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AGL

AGL's Gloucester Community Investment Program – Application Kit

Gloucester Gas Project – 2014 & 2015

About the Gloucester Community Investment Program.

At AGL we believe that engaging and contributing to the communities in which we operate is central to the success of our work. By investing in our local communities we can make sure that everyone shares in our success.

As we evolve so does our approach to communities. The Gloucester Community Investment Program forms part of AGL's commitment to support the Gloucester community.

Support can be provided through sponsorships, donations and grants for projects that will benefit the Gloucester and surrounding communities and align with AGL's values of *One Team, Delivery, Authentic, Vitality and Safe and Sustainable*.

Sponsorship and donations.

- > \$5,000 or less
- > Small, one-off or it may occur (typically annually) 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 and sustainability
- > Health, safety and well being
- > Community infrastructure
- > Arts and culture
- > Recreation

Application process.

	Applications open	Applications close	Applications assessed	Applicants notified	Funding issued
Funding Round 1	Friday Aug 1 2014	Sunday Aug 31 2014	September 2014	October 2014	October 2014
Funding Round 2	Saturday Feb 1 2015	Saturday Feb 28 2015	March 2015	April 2015	April 2015

How do I apply?

- > Read the application guidelines
- > Complete the application form
- > Please sign and submit your completed application form before **31 August 2014** or **28 February 2015** online, or to:

Gloucester Community Investment Program
AGL Gloucester Gas Project
PO Box 335
22 Tate Street
Gloucester NSW 2422

Or

gloucester@agl.com.au

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 Investment Program.
- > 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 Karyn Looby and can be contacted on 02 6558 2692 or Karyn.Looby@agl.com.au.
- > We cannot accept late applications, however they may be considered for funding under other AGL programs (subject to funding availability and eligibility).
- > AGL can request further information if required.

Application process.

Eligibility criteria and guidelines.

Successful Gloucester Community Investment Program recipients should meet the following criteria:

1. Be a legal entity, registered in Australia with a current ABN.
2. Be one or more of:
 - > A social enterprise.
 - > A not for profit community organisation.
 - > Be a registered charity or established community organisation with a demonstrated governance structure in place.
 - > 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.
3. Deliver an event, program or initiative that provides benefits to the communities in which we operate – this includes: Gloucester, Stroud Road, Barrington and Stratford.
4. Have in place a current public liability insurance policy.

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 and youth, environment and sustainability, health, safety and wellbeing, community infrastructure, arts and culture, and recreation.

- > 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 one team, delivery, authentic, vitality and safe and sustainable.

More information on AGL's values can be found here – <http://www.agl.com.au/about-agl/what-we-stand-for/our-vision/our-values>

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.
- > Activities which encourage gambling.
- > Activities which provide a direct financial benefit to AGL, its employees or contractors.
- > Activities or programs that may breach AGL's Code of Conduct or regulatory, licensing or any other statutory commitments or obligations.

AGL's Code of Conduct can be found here – <http://www.agl.com.au/about-agl/who-we-are/our-company/corporate-governance-policies-and-charters>

Application process.



Assessment process.

All applications will be reviewed and assessed by AGL's Community Investment Program Assessment Committee, comprising of AGL representatives and local community members. Community representative positions are voluntary and community representation enables meaningful community input into the decision-making process. The community representatives are chosen on the basis of their experience and broad understanding of the community group they represent.

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

1. Applications will initially be assessed by AGL to ensure the eligibility criteria has been met and further information can be requested if required.
2. Applications will then be given a merit ranking on how well, in the Assessment Committee's opinion, the application demonstrates:
 - > The delivery of an event, program or initiative that provides benefits to the communities in which AGL operate – this includes: Gloucester, Stroud Road, Barrington, Stratford and surrounding areas.
 - > Contributes to one or more of the key areas of focus.

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

AGL will receive the feedback from the Assessment Committee and make the final decision on which applicants will receive a grant. All decisions made by AGL are final. Once a decision has been made no further discussions will be entered into.

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 "Letter of Grant Approval" from AGL.

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 gloucester@agl.com.au.

AGL encourages all unsuccessful applicants to apply for future rounds.

