

# The Bunya Fund application form – Round 3

---

## Process and criteria

---

Please read [The Bunya Fund criteria](#) and make sure you meet the requirements before starting an application.

**Please note:** Previously funded projects will be considered if special circumstances warranting this can be established in this application.

Your application will be assessed against the following criteria:

### 1. Co-operative or mutual structure and governance:

- Proof of co-operative or mutual structure (or assurance that business is / will convert to co-operative or mutual structure)
- Fit and proper operation and governance. The potential or existing enterprise practices the co-operative values and principles including openness, care for community, co-operation with other co-operatives or mutuals and no detrimental activity in these areas

### 2. Business case:

- Have at least a basic Annual Report outlining achievements and organisational profile (or equivalent formal documentation)
- Have financial statements including profit and loss and balance sheet (audited if required by law) that have been prepared and accepted by members at an Annual General Meeting (or if enterprise is prospective equivalent formal documentation)
- Provide at least basic business planning documentation
- Provide verified member and/or community endorsement statements to support application.

### 3. Mutual Impact:

- Evidence of contribution to the social, economic, cultural and/or environmental wellbeing of the community where the enterprise is based or intends to be based

The applicant should ideally have been operating formally or informally for three or more years and be planning for increased member and/or community investment in the future. In addition, the decision-making process will consider level of innovation, likelihood of receiving funds from other sources and overall balance of supported projects across various co-operative and mutual types and industries.

**Please note:** if you are not a currently registered co-operative or mutual but plan to convert to a co-operative or mutual structure, you should still apply for funding and simply use documentation relating to your existing group or enterprise (such as existing business registrations and planning documents).

If you are confident you can demonstrate that you meet the criteria, please complete The Bunya Fund application form below.

If you have any questions, please email [antony.mcmullen@bccm.coop](mailto:antony.mcmullen@bccm.coop)

**Applications open:** Wednesday, 6 March 2024

**Applications close:** 5 pm, Friday, 12 April 2024

**Grantees notified by:** 5 pm, Friday, 28 June 2024

***Please include your business name in the file name of all uploaded documents and clearly label each file with the document type (e.g., Organisation Name Annual Report 2023).***

*Please return your completed, saved application form and attachments via email to [antony.mcmullen@bccm.coop](mailto:antony.mcmullen@bccm.coop) by 5 pm, Friday, 12 April 2024.*

## Preliminary questions

---

**Are you a registered co-operative or a mutual enterprise?**

☐ Yes

☐ No

**If you are a registered co-operative or a mutual, please provide information here to prove that you are a registered co-operative or a mutual**

[Provide a copy of your constitution/rules and your disclosure statement if applicable]

**If you are not a currently registered co-operative or mutual, are you another type of registered business/enterprise or group of businesses/enterprises planning to convert to a co-operative or mutual model?**

☐ Yes

☐ No

**Is your or does your enterprise intend to be (tick those that apply):**

- ☐ Not-for-profit
- ☐ Charity
- ☐ For-profit [note a charity cannot be a for-profit]

**Have you been operating informally (e.g., an unincorporated association) or formally for:**

- ☐ More than three years
- ☐ Less than three years

Please provide date here (day/month/year):

**Is your enterprise or group primarily based in Australia?**

- ☐ Yes
- ☐ No

**What State is your enterprise or group based in?**

If your enterprise or group is not primarily based in Australia, please provide details here (including level and type of Australian involvement) [up to 150 words]

## Purpose

---

**What is your social, economic, cultural or environmental purpose?** This can include your active membership test and/or purpose as stated in your constitution. [up to 200 words]

**The value of our co-operative or mutual (or prospective co-operative or mutual) to its members can be summarised as follows. [up to 150 words]**

**Note:** [See this paper](#) on member value proposition for guidance if necessary.

## Impact

---

**How will the funding support you to achieve your purpose and increase your social, economic, cultural or environmental impact? [up to 200 words]**

**How do you envisage measuring the social, economic, cultural or environmental impact of the funding recieved? [150 words]**

**Please provide any supporting documentation in relation to your social, economic, cultural or environmental impact** (e.g., internal or independent reports, additional validation by external body such as credible organisational accreditation, evidence of policy, public statements, reports).

