

## Stanwell Power Station Community Partnership Fund

### Application Guide

The Stanwell Power Station Community Partnership Fund is principally interested in building community economic capacity, preparedness and resilience.

Targeted funding areas are those communities closest to Stanwell Power Station, as outlined below.

**To be considered for the Stanwell Power Station Community Partnership Fund your project must meet the criteria outlined in Section A, B and C.**

**Section A** - must meet all four of the following criteria:

- Be in the final stages of planning\*.
- Will create something enduring within the region.
- Be a registered **'Not-for-Profit'** organisation.

*\*Please note: For a project to be considered to be in the final stages of planning, any building or facility upgrades must have received appropriate approvals by the necessary governing body.*

**Section B** - must align to one (1) or more of our investment areas outlined below:

- Sustainable Communities (initiatives that improve environmental outcomes).
- Connected Communities (initiatives that focus on social connectivity).
- Healthy Communities (initiatives that enhance the well-being of community members).
- Resilient Communities (initiatives that drive long-term economic and social benefits).

**Section C** - must meet at least one (1) of the following criteria:

**1. Facilitates a collaborative approach to social connectedness** The project involves a collaborative partnership with other service providers and maximises existing social infrastructure and improves overall community connectedness.

**2. Leads to increased employment** The project creates or sustains meaningful jobs and imparts future ready skills that enable a community to navigate planned or unplanned change.

**3. Improves access to and/or sustainability of existing critical services** The project delivers improved access to services that support those most in need. It does not jeopardise the viability of other services.

**4. Enhances educational opportunities and personal leadership** The project provides skills and leadership capacity development that supports the community for the long term.

**5. Builds community economic capacity, preparedness and resilience** The project takes a collaborative approach to addressing an emerging challenge recognised in one or more regional community or economic development plans.

### Applicant details

Please ensure that all correspondence related to this application will be directed to the contact information provided in this section.

# Stanwell Power Station - Community Partnership Fund 24/25

## Form Preview

**Organisation overview****Who are you? What do you do?** This is your opportunity to showcase who you are and what you stand for. Highlight your organisation's mission, not only in relation to the project you're seeking funding for but also in terms of your broader goals and how you strive to make a positive impact on the community.

**Who will benefit?** Is your project located in the Rockhampton or South Burnett regions, even if your organisation is not? That's perfectly fine. Let us know how your project directly impacts the communities near Stanwell's operations. Additionally, share any existing connections your organisation has with these areas.

### **Community connections**

#### **Partnering with other organisations to implement this project?**

Are you collaborating with other organisations to implement this project? We'd love to hear about your partners and the contributions they'll be making. Be sure to include their names in this section. Attaching letters of support from these organisations can also strengthen your application.

**Will the project add value other organisations?** If your project proposes infrastructure upgrades, will other community organisations benefit from this?

**Needing an extra hand?** While the Stanwell Power Station Community Partnership Fund may be the sole source of funding for your project; we encourage applicants to seek funds from a number of sources (including your own organisation where possible).

### **Project overview**

#### **Why your project?**

This is your chance to showcase how your project aligns with our criteria. Be sure to clearly connect your project to one or more of the eligibility requirements.

Remember to link your project to one or more of the eligibility criteria.

#### **Think about the points below when providing your project overview:**

- Can the project be leveraged by working together with other organisations?
- Is there, or could be, a specific link between your project and Stanwell Power Station?
- Does your project link to established priorities from community consultation undertaken by regional councils, government or other agencies?

### **Project funding attachments**

**Now it's time to get down to business** – In this section, provide an overview of the project costs and specify any other funding bodies you've approached, along with the status of those applications.

**Don't forget to attach** – You are also required to attach:

- Copies of quotes for the items/services for which you are requesting funding from the Stanwell Power Station Community Partnership Fund.
- **Minimum of two (2)** quotes or 1 quote and evidence of a request for the second quote (*this can be an email request or online request*)
- Approved paperwork for any building and/or facility upgrades (if applicable)

### **Declarations**

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

### **Application checklist:**

**Before submitting your application, please ensure the following:**

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### **Eligibility:**

You have confirmed that you meet the eligibility criteria in Section A, B and C.

### **Application completion:**

- All sections of the application have been fully completed in SmartyGrants.
- Your contact details are accurate.
- The declaration has been signed by the appropriate representative(s).

### **Attachments:**

- Copies of all relevant quotes are attached.
- Approvals for any building and/or facility upgrades are provided, if applicable.