Awarding grant funding and acquittal process.

Awarding grant funding.

All successful applicants will receive approved funding by electronic transfer or cheque to the successful applicants.

Payment will only be addressed to the nominated registered charity or community organisation.

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

Any grant from the Gloucester Local Community Investment Program includes any applicable GST.

Use of funding.

Any funding provided by the Gloucester Local Community Investment Program 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 Local Community Investment Program team on gloucester@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 an application form, applicant's consent to AGL disclosing details of successful applicant's projects and the amounts granted to each successful applicant.

Evaluation and acquittal process.

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

The evaluation report can be provided and include:

- > A report on program activity.
- > Benefits and beneficiaries.
- > Evidence of the use of funds granted for the program (e.g. invoices).
- > Copies of any 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 Gloucester Community Investment Program. Written consent of any persons included in photos must be provided to AGL as part of the acquittal process.

Recipients failing to complete the acquittal report will not be eligible to participate in any future Gloucester Community Investment Program 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.

Applicant details:

Organisation name:

.....

ABN:

Street address:

.....

.....

Postal address:

Tick here if your postal address is the same as your street address

.....

.....

Contact person:

Role:

Contact number:

Email:

Date:

Registered name, if different:

.....

Year organisation established:

Registered address, if different:

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Website address:

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Alternate contact person:

Role:

Contact number:

Email:

Applicant details:

Please provide a brief overview of your organisation or community group:

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Organisational goal/mission:

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How does your organisation currently fundraise?

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Does your organisation have public liability insurance? " Yes " No
(Please provide a copy of current public liability insurance certificate)

Formal legal status of organisation (tick box):

- | | |
|---------------------|---------------------------|
| " Corporation | " Non-profit organisation |
| " Partnerships | " Social enterprise |
| " Government entity | " Other (please specify) |

Applicant details:

Has your organisation received funding or support in kind from AGL in the past 24 months? “ Yes “ No

Description	Amount or in kind	Date



Program details:

Name of the event, program or initiative:

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Description of the event, program or initiative:

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Start date:..... End date:

Explain in detail how your organisation will use the grant:

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Applicant details:

Which area(s) will the program address? (tick box)

- | | |
|---|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> Community infrastructure |
| <input type="checkbox"/> Environment and sustainability | <input type="checkbox"/> Arts |
| <input type="checkbox"/> Health, safety and well being | <input type="checkbox"/> Recreation |

How will it contribute to these areas?

.....

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How does your program align with the AGL values of One Team, Delivery, Authentic, Vitality and Safe and Sustainable?

.....

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.....

Which communities will be involved and how will they benefit from this program?

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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)

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Program budget:

Total amount requested from AGL (including GST):

Breakdown of spend:

Item	Amount

Please attach evidence of expense, e.g. quotes (if applicable).

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

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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)

- | | |
|--|--|
| <input type="checkbox"/> Flyers, brochures, event programs | <input type="checkbox"/> Printed merchandise |
| <input type="checkbox"/> Local print media | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Invitation to the event | <input type="checkbox"/> Acknowledgement in speeches/formalities |
| <input type="checkbox"/> Radio/TV | <input type="checkbox"/> Other (please specify) |

Checklist and declaration:

I have (tick boxes):

- “ Read and understood the Gloucester Community Investment Program 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 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 (template available from AGL on request).
- “ *Optional:* Program plan (template available from AGL on request).
- “ Signed the declaration below.

Declaration:

I
declare that to the best of my knowledge the
information provided in this application is true
and correct.

Signature:

.....

Position:.....

