



**Gladstone Ports
Corporation**

Growth, prosperity, community.

Community Investment Program

GRANTS & DONATIONS
APPLICANT TOOL GUIDE





Contents

Our Commitments	5
Core business values	6
Investment principles	8
Funding opportunities	9
Funding	11
<i>Funding levels</i>	11
<i>Funding rounds</i>	11
Our focus areas	12 - 13
Eligibility	14
Before you apply	16
Application process	17
Previous projects	19
Frequently asked questions	20
Correspondence	21



Gladstone Ports Corporation (GPC) has been an active part of the community for over a century, providing financial and in-kind support to ensure the sustainable future of our region. We take pride in our partnerships and investment in our port communities through our Community Investment Program.

GPC's Community Investment Program combines all community investment under the one umbrella with the following categories - Profile Partner, Community Partnerships, Community Support and Grants and Donations.

Community investment at GPC aims to support and enhance the region in an economically, environmentally and socially sustainable manner across all categories.

GPC commits to:

- making a real and positive contribution to the regional communities we operate in
- aligning investments with GPC's values of growth, prosperity and community
- establishing strong foundations for the Community Investment Program that create opportunities for stakeholder engagement beyond GPC's port communities and reinforces our position as Australia's premier multi-commodity port.

All community investment activities have clear and transparent processes that take a balanced, considered and consistent approach while complying with regulatory requirements.

PHOTO: 2022 76th Gladstone Harbour Festival, proudly sponsored by Gladstone Ports Corporation

Core business values

Gladstone Ports Corporation embraces three core business values:

GROWTH | Develop and Grow

We are absolute in our resolve to make a difference. Better people and brighter prospects for future generations. We are not content to rest – encourage high performance. Challenge with respect and courage in our endeavour to maximise our Ports contribution. We will always find a way.

PROSPERITY | Create and Sustain

We are focussed on facilitating prosperity for others that trade through our Ports. Through our efforts, our customers, shareholders and ourselves will benefit. We will not take for granted what has been created, we will not let it slip, we are united in maximising the region's prosperity. We are proud people.

COMMUNITY | Care and Contribute

We are family. We look out for each other. We are respectful neighbours and contribute to our region. We treat our visitors and customers like we do ourselves. We empower people and avoid harm. We demonstrate humility and strive for our communities implicit trust. We acknowledge all communities.



Investment principles

All investments and support provided under the Grants and Donations category of the Community Investment Program must be aligned to GPC's values and provide a mutual benefit for the relevant organisation and GPC.

Accordingly, the selection criteria for the Community Investment Program is based on the following principles:

- the organisation or initiative positively contributes to the local communities of Gladstone, Rockhampton or Bundaberg
- the investment must align with GPC's values of growth, prosperity and community and the focus areas of education, environment, recreation, health and wellbeing and safety while ensuring environmental, social and economic sustainability
- funds granted to successful partners or applicants must be spent on the approved project within the agreed timeframe
- GPC will prioritise support of locally-run projects that have tangible aims and initiatives, are valued and visible in the community.

Please ensure you read all information provided at the time of applying.

Funding opportunities

GRANTS AND DONATIONS

GPC will allocate funding to local community groups and organisations (i.e. not-for-profits and charities) in each of the port communities in which we operate.

The support will generally be once off and will align with the financial year. This stream of funding will cater for community organisations looking for assistance with an event, small project or purchase of equipment (as an example).

All Grants and Donations must closely align with GPC's values and corporate objectives. Any support provided via the Grants and Donations category is intended to achieve GPC's commitment of being a model corporate citizen and continuing to earn a social licence to operate.

Additional Grant and Donations categories and funds may be established from time to time to address specific needs or focus areas.





Funding

FUNDING LEVELS

All funding should be displayed as excluding GST. The group or organisation however, does need to indicate if they are registered for GST and whether GST is then applicable.

Grants and Donations

All funding within the Grants and Donations category funding is for investment up to \$10,000 (excluding GST).

FUNDING ROUNDS

Funding Round 1

Applications open in April and close the last Friday in May each year, for funding to be allocated between 1 August and 31 December of that year.