Where to apply -

[Login or Register - Stanwell Corporation Limited \(smartygrants.com.au\)](https://smartygrants.com.au)

### **The Process**

#### **Requirement**

#### **Timeframe**

#### **Application Open**

Date\*\*

#### **Application Close**

Date\*\*

#### **Notification of outcome**

4 weeks from receipt of application.

#### **Successful application invoice processing**

Within 1 week from receipt of successful letter, the invoice is required to be emailed to [sponsorship@stanwell.com](mailto:sponsorship@stanwell.com).

#### **Invoice Payment**

Within 1 week of receipt of invoice.

#### **Acknowledgement / Receipt of Payment.**

Within 1 week of receipt of payment, organisation is to provide Stanwell with an acquittal (receipt of funds).

#### **Post Event Acquittal**

Within 1 month of the event or project you will be required to complete a 'Post project acquittal'.

### **The Decision Process**

**Whose decision is it?** Funding is awarded by a Community Partnership Fund panel, which is comprised of senior Stanwell representatives and a minimum of three invited business, education, health, local government or community representatives. This approach ensures that the potential benefits and impacts of any application are considered from a community perspective.

**When do they meet?** The panel meets following the close of each funding round and their decisions are final.

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**What are the possible outcomes?** Decisions may include:

- Request for more information and postponing a decision until the next round;
- Awarding a different amount than that requested; or
- Transferring an application to be considered under Stanwell's Corporate Sponsorship Program\*

\*This sponsorship focuses on events and short-term activities that make a positive "quality of life" contribution to the communities in which Stanwell operates.

**Will I hear back even if my project isn't successful?** All applicants will be notified in writing of the outcome of their application within five business days from the date of the panel meeting.

### Successful Applicants

Successful applicants will receive a letter that clearly outlines the obligations of each party and the conditions tied to the funding. Acceptance of funds will be taken as acknowledgement that you accept these obligations and conditions.

Obligations may include the requirement to take part in an end-of-project debrief and/or provide a written report.

Conditions placed on projects could include (but are not limited to):

- Projects being completed within 6 months of receiving funds or by the end of a financial year period (unless otherwise negotiated with Stanwell).
- Any media coverage about the project acknowledges Stanwell's support.
- A Stanwell representative being invited to relevant events or openings of the funded project.
- Projects are completed as specified in the application otherwise funding may be withdrawn (unless another application is submitted and approved).
- Providing Stanwell permission to use photography and or quotes in our internal and external communications about the project.

### Disclaimer

The Stanwell Power Station Community Partnership Fund operates within a set budget each financial year and funding is prioritised. 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 (if recommended); however a project will only receive funding once. Ongoing costs associated with projects will not be funded.

### Further Information

**Need some more information?** Any further questions regarding the fund or the Corporate Sponsorship Program, please don't hesitate to contact Amanda Lingard, Stakeholder Engagement Advisor, on (07) 4930 3569. / Karen Wall, Stakeholder Engagement Advisor, on (07) 4160 9251.

You can also email [sponsorship@stanwell.com](mailto:sponsorship@stanwell.com).

## Eligibility

\* indicates a required field

Applicants: please note

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Before completing this application form, you should have read the Stanwell Power Station Community Partnership Fund Application Guide.

**Incomplete applications and/or applications received after the closing date will not be considered.**

This section of the application form is here to help both you and Stanwell determine your eligibility for this grant. It's important to answer these questions first to ensure you're not investing time in applying for a grant that may not be a fit.

If you have any questions in regards to these eligibility criteria, please contact **sponsorship@stanwell.com**

### Eligibility Criteria

**To be considered for the Stanwell Power Station Community Partnership Fund your project must meet the criteria outlined in Section A, B and C.**

**Section A - must meet all three (3) of the following criteria:**

- ☐ Be in the final stages of planning\*.
- ☐ Will create something enduring within the region.
- ☐ Be a registered 'Not-for-Profit' organisation.

\*Please note: For a project to be considered to be in the final stages of planning, any building or facility upgrades must have received appropriate approvals by the necessary governing body.

