

User Guide

Community Sponsorship Program – Application Form

This User Guide provides an overview of the eligibility and assessment criteria to guide you through your event sponsorship application. Applications can be submitted via the SmartyGrants platform on the Queensland Hydro website: qldhydro.com.au/community/sponsorship

If you require support, please contact us.

*Indicates a required field

Organisation and sponsorship request details

Name of the applicant organisation:*

Organisation primary email:*

Must be a valid email address.

Organisation primary phone number:*

Must be an Australian phone number.

Name of the organisation's primary contact office:*

Organisation's primary address*

Address Line 1

Suburb/Town

State, Postcode, and Country are required

Organisation ABN:*

Does your organisation have any related parties that are a Queensland Hydro employee or contractor?*

If yes, please outline the relationship.

Sponsorship funding request details

Name of the event for which sponsorship funding is sought:*

Summarise event purpose, community outcomes, and the sponsorship benefits offered to Queensland Hydro.*

Aim for your response to be two paragraphs in length.

Specify the funding amount sought (excl. GST).*

What is the total financial support you are requesting in this application?

Eligibility assessment

The organisation is aware that sponsorships applied for in the following location areas (Gympie, Somerset, or Mackay LGAs) will be prioritised. Please specify which LGA is most applicable*

The organisation confirms that they are an eligible organisation.*

Organisation cannot be one of the following: a private individual, a for-profit organisation or business, a federal, state, or local government entity (except for schools), a statutory authority, a political organisation, such as a registered political party, a labour or trade union organisation, an organisation that has applied (successfully or unsuccessfully) for the Queensland Hydro Community Sponsorships Program within the past 6 months, or an organisation or community group not aligned with Queensland Hydro's values.

The organisation confirms that they are of sound financial standing.*

Organisation cannot be or have any of the following over the past five years: outstanding debt with any level of Government, be insolvent, have owners or directors that are declared to be bankrupt, have overdue tax liabilities, have contingent liabilities of a material amount, impacting the ability of the applicant to undertake the event that sponsorship funding is being sought for, any other financial particulars which are likely to adversely affect the applicant's capacity to undertake the event that sponsorship funding is being sought for.

The organisation confirms that they are of sound legal standing.*

Organisation cannot be or have any of the following over the past five years: be involved in a legal proceeding that impacts the ability of the applicant to undertake the event that sponsorship funding is being sought for, have an owner or director that is involved in a legal proceeding or litigation (including a governance investigation) that impacts the ability of the applicant to undertake the event that sponsorship funding is being sought for, have a contract with your entity terminated by the other party, which impacts the ability of the applicant to undertake the event that sponsorship funding is being sought for, any other legal particulars which are likely to adversely affect the applicant's capacity to undertake the event that sponsorship funding is being sought for.

The organisation confirms that they are applying for funds to be used in a manner consistent with the Queensland Hydro Community Benefits Framework.*

Organisation must be seeking funds to be used for an activity aligned with the Queensland Hydro Community Benefits Framework. As such, funds cannot be sought for the following: fundraising events such as raffles, telethons, walk-a-thons, or auctions, or to cover ongoing administrative or recurrent costs and expenses (e.g., rent or wages), for events that have already occurred (i.e. retrospective activities), for events that are reliant on the funding of another sponsorship or grant program, for which the outcome is unknown, for the costs associated with making an application for another sponsorships program, or a grants program, or for any purpose that is not aligned with Queensland Hydro's values.

Applicant declaration

By ticking "I agree", you are doing the following:

- Acknowledge that you have read all relevant guidelines produced to accompany the Queensland Hydro Community Sponsorships Program.
- Acknowledge that all information contained within the application is true and correct. As well as acknowledge that giving false or misleading information is a serious offence under Section 137.1 of the *Criminal Code Act 1995 (Cth)*.
- Acknowledge that Queensland Hydro can revoke sponsorship funding if it is later found that any information in the application is found to be deliberately false.
- Accept that Queensland Hydro may require security over any or all the funded items.
- Acknowledge that if any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application and for their personal information to be shared as detailed in the Use of Information.
- Give consent to Queensland Hydro to make public the details of the Applicant and the funding received, should this Application be successful.
- Give consent to Queensland Hydro to make public photos and an event summary, to be used for promotional purpose.
- Give consent to receive correspondence, legal notices, sponsorship agreements and any subsequent letters of variations to the agreement electronically. This is alongside understanding and agreeing that electronic correspondences constitute a valid and legally binding method for interacting under the sponsorship agreement and the *Electronic Transactions Act 1999 (Cth)*.