Note: If your enterprise is prospective - any equivalent documentation setting out potential impact.

[Attach documentation to your submission email]

## Grant purpose

---

**Please provide your Annual Report/statement outlining achievements and organisational profile** (or equivalent formal documentation) **including your most recent annual financial statements** (profit and loss and balance sheet, statement of solvency)

Note: if your enterprise is prospective provide your budget (can be basic) and any other relevant financial documentation such as a draft disclosure statement.

[Attach documentation with your submission email]

**wAre you interested in raising capital from members, non-members, philanthropic and/or community financial contribution within the next three years?**

☐ Yes

☐ No

**What business advice, professional services, capacity building, education or training does your enterprise need?** If seeking funding to support purchasing of infrastructure or a business asset to help your enterprise grow, state what you need, estimate investment required and why it is needed. Provide a basic cost breakdown into component parts and if possible reference and attach related quotes addressed to BCCM for this work and/or infrastructure.

[Up to 500 words and attach any documentation that outlines a proposal or growth plan in more detail e.g., business planning documentation (formal or informal)]

## Community support and integrity

---

**Please provide member and community endorsement statements here to support your application (no more than three)**

[Attach documentation with your submission email]

## Commitments and reciprocity

---

**Are you willing to undertake governance and impact measurement analysis (if accepted into the program)?**

☐ Yes

☐ No

**Do you agree that professional service providers to build your organisational capacity and/or infrastructure (business assets) to help your enterprise grow will be paid for directly by the BCCM and that your organisation will not be paid directly for any funded goods or services provision?**

☐ Yes

☐ No

Note: The BCCM offers referrals to experienced advisors to support your co-operative and mutual project including co-operative development, business planning, legal and governance advice, compliance, accounting, auditing, finance, member engagement, marketing, and promotion. [Contact the BCCM team for a referral to inform your application.](#)

**Are you willing to assist The Bunya Fund related programs in the future and join The Bunya Fund Community of Practice (if accepted into the program)?**

☐ Yes

☐ No

**I will provide permission to the BCCM for our enterprise/group to be used in BCCM promotional material**

☐ Yes

☐ No

**I understand and consent that The Bunya Fund will undertake due diligence in relation to our application**

☐ Yes

☐ No

Note: The BCCM will make all necessary enquiries such as contacting stakeholders and reviewing media coverage to ensure that candidates practice (and do not breach) co-operative values and principles including openness, care for community and cooperation with other co-operatives or mutuals (or other socially or environmentally focussed enterprises).



## Applicant information

---

**Organisation name**

**Postal address**

**Organisation phone number**

**Organisation email address**

**Organisation website address**

**Application contact name**

**Application contact email**

**Application contact mobile number**

## Attachment checklist

---

- ☐ Constitution (Rules)
- ☐ Disclosure Statement (if applicable)
- ☐ Supporting documentation in relation to your social, economic, cultural or environmental impact
- ☐ Annual Report/statement outlining achievements and organisational profile (or equivalent formal documentation) including your most recent annual financial statements
- ☐ Member and community endorsement statements here to support your application (no more than three)
- ☐ Quotes for any proposed provision of professional services and/or purchase of infrastructure (business assets) (written quotes should reference your organisation/project name and be addressed to the [Business Council of Co-operatives and Mutuals](#)). Note: you can [contact the BCCM team for a referral to expert service providers](#) who will be able to provide quotes to support this application.

Please return your completed, saved application form and attachments via email to [antony.mcmullen@bccm.coop](mailto:antony.mcmullen@bccm.coop) by 5 pm, Friday, 12 April 2024.