

AGL Macarthur
Community
Support Fund –
Application and
Guidelines





AGL Energy Limited
ABN: 74 115 061 375
Level 24, 200 George St
Sydney NSW 2000
Locked Bag 1837
St Leonards NSW 2065
t: 02 9921 2999
f: 02 9921 2552
agl.com.au

AGL's Community Support Fund

Application Kit: guidelines and forms

Updated August 2017

About AGL

AGL is committed to helping shape a sustainable energy future for Australia. We operate the country's largest electricity generation portfolio, we're its largest ASX-listed investor in renewable energy, and we have more than 3.5 million customer accounts. Proudly Australian, with more than 180 years of experience, we have a responsibility to provide sustainable, secure and affordable energy for our customers. Our aim is to prosper in a carbon-constrained world and build customer advocacy as our industry transforms. That's why we have committed to exiting our coal-fired generation by 2050 and why we will continue to develop innovative solutions for our customers.

About the Community Support Fund

Through our involvement in and support of local community initiatives, projects and events, AGL aims to deliver community wide benefits, encourage innovation in and support for issues of community significance, and build and maintain strong relationships throughout the communities in which we operate.

The Community Support Fund forms part of AGL's commitment to support the communities where we have project activities.

Support can be provided through sponsorships, donations and grants for projects that will benefit the community and align with AGL's values.

AGL's values

Safety and beyond	<p>At AGL, safety comes first, because physical and mental wellbeing are fundamental to a successful workplace.</p> <p>We create a supportive environment, where we feel safe to challenge the norm, to speak up, to say what we mean.</p> <p>Safety is a shared responsibility, by taking care of each other, AGL becomes a better business for all.</p>
--------------------------	---

Sustainable thinking	<p>Taking care of the environment and the communities we operate in, is something we consider in everything we do.</p> <p>We are future-focused, proactive and adaptable to change.</p> <p>Every decision we make today, is based on always thinking ahead to find the right path forward.</p>
-----------------------------	--



Inclusive of all We welcome all and harness our diversity through trust and respect for one another.
 We seek the diverse view, enriching our thinking to drive greater performance.

Focused on what matters All that we do leads to our customers, so we consider them in everything we do, and strive to enrich their experience.

We relentlessly push ourselves to go further, to not only improve what we do but to exceed expectation.

We give our focus and energy to all the things that matter to AGL's success, always acting honestly and with integrity.

Areas the Community Support Fund covers

Sponsorships and donations

- One-off donations and sponsorships
- Includes sponsorships of events

The contribution may be cash or in-kind

Community Development Programs

- Partnerships supporting programs to meet AGL's community development commitment to make a long-term, positive contribution to the community
- Partnerships will generally be accessed through community consultation and must aim to develop local community capacity and be sustainable into the future

Key areas of focus

The program targets a range of community needs including:

- Education
- Youth
- Environment
- Health, safety and wellbeing
- Community infrastructure
- Arts and culture
- Economic development
- Social welfare



Application process

	Applications open	Applications close	Applications assessed	Applicants notifies	Funding issues
Funding Round 2017/18	28 October 2017	24 November 2017	December	December	2018

How to apply

- Read the application guidelines
- Complete the application form
- Please sign and submit your completed application form:

Macarthur Community Fund
C/- Major Projects Liaison Officer
Moyne Shire Council
PO Box 51
Port Fairy VIC 3284

Important information about your application

- An organisation can submit more than one application providing that what is being applied for is different. We suggest that each community group, sporting club or local school submit a consolidated application that is signed off by the club president or school principal to ensure that all funding requirements are considered in the one eligible application.
- Organisations will be required to submit photos as part of the acquittal process. It is a condition of your application that any images provided can be used by AGL to explain and promote the Community Support Fund.
- AGL cannot assist you in filling out the form. However, your local AGL Community Relations Manager can assist you to understand the application process and requirements. Your local Community Relations Manager is Hannah Coffey and can be contacted on 0422 852 830 or hcoffey@agl.com.au.
- We cannot accept late applications.
- AGL can request further information if required.