Date:

Submit all information to:

Gloucester Community Investment Program
Gloucester Gas Project
PO Box 335
22 Tate Street
Gloucester NSW 2422

Or

gloucester@agl.com.au

Application process:

Round one:

- > Applications open – 1 August 2014
- > Applications close – 31 August 2014

Round two:

- > Applications open – 1 February 2015
- > Applications close – 28 February 2015



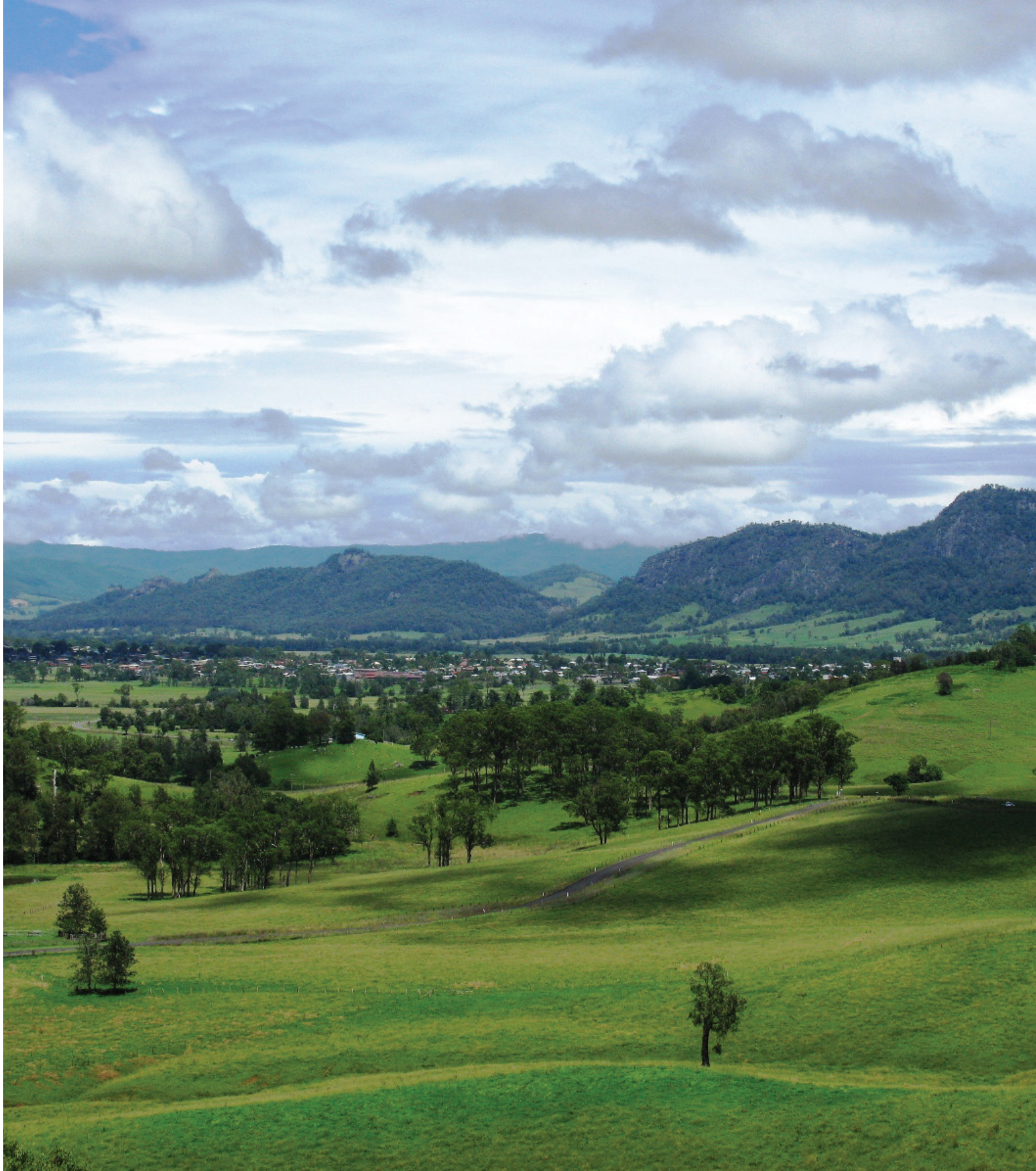
Office use only.

Date received:

Reference number:

Eligible yes/no

Notes:



Join AGL's online community

www.yoursayagl.com.au

Phone: 1300 799 716 or 02 6558 2692

Address: 22 Tate Street, Gloucester NSW

Email: gloucester@agl.com.au

Web: www.agl.com.au/gloucester

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 **AGL**