**Section B - must align to one (1) or more of our investment areas of the following criteria:**

- ☐ Sustainable Communities (initiatives that improve environmental outcomes).
- ☐ Connected Communities (initiatives that focus on social connectivity).
- ☐ Healthy Communities (initiatives that enhance the well-being of community members).
- ☐ Resilient Communities (initiatives that drive long-term economic and social benefits).

please select one or more

**Section C - must meet at least one (1) of the following criteria:**

- ☐ Facilitates a collaborative approach to social connectedness | The project involves a collaborative partnership with other service providers and maximises existing social infrastructure and improve overall community connectedness.
- ☐ Leads to increased employment | The project creates or sustains meaningful jobs and imparts 'future ready' skills that enable a community to navigate planned or unplanned change.
- ☐ Improves access to and/or sustainability of existing critical services | The project delivers improved access to services that support those most in need. It does not jeopardise the viability of other services.
- ☐ Enhances educational opportunities and personal leadership | The project provides skills and leadership capacity development that supports the community for the long term.
- ☐ Builds community economic capacity, preparedness and resilience | The project takes a collaborative approach to addressing an emerging challenge recognised in one or more regional community or economic development plans.

**For a project to be considered to be in the final stages of planning, any building or facility upgrades must have received appropriate approvals. Does your organisation have the necessary approvals?**

- ☐ Yes

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- ☐ No
- ☐ Not applicable

### Confirmation of Eligibility

#### Before proceeding, please confirm the following:

- you have read and understood the program guidelines
- you are able to demonstrate alignment between your project and the aims of this program
- your organisation is a registered not-for-profit organisation
- your organisation has the appropriate type and level of insurance for the activities that are the subject of this grant

**You must confirm that all statements above are true and correct. \***

☐ Yes

### Contact Details

\* indicates a required field

### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to [Stanwell | Privacy policy](#)

### Applicant Details

#### Applicant \*

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Make sure you provide the same name that is listed in official documentation.

#### Department/Branch/Faculty \*

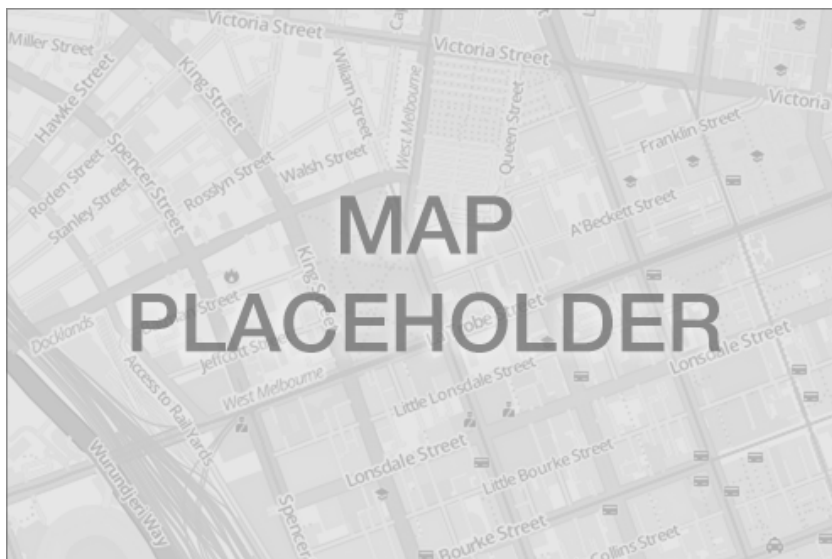
#### Applicant primary address

Address

<input type="text"/>
<input type="text"/>

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### **Applicant postal address**

Address

### **Applicant primary phone number \***

Must be an Australian phone number.

### **Applicant email address \***

Must be an email address.

### **Applicant website**

Must be a URL.

## Primary Contact Details

### **Primary contact \***

Title First Name Last Name

This is the person we will correspond with about this grant.

### **Position held in organisation \***

e.g., Manager, Director or Fundraising Coordinator.

### **Primary contact primary phone number \***

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Must be an Australian phone number.

### Primary contact office phone number

Must be an Australian phone number.

### Primary contact email address \*

This is the address we will use to correspond with you about this grant.

## Organisation Overview

\* indicates a required field

### Does your organisation have an ABN? \*

☐ Yes

☐ No

### Applicant ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

If you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO website](#).

### Please upload completed Statement of Supplier Form.

Attach a file:

Max 25mb per file uploaded



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### What is your incorporation number?

Incorporated Association or Australian Company Number

### What type of not-for-profit organisation are you? \*

- ☐ Educational institution (includes pre-schools, schools, universities)
- ☐ Philanthropic organisation
- ☐ Social enterprise
- ☐ Professional association
- ☐ Healthcare not-for-profit
- ☐ Community group
- ☐ General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

### About you: Tell us about your organisation (include history, number of members, purpose and vision). \*

### Tell us how your organisation has positively impacted the community? For example, delivery of successful projects.

## Project Information

\* indicates a required field

### Project title \*

Must be no more than 25 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive.