Funding Round 2

Applications open August and close the last Friday in September each year, for funding to be allocated between 1 February and 30 June of the following year.

e.g. Funding Round 1, closing Friday 28 May 2021 is for funding between 1 August and 31 December 2021.

Please note that funds will only be paid during the financial year your application has been successful in.

PHOTO: Martin Hanson Memorial Art Awards 2022, proudly sponsored by Gladstone Ports Corporation

Our focus areas

GPC's Grants and Donations category of the Community Investment Program concentrates on the contribution of funds towards the following areas:

- Education
- Environment
- Recreation
- Health and Wellbeing
- Safety

The Grants and Donations category of our Community Investment Program is looking to provide support for events, activities and/or programs that make a genuine contribution to the community.



Eligibility

Requests that are not eligible for support under the Grants and Donations category

- personal assistance requests
- sporting teams and individual athlete sponsorships
- activities that have already occurred
- promotion of political parties and campaigns
- religious organisations for religious activities
- activities that conflict with GPC's values and priorities
- major infrastructure (e.g. earthworks and buildings)
- events involving the irresponsible use of alcohol or gambling
- organisational expenses such as wages, rent and operational expenses (e.g. phone bills and utility bills)
- activities which provide a direct financial benefit to GPC or GPC Representatives, Consultants or Contractors.

We accept that no one sponsorship or support will serve the needs of all our communities. Our approach is to support a range of initiatives that, as a whole, serve all the segments that make up our community base.



Before you apply

We invite applications that

- Contribute to communities in **Gladstone, Bundaberg** and/or **Rockhampton**
- Support GPC's values, corporate identity and core business
- Align with our focus areas
- Provides opportunity for GPC to communicate our key messages with the communities in which we operate
- Have broad community reach/appeal or can demonstrate a critical community need.

Details of application

- A clear and concise description of the project
- Details regarding the request – what are you doing, why does the project need to happen, what is the specific location and timeframes for your project, do you have a point of difference, can you seek the funding elsewhere, who would be involved in supporting and providing this project – and are they skilled in doing this
- How the request aligns with GPC as an organisation
- Benefits to GPC
- An overview of how you would promote the project
- Details of target audience and details of other supporters approached and/or committed.

Other information

Applications are assessed on their own merit and in accordance with GPC's criteria by a panel of employees. Previous funding provided to organisations and events does not guarantee future funding.

Applications outside of the funding rounds may be considered at GPC's discretion.

PHOTO: Gladstone Harbour Watch harbour tour, proudly sponsored by Gladstone Ports Corporation.

