

Gladstone Area Water Board Sponsorship Framework

2018

STATUS	Approved
DATE	18 December 2018
VERSION	1.2

SPONSORSHIP AND GRANT GUIDELINES

The Gladstone Area Water Board (GAWB) recognises the vital contribution that individuals and community organisations make to the economic, environmental and social wellbeing of the Gladstone community and has established a Sponsorship and Grants Program to support community initiatives that align with our vision and values. Sponsorship may be in cash, services or other in-kind support.

Eligibility

GAWB will consider sponsorship applications from individuals or groups. To be eligible to apply, applicants must:

- be located and/or primarily providing services within the Gladstone Region
- be an individual (whereby the application is for an individual pursuit, ie. educational), or
- be a not-for-profit, properly constituted incorporated body or be auspiced by such a body which is able to accept legal and financial responsibility for the project
- be able to demonstrate financial viability (if requested) through the provision of a copy of the financial statements presented at their last Annual General Meeting or equivalent meeting
- hold public liability insurance
- be able to demonstrate how the project will meet a community and/or social need within the Gladstone community.

GAWB will not consider sponsorship and/or donation applications whereby:

- The applicant or event is gambling or alcohol related
- The applicant or event is in support of a political party or lobby group
- The proposed project or events do not reflect community standards or could be considered controversial in the community
- The proposed project or events may create an environmental hazard
- The proposed project or events are outside GAWBs immediate interest/activity
- Association with the prospective partner or acceptance of the sponsorship would jeopardize the financial, legal or moral integrity of GAWB or adversely impact upon GAWB's standing and reputation in the community.

Assessment of an application's eligibility is at the sole discretion of GAWB.

Grants Available

GAWB currently has two grant options available:

Name	Maximum Value	Closing Date(s)	Application Form
General Sponsorship Application	No limit	Year-round	Pages 4 - 7
Environmental Micro Grants	\$1,500 (plus GST)	31 March 31 September	Pages 8 - 10

Application Process

All sponsorship and grant applications must be submitted on the relevant Application Form (included in this framework).

- GAWB will assess two rounds of Environmental Micro Grant applications annually.
 - Round one applications are to be received by 31 March
 - Round two applications are to be received by 31 September.
- General Sponsorship Applications will be received throughout the year.
 - Applications are to be submitted three months prior to the relevant project / event. GAWB may accept applications within three months at its discretion.

Response to applications may take up to one month. GAWB will provide a written response to each application advising whether it has been successful or otherwise.

Application Assessment

The sponsorship and grant assessment procedure is as follows:

- An initial eligibility appraisal will be conducted, ensuring that all information is provided
- A panel of GAWB staff will assess each application on merit and recommend funding of projects up to the allotted funding amount
- Grant applicants may be required to submit additional information if requested
- Once GAWB has finalised its assessment and approved projects for funding, its decisions are final, and no correspondence will be entered into.

Acquittal

Successful applicants will be required to submit a project and financial acquittal within three months of the project's completion. Acquittals must include justification of money spent including copies of relevant receipts, photos of the event/project/program and identification of acknowledgement of GAWB's support.

GENERAL SPONSORSHIP APPLICATION FORM

GAWB's General Sponsorship Program aim to provide funding from an established budget to individuals and/or community groups in support of local communities, events and initiatives. There is no limit to the funding requested and applications are open all year round. All applications must be completed on this application form.

General Sponsorship Objectives

Through GAWB's General Sponsorship Program, we aim to support initiatives in the Gladstone Region which meet the criteria identified below in the Application Assessment section.

Application Assessment

Applications will be assessed against the following criteria. The higher the percentage an application is assessed at, the more likely to be allocated funding within GAWB's allocated annual sponsorship budget. Acceptance of a sponsorship application remains entirely at the discretion of GAWB and no correspondence will be entered into.

Public Interest: The sponsorship will be used for a purpose that is in the public interest or meets a community and/or social need in the Gladstone community. **(weighting: mandatory)**

Corporate Identity: The sponsorship will be used to enhance corporate identify and reputation of GAWB (ie. adequate recognition for contribution). **(weighting: 15%)**

Community Engagement: The proposed sponsorship observes good social, economic and environmental practice and encourages community engagement and interaction. **(weighting: 20%)**

Water Supply: The proposed sponsorship will help promote or otherwise support GAWB's focus on supply of water. **(weighting: 10%)**

Catchment Management: The proposed sponsorship will promote effective catchment management and community relations in the catchment area. **(weighting: 15%)**

Water Quality: The proposed sponsorship will promote improvement of water quality. **(weighting: 15%)**

Environmentally Sustainable Behaviour: The proposed sponsorship fosters environmentally sustainable behaviours. **(weighting: 25%)**

