



Stanwell Power Station Community Fund

Application Guide

This guide has been designed to be read in conjunction with the Stanwell Power Station Community Fund Application Form.

The Stanwell Power Station Community Fund wants to add value to projects that contribute to a vibrant, capable and resilient Rockhampton region.

The fund is principally interested in capacity-building programs and infrastructure projects that facilitate social connectedness, support access to existing or new critical services and enhance educational opportunities.

The fund was launched in July 2012 and will operate in conjunction with Stanwell's ongoing Corporate Sponsorship Program.

Stanwell Power Station

Stanwell Power Station is one of Stanwell Corporation Limited's major operating sites. The station is located on 1600 hectares of land, 22km south west of Rockhampton.

The power station is coal-fired and has the capacity to generate 1460 megawatts, which is fed into the National Electricity Market. This is the equivalent of enough power to light 14.45 million light bulbs.

Stanwell Power Station employs around 130 full time staff and an additional 40 full time local contractors

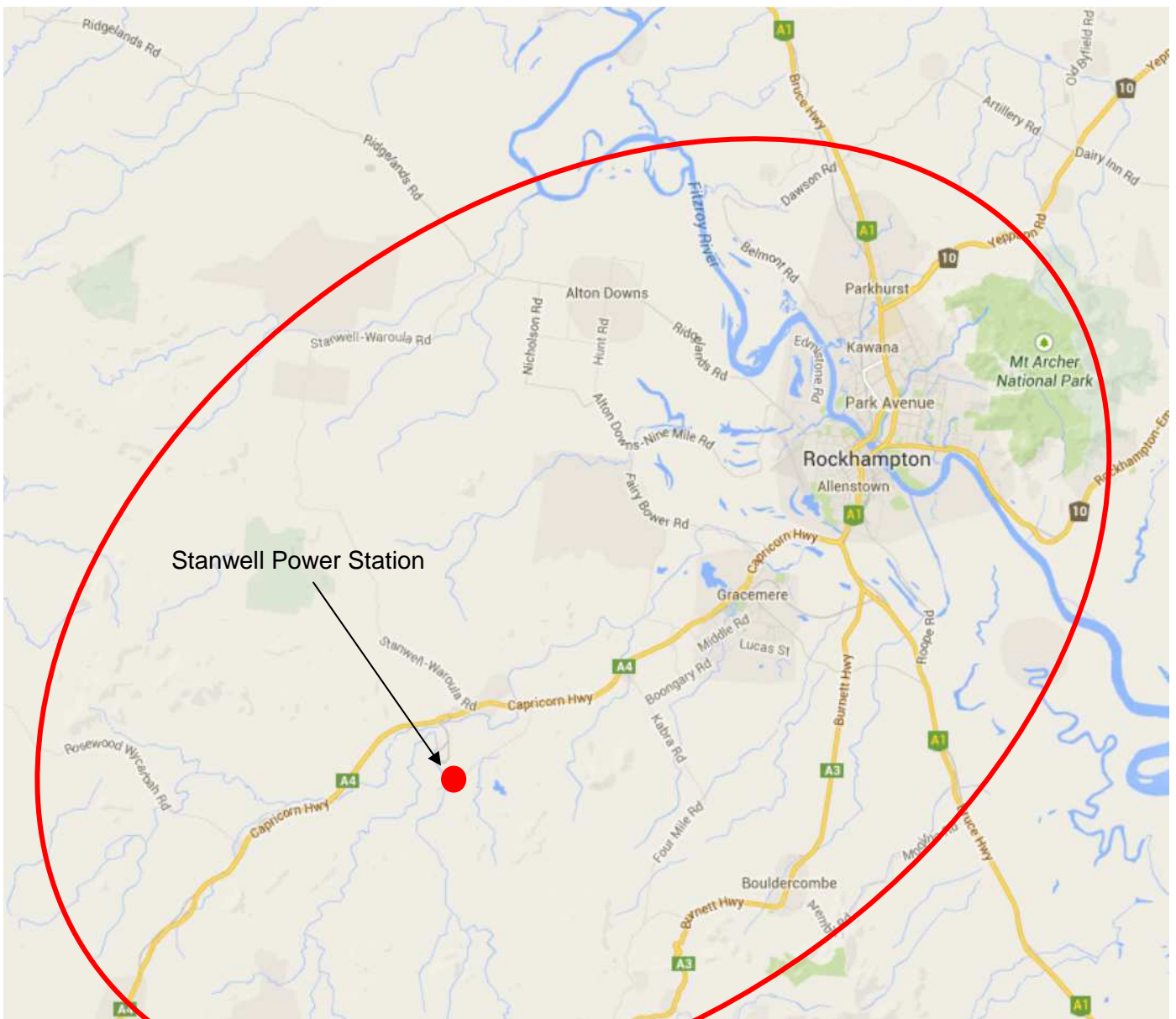
Eligibility

To be eligible for funding, 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 communities surrounding Stanwell Power Station

**A registered organisation for the purposes of the Stanwell Power Station Community 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.*

In addition to demonstrating the above, the project needs to be consistent with community and key agencies priorities for the Rockhampton region. Projects from group outside the nominated catchment area will only be considered if there are clearly defined benefits for communities surrounding the Stanwell Power Station.



Targeted funding area within the red oval (above)

Preparing your application

Section 1: Purpose

To be considered for funding, you must confirm your eligibility (see page 1) and that your project aligns with at least one of the following statements. Each statement is followed by a leading question to help you.

- **Facilitates social connectedness.** *Will it bring people together?*
- **Supports access to critical services.** *Will it make living in the region easier?*
- **Enhances educational opportunities.** *Will it significantly add to the quality of experience and future opportunities for local students?*
- **Other.** *Explain what your project will achieve and what that is important.*

Section 2: Applicant Details

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

Section 3: Project Overview

This is your opportunity to sell your project. Think about what makes your project special and how it will benefit the community. It is possible it could have broader appeal or application?

Consider also if there is, 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? Can the project be leveraged by working together with other agencies? Provide evidence in your application.