Application criteria and guidelines

Successful Community Support Fund recipients should meet the following criteria:

1. Be a legal entity, registered in Australia with a current ABN.
2. Be a registered charity, not-for-profit, educational institution or organisation with a demonstrated governance structure.
3. Deliver an event, program or initiative that provides benefits to the communities in which we operate – this includes within the Macarthur and Hawkesdale areas.
4. Have in place a current public liability insurance policy.

Groups that do not fit the above criteria can apply for funding through an auspice arrangement. An auspice agreement is an agreement where the organisation (the 'Principal Organisation') agrees to apply for funding on behalf of a second organisation (the 'Auspiced Organisation'). The Principal Organisation then receives, holds and administers the finding for the Auspiced Organisation.

AGL will prioritise grants to locally run projects, initiatives or events that:

- Have tangible aims and initiatives.
- Provides benefits to the communities in which we operate.
- Contributes to one or more of the key areas of focus:
 - Education
 - Youth
 - Environment
 - Health, safety and wellbeing
 - Community infrastructure
 - Arts and culture
 - Economic development
 - Social welfare
- Are valued and visible in the community.
- Are focused and have a long term vision.
- Funds granted to successful applicants must be spent on the approved project within the agreed timeframe.
- Are consistent with AGL's values of Safety and beyond, Sustainable thinking, Inclusive of all, Focused on what matters.

AGL will generally not support:

- Political organisations or political campaigns.
- Religious organisations for religious activities.
- Requests from individuals seeking support for personal reasons.
- A direct or indirect competitor of AGL.
- Organisations or groups whose planned activities may pose a health and safety risk.
- Funding for private companies or commercial entities.
- Activities which encourage the irresponsible use of alcohol or gambling.
- Activities which provide a direct financial benefit to AGL, its subsidiaries, employees or contractors.
- Activities or programs that may breach AGL's Code of Conduct or regulatory, licensing or any other statutory commitments or obligations.

Application process timeline





All applications will be reviewed and assessed by the Moyne Shire Council's Assessment Panel and referred to AGL for a final decision.

Applications will be assessed based on the information provided in the application. The following process will be used in assessing applications:

- Applications will initially be assessed to ensure the eligibility criteria has been met and further information can be requested if required.
- Applications will be given a merit ranking on how well, in the Assessment Panel's opinion, the application demonstrates the delivery of an event, program or initiative that provides benefits to the Macarthur and Hawkesdale region.

Not every application that meets the assessment criteria will necessarily receive a grant.

AGL will receive the feedback from the Assessment Panel and make the final decision on which applicants will receive a grant. All decisions made by AGL are final.

Applicants may be contacted by AGL directly for the purpose of validating any aspect of the applicant's application.

The assessment process will begin once applications close.

These guidelines may be reviewed and amended at any time.

Successful Applicants

Successful applicants will receive a notification from AGL regarding the success of their application.

Unsuccessful Applicants

Unsuccessful applicants will receive a "Letter of Grant Decline" from AGL confirming the outcome of the application. Requests for additional feedback can be made by emailing AGLCommunity@agl.com.au. AGL encourages all unsuccessful applicants to apply for future rounds and to source other forms of support from other funding bodies.



Awarding grant funding and acquittal process

Awarding grant funding

All successful applicants will receive approved funding by electronic transfer.

Payment will only be addressed to the nominated organisation.

A remittance will be emailed to the contact person identified on the application form.

Any grant from the Community Support Fund includes any applicable GST.

Use of funding

Any funding provided by the Community Support Fund must be spent on the approved project within the agreed timeframe.

If at any time the stated purpose and use of the funds cannot be completed in the manner described in the application, the recipient must advise AGL's Community Support Fund team on AGLCommunity@agl.com.au. Funds are non-transferable.

Privacy and confidentiality

By completing the application form, the applicant and recipient agree to information being used by AGL for the purposes of assessing the application and if successful, providing a grant.

By completing the application form, applicants consent to AGL disclosing details of successful applicant's projects and the amounts granted to each successful applicant.

Evaluation and acquittal process

Recipients are encouraged to submit an evaluation report to AGL within two months of program completion.

The evaluation report should include:

- A report on program activity.
- Benefits and beneficiaries.
- Evidence of the use of funds granted for the program (e.g. invoices).
- Copies of photos and promotional materials where possible.

