

APPLICATION GUIDE

VISION: A VIBRANT, PROSPEROUS, INCLUSIVE SOUTH BURNETT FOR THE LONG TERM



The Community Partnership Fund's vision is to work with the community to build a vibrant, prosperous, inclusive South Burnett for the long term. The Fund supports activities that:

- lead to increased employment
- support access to critical services
- enhance educational opportunities
- facilitate social connectedness
- support vulnerable members of our community.

Since its inception in late 2008, more than \$1 million has been awarded through the Fund to a variety of projects and initiatives of regional benefit.

ABOUT STANWELL

Stanwell is a diversified energy company and the largest electricity generator in Queensland.

Stanwell supplies more than 45 per cent of Queensland's power needs from 11 geographically dispersed sites. Stanwell's South Burnett generation assets include the Tarong and Tarong North Power Stations as well as the adjacent Meandu Mine. Meandu Mine has the capacity to supply Tarong Power Stations with up to 7 million tonnes of coal a year.

Stanwell is a Queensland Government Owned Corporation employing more than 800 staff. It contributes to the continued growth in Queensland by providing safe and reliable electricity for sale through the National Electricity Market.

Stanwell actively participates in the community life, supporting locally-driven development through financial and in-kind sponsorship, the procurement of local goods and services, and by encouraging employee involvement in local initiatives.

ELIGIBILITY

To be eligible to partner with Stanwell, you must demonstrate that your project:

- has progressed to the final planning stages.
- will be overseen by a registered organisation.*
- will create something enduring and/or tangible for the South Burnett.

**A registered organisation for the purposes of the Community Partnership Fund is an incorporated association. If your group or business is not incorporated, you will need to partner with a group that is and ensure the relationship between you is explained in your application.*

Successful applicants will be required to sign an agreement with Stanwell that clearly outlines the obligations of each party and the conditions tied to the funding.

PREPARING YOUR APPLICATION

SECTION 1: PURPOSE

To be considered for funding, you must confirm that your project aligns with at least one of the following statements. Each statement is followed by a leading question to help you.

- Leads to increased employment. Will it provide skills training or job opportunities?
- Supports access to critical services. Will it make living in the South Burnett easier?
- Enhances educational opportunities. Will it provide new opportunities for students?
- Facilitates social connectedness. Will it bring people together?
- Supports vulnerable members of the community. Will it help those who most need support?

SECTION 2: APPLICANT DETAILS

Please note all correspondence from Stanwell will be sent to the contact details you supply in this section.

SECTION 3: PROJECT OVERVIEW

This is your opportunity to sell your project to the Community Reference Group. Think about what makes your project special and how it will benefit the community. Is it possible it could have broader appeal or application? In this section, you also need to describe how you will measure the success of your project. Think about what will change for the better because of your project. Set goals and talk about measurement techniques.

SECTION 4: FUNDING

You are required to provide a comprehensive budget, detailing each outgoing associated with your project, and copies of quotes you have received in relation to the project. The two most important things to consider are your income and expenses.

- **Income** – this is the money that you receive for the project (please ensure that all secured funding is included in this section).
- **Expenses** – this is the money you will spend to complete the project (make sure total outgoings match the quoted or estimated cost of your project).

SECTION 5: ORGANISATION OVERVIEW

In this section you are required to describe your organisation and provide examples of other projects you have delivered in the past two years. Demonstrate your capability and tell us how your organisation works with others in the region to 'get things done'.

If your project is South Burnett-based but your organisation isn't, or if your project will also benefit other region/s, it is particularly important that you explain how much of your project is directly relevant to the South Burnett and detail your organisation's existing links with the region. If other organisations will be helping with implementing your project, include their names and details of their contribution.

SECTION 6: ATTACHMENTS

An example of a project plan and budget are attached to the sample application. Don't feel obliged to copy the style, but remember that your plan must include all activities against indicative dates, and your budget must include all income and all expenses associated with the project.

SECTION 7: REFERRAL

To ensure we are promoting the Community Partnership Fund through the most appropriate channels, we would like to know how you heard about it.

SECTION 8: DECLARATION

The representative signing this section should be the most senior person in your organisation and/or the person overseeing the project's implementation.

APPLICATION CHECKLIST

Before you send in your application, confirm that you have correctly completed your application by:

- ✓ ensuring your project is linked to the Fund's vision
- ✓ clearly outlining how your project aligns with at least one statement in Section 1b
- ✓ completing all eight sections of the application form
- ✓ ensuring your contact details are correct and the declaration has been signed by the appropriate representatives/s.

Please ensure you have attached:

- ✓ a project plan
- ✓ a project budget
- ✓ copies of quote/s.

WHEN TO APPLY

Funding rounds occur twice a year and are well advertised throughout the South Burnett region and on the Stanwell website.

WHERE TO APPLY

Please mail application, together with requested attachments to:

Community Relations - Tarong Community Partnership Fund
Tarong Power Station
PO Box 15
Nanango Q 4615

Or email to: sponsorship@stanwell.com

DECISION PROCESS

Funding is awarded by the Community Reference Group (CRG), which comprises Stanwell representatives and community members. This approach ensures that the potential benefits and impacts of any application are considered from a community perspective. The CRG meets within one month after the close of each funding round and their decisions are final. Decisions may include postponing a decision until the next round; transferring an application to Stanwell's Corporate Sponsorship Program; or awarding a different amount than that requested.

DISCLAIMER

The Tarong Community Partnership Fund has an allocated budget for each financial year and the CRG is required to prioritise funding. This means that some projects will not be successful regardless of the quality of the application.

Applications may generally be resubmitted at a future round; however, a project will only receive funding once. Ongoing costs associated with projects will not be funded.