Section 4: Funding

Please tell us the total cost of your project and detail other bodies that you have approached for funding and if they have provided funds or you are still awaiting a response.

Section 5: Organisation Review

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

If your project is based in the Rockhampton region 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 Rockhampton region 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.

Support from the Stanwell Power Station Community Fund may be the sole source of funding for your project; however, applying organisations are encouraged to seek funds from a number of sources including your own organisation's funds directly if possible.

Section 6: Attachments

You are required to attach a budget and copies of quotes for items/services for which you are seeking a contribution from Stanwell Power Station.

An example of a project budget is available on Stanwell's website. Don't feel obliged to copy the style, but remember that your budget must include all income and all expenses associated with the project.

Section 7: Referral

To ensure we are promoting the Stanwell Power Station Community 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:

- Clearly outlined how your project aligns with at least one statement in section 1b
- Correctly completed your application:
 - All eight sections of the application form have been completed
 - Your contact details are correct
 - The declaration has been signed by the appropriate representative/s
- Attached:
 - A project budget
 - Copies of the quote/s

When to apply

Funding rounds occur twice a year and are advertised through an emailing list and the Stanwell website. Please contact the Community Relations Advisor on 07 4931 3009 if you wish to be advised of upcoming rounds.

Where to apply

Mail applications to:

Community Relations Advisor – Stanwell Power Station Community Fund
GPO Box 800
BRISBANE QLD 4001

Or email: sponsorship@stanwell.com

The decision process

Funding is awarded by a Community Fund Panel, which comprises senior Stanwell people 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.

The panel meets following the close of each funding round and their decisions are final. Decisions may include asking 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, which focuses on events and short-term activities that make a positive "quality of life" contribution to the communities in which Stanwell operates.

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, and acceptance of funds will be taken as acknowledgement that you accept these obligations and condition.

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 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

If you have any further questions regarding the fund or the Corporate Sponsorship Program please contact the Community Relations Advisor directly on 07 4931 3009 or 0400 864 125. You can also email sponsorship@stanwell.com.