## Property and lease consent

### Does your organisation \*

- ☐ Own the premises?
- ☐ Lease the premises?

### Please provide a copy of your rates notice or lease agreement. \*

Attach a file:

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**Lease Agreement: Please provide written consent from the owner for any proposed upgrades to the premises.**

Attach a file:

**Does your project require local council approval?**

- ☐ Yes  
☐ No

e.g. Building approval, plumbing approval.

**Has your organisation received local council approval?**

- ☐ Yes  
☐ No  
☐ Pending application

e.g Building approval, plumbing approval.

**Please attach local council approvals.**

Attach a file:

Anticipated project dates

**Anticipated start date \***

**Anticipated end date \***

**The Stanwell Power Station Community Partnership Fund is dedicated to enhancing the vibrancy, capacity, and resilience of the communities surrounding Stanwell Power Station over the long term. The fund aims to support projects that address community needs and create lasting value**

**Applicants are asked to demonstrate how their project addresses one or more of the following;**

- ☐ Facilitates a collaborative approach to social connectedness.
- ☐ Leads to increased employment.
- ☐ Improves access to and/or sustainability of existing critical services.
- ☐ Enhances educational opportunities and personal leadership.
- ☐ Builds community economic capacity, preparedness and resilience.

Select one or more

**Facilitates a collaborative approach to social connectedness.**

The project involves a collaborative partnership with other service providers and maximises existing social infrastructure and improve overall community connectedness..

### **Leads to increased employment.**

The project creates or sustains meaningful jobs and imparts 'future ready' skills that enable a community to navigate planned or unplanned change.

### **Improves access to and/or sustainability of existing critical services.**

The project delivers improved access to services that support those most in need. It does not jeopardise the viability of other services.

### **Enhances educational opportunities and personal leadership.**

The project provides skills and leadership capacity development that supports the community for the long term.

### **Builds community economic capacity, preparedness and resilience.**

The project takes a collaborative approach to addressing an emerging challenge recognised in one or more regional community or economic development plans.

### **Project description - please provide an overview of what your project will achieve.**

\*

**Please list other organisations involved in the project, or any other community organisations that will benefit from your proposed project. For example: If your project proposes building upgrades, do other community organisations utilise the facilities?**

**Does this initiative have community support? In particular, do the beneficiary and/or geographic communities impacted by this project/program support the activities you are proposing? \***

☐ Yes ☐ No ☐ Don't know ☐ Not Applicable

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

*A Letter of Support (LOS) is a document written by an individual or organisation to express their endorsement, encouragement, or backing for a specific project, proposal, or grant application. This is a crucial element required for your application.*

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**Please attach any letters of support.**

Attach a file:

**What are the major steps / stages (i.e. milestones) involved in delivering your initiative?**

Milestone	Start Date	End Date	Location	Notes
e.g. planning; major activities; evaluation.	Provide approximate date or leave blank if unknown or dependent on unknown factors. Must be a date.	Provide approximate date or leave blank if unknown or dependent on unknown factors. Must be a date.	Address, suburb, town, and/or country permitted.	Add explanatory notes if required.

## Project Funding

\* indicates a required field

**Total amount requested from Stanwell. \***

\$

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

**Total Project/Program Cost \***

\$

What is the total budgeted cost (dollars) of your project?

## Project Budget - Expenditure

Project Expenditure Description	Project Expenditure Amount	Notes
	Must be a dollar amount	e.g quote requested, estimation

## Budget Totals

**Total Expenditure Amount**

This number/amount is calculated.

Are any other organisations financially supporting your project?

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(proposed or confirmed)

Organisation	Proposed or Confirmed	\$	Notes

### Fundraising Activities

**Has your organisation conducted additional fundraising for the project?**

- ☐ Yes  
☐ No

**Please provide details of additional activities conducted to fundraise for the project.**

**Please attach quotes | Minimum of two (2) quotes or 1 quote and evidence of request for the second quote (this can be an email request or online request)**

Attach a file:

### Declaration

**\* indicates a required field**

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

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**I agree \***

☐ Yes

**Name of authorised person \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Must be a senior staff member, trustee or appropriately authorised volunteer.

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer).

**Contact phone number \***

Must be an Australian phone number.  
We may contact you to verify that this application is authorised by the applicant organisation.

**Contact email \***

Must be an email address.

**Date \***

Must be a date.