount in the Equals field does not match the Grant Amount requested, you will not be able to submit your application. You need to ensure that Expenses minus income equals the Grant Amount requested.
This grant request:	\$	1000.00	

Supporting Information

Provide us supporting information relating to your organisation/group and project.

Uploading files to support your application

Ensure your files are accessible.

The file uploader is at the bottom of each tab.

- 1. Type in the name of your file in the '**Title**' field
- 2. From the drop down, select the '**File Type**' for each attachment
- 3. Click the '**Browse**' button to navigate to the location of your file
- 4. When you locate document click 'Upload'
- 5. Continue this process until all your files have been uploaded.

Introduction Applicant Project Budget	Supporting Information	Finalise and Submit	
Supporting Information Have you received previous funding from Fund requests for Community Bank at Deakin Univer	ling 🗆 Yes sity		
If yes when and how mu	ch?		
How will the project benefit the university communit	y?*		
	1500 of 1500 cha	aracters remaining	
If your application is approved, how do you inten- promote our Community Bank at Deakin Univers	d to ity*		
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Using th	e file uploader, please a	ttach any relevant documents, letters of support and quo	tes along with a copy of your project timelin
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Files attached to this application			
Title			
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Click b ,jpeg. / mb	rowse to select your file. C doc, .docx, .msg, .wml, .cr	lick upload to send it to us. Valid file types are .git, .png, .jpg, w, .pdt, .xis, .sitsk or .sps and the file must be smaller than 10 $$	
Uplo	ad		

Finalise and submit

When all information is complete, check your application is ready for submission by clicking the '**Validate**' button. If any information is missing, you will be advised.

Once you have completed your application and have validated to check it is ready for submission, click on the green '**Submit Application**' button. You will receive a system generated email confirming we have received your application.

If your application still requires information you will be notified once you have clicked '**Validate**'.

Add the additional/missing information in, '**Validate**' and '**Submit Application**'.

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Deakin University CRICOS Provider Code: 00113B (1541068-1646207) (08/21)

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