It is the responsibility of the organisation to maintain a complete set of records for acquittal purposes.

Recipients are required to submit photos and or video as part of the acquittal process. It is a condition of your application that any images provided can be used by AGL to promote the Community Support Fund (including local media).

Recipients failing to complete the acquittal report will not be eligible to participate in future Community Support Fund funding rounds.

AGL reserves the right to request the return of any unspent funds as part of the acquittal process.

AGL reserves the right to undertake quality assurance checks on all implementing partners to ensure funding is spent in accordance with the Funding Agreement.



Application Form

Project/asset: _____

Applicant Details

Key Contact

Name: _____

Position: _____

Phone: _____

Email address: _____

Postal address: _____

Organisation

ABN: _____

Name: _____

Registered address: _____

Email address: _____

Postal address: _____

Website: _____

Alternate Contact

Name: _____

Position: _____

Phone: _____

Email address: _____

Due Diligence

Have any of the Organisation's Directors, Principals and/or Board Members been served with a bankruptcy notice or directed a company that has been insolvent in the last five years? If so, please provide the details.



Please attach trading, profit and loss and balance sheets for the last two years (if applicable).

Please attach the organisation's latest business plan (if applicable).

Please provide a brief overview of your organisation or community group, identifying the goods and/or services provided to the local community.

Organisational goal/mission:

Formal legal status of organisation (tick box):

- Corporation
- Partnership
- Government entity
- Non-profit organisation
- Social enterprise
- Other (please specify)

How does your organisation currently fundraise?

Does your organisation have public liability insurance? Yes/No

(Please provide a copy of current public liability insurance certificate)

Has your organisation received funding or support in kind from AGL in the past 12 months? Yes/no

Description	Amount or in-kind	Date



Details of Project or Initiative

Name of Initiative: _____

Location (which communities will be involved and how will the benefit from this program?):

Description of project or initiative:

Start date: _____ End date: _____

Explain in detail how your organisation will use the grant:

Program key facts:

1. How many people do you expect will directly benefit? _____
2. How will you measure success of the program? (e.g. number of attendees) _____

How does your program align with the AGL values of Safety and beyond, Sustainable thinking, Inclusive of all, Focused on what matters?



What key areas of focus does the initiative address (tick box)?

- Education
- Youth
- Environment
- Health, safety and wellbeing
- Community infrastructure
- Arts and culture
- Economic development
- Social welfare

How will it contribute to this/these areas?

Outline identified community need for the initiative:

Outline any professional advice sought throughout the development of the initiative:



Project Planning

Total amount requested from AGL (including GST):

Breakdown of spend:

Key activities	Start date	End date	Budget	Outcome
----------------	------------	----------	--------	---------

Total budget (\$):

Please attach evidence of expense, e.g. quotes.

Funding from other sources (outline other groups, organisations or people who will be involved in the program, and briefly describe their involvement or role):

What is the minimum amount of funding this program can be run with?

How will AGL be recognised for the support of this program? (Tick box)

- Flyers, brochures, event programs
- Local print media
- Invitation to the event
- Radio/TV
- Printed merchandise
- Signage
- Acknowledgement in speeches/formalities
- Other (please specify)



Checklist and declaration

I have (tick boxes):

- Read and understood the Community Support Fund application kit guidelines before completing this application.
- Checked my organisation and project are eligible for assistance.
- Checked the closing dates for funding.
- Completed all sections of the application form.

- Included all required documentation (where applicable) including the following:
 - Evidence of your organisation's legal structure, executive committee members or governance documentation and financial capacity.
 - Evidence of the program support by key community stakeholders.
 - Evidence of current public liability insurance.
 - Complete annual financial statements.
 - Copy of annual report (if available).
 - Copy of certificate of incorporation.
 - Additional supporting information, e.g. quotes.
 - Program communication plan.
 - Program plan

- Consent for AGL to use photos, reports, etc
- Signed the declaration below.

Declaration:

I _____ (*name*) declare that to the best of my knowledge the information provided in this application is true and correct.

Signature: _____

Position: _____

Date: _____