Do you agree to the applicant declaration?

The Why: Local challenges and aspirations this event would address, in alignment with the strategic priorities outlined in the Community Benefits Framework.

Choice of strategic priorities

Please select one **or** two of the following strategic priority areas, which you believe most align with your event. For each strategic priority area(s) that you select, you will be asked one question. Queensland Hydro's Community Benefits Framework strategic priority areas are as follows:

Tourism and economy

We understand that tourism is an important driver and presents significant opportunities to grow and leverage enduring positive benefits for the local area and broader region surrounding our project locations. We will support initiatives that help people and economies thrive. We will do this through local economic development activities that build capacity, capability and resilience to enable our communities and regions to grow and prosper.

Health and wellbeing

We understand that the importance of health and wellness is at the core of every individual and collectively contributes to the vibrancy at the heart of every community. We will support initiatives that deliver optimum health and wellness benefits to the local community. This may include programs or activities targeting community participation, or infrastructure of recreational facilities to enable them.

Environment and sustainability

We understand the importance of respecting and nurturing the environment that surrounds us, in both its natural and developed forms. We will support initiatives that enhance, protect and celebrate the local environment. Ensuring a sustainable future for the land, skies and water surrounding our communities will benefit us all.

Community connection

We understand that connection is what creates community – across many forms and possibilities. We will support initiatives that contribute to community connectedness. This may include programs or activities that bring people together, connect cultures, backgrounds, ages and stages of life. It may include physical connections, to enhance towns and local areas so there are pathways to connect or places to gather. We will recognise and preserve the history and culture that underpins the area, celebrate creativity and the arts emerging from our communities, knowing that connection is at the essence.

Which of the following strategic priorities most apply to your event? *

No more than two choices may be selected.

- Tourism and economy
- Health and wellbeing
- Environment and sustainability
- Community connection

Tourism and economy

Describe how your event would support or leverage tourism opportunities.

Aim for your response to be one paragraph in length.

Describe how your event would help local people and the local economy succeed (e.g. build capacity, capability, or resilience).

Aim for your response to be one paragraph in length.

Health and wellbeing

Describe how your event would enhance local community health and wellbeing.

Aim for your response to be one paragraph in length.

Describe how your event would address specific health needs within the community, including for vulnerable groups.

Aim for your response to be one paragraph in length.

Environment and sustainability

Describe how your event would actively enhance or protect the local environment, in either its natural or developed forms, including contributions towards a sustainable future for the land, skies and water surrounding the local community.

Aim for your response to be one paragraph in length.

Describe how your event would celebrate the local environment and/or enhance community engagement and involvement with it.

Aim for your response to be one paragraph in length.

Community connection

Describe how your event would contribute to community connectedness - including connecting across diverse backgrounds, preserving local history or celebrating creativity and the arts.

Aim for your response to be one paragraph in length.

Describe how your event would recognise, preserve or celebrate the local culture, history or emerging creativity and the arts.

Aim for your response to be one paragraph in length.

The What: Measures of community benefits success.

What community benefits or positive impacts would this event achieve? How would these benefits address the community needs or aspirations?

Aim for your response to be one paragraph in length.

How many community members would benefit from this event? Explain your assumptions, identifying any relevant specific groups.

Aim for your response to be one paragraph in length.

Which community members will benefit most from this event? What specific needs they have? Does it support any marginalised communities? Explain your assumptions.

Aim for your response to be one paragraph in length.

How long do you anticipate the positive community impacts of the event to last? Explain your assumptions.

Aim for your response to be one paragraph in length.

The How: Ability to deliver.

Provide start and end dates of the event, a breakdown of key activities and proposed progress milestones.

Aim for your response to be two paragraph in length.

Provide examples of experience with events similar to that which you are seeking funding for.

Aim for your response to be one paragraph in length.

Describe proposed event oversight and performance measures.

Aim for your response to be one paragraph in length.

Describe any risks that you foresee in delivering this event and how would they be managed.

Aim for your response to be one paragraph in length.

Communicating the community value

Describe public relations opportunities to highlight the community value of the event (e.g. promotional material, media opportunities, or any other sponsorship benefits) offered to Queensland Hydro.

Aim for your response to be one paragraph in length.

Identify opportunities for Queensland Hydro to collaborate with you in showcasing the community value that the event creates.

Aim for your response to be one paragraph in length.

Get in touch

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