GENERAL SPONSORSHIP APPLICATION FORM

Applicant Details		
Application Date		
Organisation Name		
Street Address		
Postal Address		
Contact Person		
Contact Number		
Email Address		
Website Address		
Type of organisation <ul style="list-style-type: none"> • <i>Individual</i> • <i>Group/Association</i> (please specify) • <i>Other</i> (please specify) 		
Please provide a brief overview of your organisation: 		
Does your organisation have Public Liability Insurance of at least \$10 million? <i>*Not required for submissions from individuals</i>	<input type="checkbox"/> Yes <i>*attach certificate</i>	<input type="checkbox"/> No
Has your organisation received funding from the GAWB in the past 12 months?	<input type="checkbox"/> Yes <i>*detail below</i>	<input type="checkbox"/> No
Details: <i>*project, value, date</i>		
Project/Event Details		
Initiative Name		
Description of Initiative		
Start Date		
End Date		

Location	
Is the event a 'once off' or reoccurring (annual, biannual, etc)?	
Sponsorship Requested	
Meeting Grant Criteria	
Who is the target audience of this initiative?	
How many people do you expect to be involved in the initiative?	
Describe how your proposed initiative meets the following Environmental Micro Grant Objectives: <ul style="list-style-type: none"> • <i>Encourages community engagement and interaction</i> • <i>Focuses on water supply</i> • <i>Promotes effective catchment management</i> • <i>Promotes improvement of water quality</i> • <i>Fosters environmentally sustainable behaviours</i> 	
How will the sponsorship funds requested from the GAWB predominantly be utilised?	
Are there any in-kind requirements relating to this sponsorship (eg. Utilisation of GAWB venue)?	

How will the GAWB be recognised for its contribution to this project?		
What are the levels/hierarchy of sponsorship available and what sponsors are currently confirmed?		
Are there any opportunities for GAWB Staff to participate in the project / event?	Yes <i>*detail below</i>	No
Details:		
Are you currently employed by, or contracting to GAWB?	Yes <i>*detail below</i>	No
Details:		

Further Information and Submission

Stakeholder Relations and Communications Advisor
 Gladstone Area Water Board
 (07) 4976 3000
gawb@gawb.qld.gov.au
 PO Box 466, Gladstone QLD 4680

Privacy Statement

All correspondence sent to the GAWB forms a public record and will be retained and dealt with by GAWB as required by the *Public Records Act 2002* (Qld) and other relevant legislation. Any personal information you provide will be dealt with in accordance with GAWB's Privacy Policy and the provisions of the *Information Privacy Act 2009* (Qld).

ENVIRONMENTAL MICRO GRANTS APPLICATION FORM

GAWB's Environmental Micro Grants aim to provide funding for environmentally focussed projects, programs and activities. As a micro grant, funding per application is capped at **\$1,500** (ex GST) to ensure support to the greatest number of programs and organisations. All applications must be completed on this application form.

Grant Objectives

Through GAWB's Environmental Micro Grants, we aim to support initiatives in the Gladstone Region which:

- Improve environmental / nature-based outcomes
- Enhance environmental understanding in the community
- Encourage community participation in environmental activities.

Application Assessment

Applications will be assessed on the following criteria:

- Alignment with grant objectives
- Level of environmental benefit
- Level of community benefit and involvement
- Organisation's or individual's capacity to deliver / administer the project

Applicant Details		
Application Date		
Organisation Name		
Street Address		
Postal Address		
Contact Person		
Contact Number		
Email Address		
Website Address		
Please provide a brief overview of your organisation:		
Does your organisation have Public Liability Insurance?	<input type="checkbox"/> Yes <i>*attach certificate</i>	<input type="checkbox"/> No
Has your organisation received funding from the GAWB in the past 12 months?	<input type="checkbox"/> Yes <i>*detail below</i>	<input type="checkbox"/> No
Details: <i>*project, value, date</i>		

Project/Event Details

Initiative Name

Description of Initiative

Start Date

End Date

Location

Sponsorship Requested

Meeting Grant Criteria

Who is the target audience of this initiative?

How many people do you expect to be involved in the initiative?

Describe how your proposed initiative meets the following Environmental Micro Grant Objectives:

- *Improve environmental / nature-based outcomes*
- *Enhance environmental understanding in the community*
- *Encourage community participation in environmental activities.*

Please outline key milestones or actions of the initiative.

How will the sponsorship funds requested from the GAWB predominantly be utilised?		
Demonstrate how your initiative will achieve value for money by providing a summarised budget below.		
Item	Amount	
How will the GAWB be recognised for its contribution to this project?		
Are there any opportunities for GAWB Staff to participate in the project / event?	Yes <i>*detail below</i>	No
Details:		
Are you currently employed by, or contracting to GAWB?	Yes <i>*detail below</i>	No
Details:		

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