

# Port of Brisbane Pty Ltd

## Community Grants

### Application criteria and guidelines



**Closing Date: 30 April 2019**

#### About the Community Grants program

The Port of Brisbane Pty Ltd (PBPL) is committed to making a positive contribution to the community and environment in which we operate. PBPL's annual Community Grant Program aims to assist local and regional initiatives that reflect our organisational values and positively contribute to the community.

#### Who can apply

Not-for-Profit (NFP) organisations and Charities registered with the Australian Charities and Not-for-profit Commission (ACNC).

PBPL will accept community grant applications in the following categories:

- Environmental improvement initiatives particularly, but not limited to, those relating to Moreton Bay Marine Park
- Community welfare programs or initiatives, including those that assist disadvantaged groups
- Local education programs including, but not limited, to those involving adult education or learning disabilities
- Youth leadership programs or initiatives aimed at giving young people opportunities for self-development and community service.

#### How to apply

The closing date for applications is Sunday 30 April 2019 and applications must be submitted via the Grant Fund [Online Application Form](#).

Applicants are encouraged to contact Port of Brisbane Pty Ltd regarding eligibility of the project. Please email [sponsorships@portbris.com.au](mailto:sponsorships@portbris.com.au) or alternatively telephone (07) 3258 4888.

#### Criteria

Applicants must meet all of the following **primary criteria**:

- be a Not-For-Profit (NFP) organisation or Registered Charity
- be relevant or connected to the region in which PBPL operates
- provide a platform for PBPL to communicate its commitment to being socially and environmentally responsible and engage with its stakeholders such as customers, government, environment and community groups
- have a natural link to PBPL's organisational values of safety, people, innovation, integrity and accountability
- enable PBPL to mention the grant recipient on its website, in media opportunities and as part of its reporting processes.

Applicants must meet at least two (2) of the **secondary criteria**, providing opportunity for:

- PBPL employees to be actively involved in the work of the charity or NFP organisation (e.g. provide learning or volunteering opportunities)
- PBPL to access any relevant research or data findings (e.g. environmental research)
- PBPL representatives to meet the charity or NFP organisation's stakeholders
- PBPL to be represented at community events, presentations, media opportunities and /or award ceremonies.

### Confidentiality and privacy

PBPL will respect the confidentiality of information provided by applicants of a PBPL Community Grant Program, including information that directly relates to the business activities of applicants. PBPL may disclose an applicant's information to regulatory authorities. By completing the PBPL Community Grant application form, an applicant agrees to its information being used and disclosed for the purposes of assessing its application and if successful, for the purpose of awarding a grant.

### Ineligibility applications

The following initiatives/organisations will not support:

- political activities
- individuals seeking support for personal projects
- activities of a hazardous nature
- overseas travel for study purposes
- organisational operating and ongoing salary costs
- sporting associations with commercial links.

## Terms and conditions

- The 2019 Community Grant Program opens for applications on 4 February 2019
- Applicants will receive emailed notification of outcomes by 1 July 2019
- Successful applicants will be emailed a Grant Agreement to be signed and returned prior to disbursement of funds
- PBPL will consider more applications than can be funded and as a result, the final decision will be made based on the recommendations of the Grant Assessment Committee in consultation with the PBPL Chief Executive Officer and Head of Corporate Relations. PBPL will take into consideration factors such as, but not limited to, eligibility of the organisation, benefit to the community, sustainability and criteria met.
- The decision of the PBPL Chief Executive Officer and Head of Corporate Relations is final and is not subject to any appeal process.
- The grant must be used for the purpose stated in the application.
- Organisations funded are required to commence the project within three (3) months and complete the project within the twelve (12) month of receipt of funding.
- No grant will be considered retrospectively, i.e. projects must not commence prior to the anticipated notification date.
- On completion of the project, organisations must provide an acquittal including expenditure statement. Failure to return the accountability documents is recorded and may jeopardise future funding opportunities.
- Project amounts are up to a maximum of \$15,000 per grant.
- As a condition of the award of a Grant, the PBPL assistance to the Project must be acknowledged by the Recipient. PBPL will provide to the Recipient with the appropriate PBPL logo and associated guidelines to use in relation to this acknowledgement.
- To acknowledge PBPL's assistance, the Recipient must display the PBPL logo, or state in writing that PBPL has assisted with the funding of the Project, in accordance with the associated guidelines provided.
- All advertising, signage, media releases and other promotional material that contain the PBPL logo or a reference to PBPL must be submitted to and approved by PBPL prior to its production and release. PBPL reserves the right to make amendments prior to any such release.
- PBPL may request the use of photos, videos and quotes from the Recipient for marketing purposes including advertising, publications and on websites agreed between PBPL and the Recipient. All such materials will become the property of PBPL.
- PBPL may request the Recipient to take part in media activities such as photo opportunities, media calls or approvals for quotes for media materials, which the Recipient must not unreasonably refuse.
- The Recipient must not do or say anything, or cause anyone to do or say anything, which may prejudice, be detrimental to or cause damage to the name and reputation of PBPL. The Recipient must comply with all relevant laws in respect of the Project and the Grant.
- The PBPL Community Grant Program can be terminated at any time without notice.