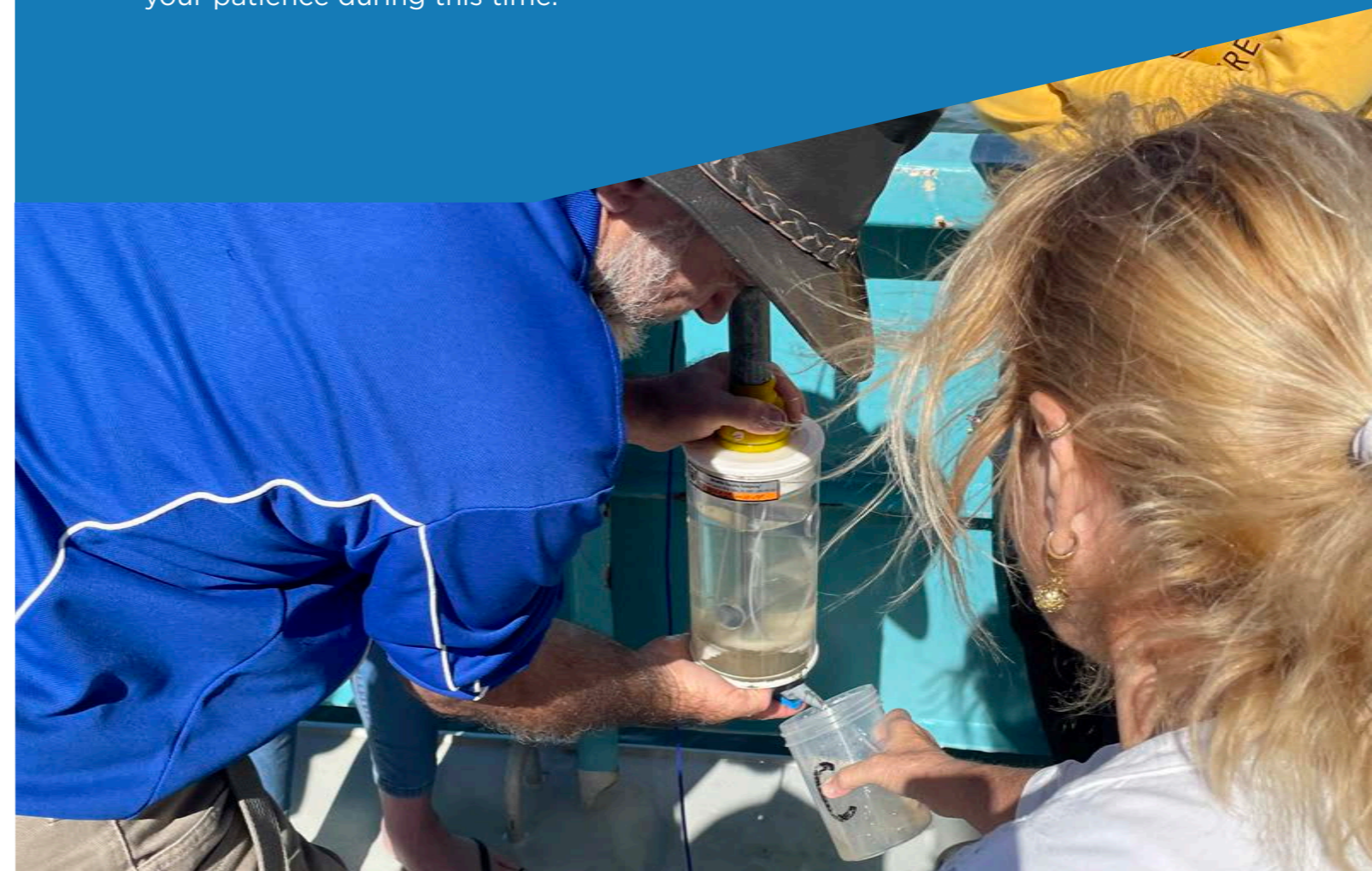
Application process

Applying

- Establish the correct funding round for your application.
- Complete the online application, available at www.gpcl.com.au. Applications are only available through the website.
- Initiatives that span across a 12 month period should apply for funding for the round in which payment is required.
- Applications should be submitted within the designated funding rounds.
- The online application process does not permit saving part way through an application. If a user exits the online application without submitting the form, the data will not be kept. Only fully completed applications will be processed.
- Multiple applications from the same organisation for different activities or initiatives that align with GPC's business values are acceptable.
- Applications will be assessed according to the availability of funds and the ability of the project to meet the desired outcomes.

Receiving a response

Due to the large numbers of enquiries we receive, please allow 8-10 weeks for us to respond to you. This processing period helps us evaluate and assess submissions prior to potential approval by GPC management. We kindly ask for your patience during this time.





Previous projects

Bundaberg Sailability

Bundaberg Sailability has been operating since 2006 in the Port of Bundaberg and is a volunteer organisation that provides people with a disability the opportunity to participate in the sport of sailing in a safe and supportive environment.

GPC provided funding through our Community Investment Program to purchase a new sailing dinghy for the group in 2019.

Gladstone Men's Shed

The Gladstone Men's Shed has been established in Gladstone for over eight years. The Early Childhood Services Project is just one of the many activities run by the Gladstone Men's Shed. The project provides local day care centres, kindergartens and pre-schools in Gladstone with free equipment and resources. In 2019/20, GPC funded the Early Childhood Services Project, organised by the Men's Shed.

Items produced through the Early Childhood Services Project range from items like easels through to larger equipment such as mud kitchens and picnic tables. Multiple centres and facilities enjoy free items from the Men's Shed through this initiative.

Bouldercombe Progress Association

Bouldercombe Progress Association received funding from GPC to purchase and install two water tanks at the Bouldercombe Recreation Complex Hall. The hall is the designated emergency hub for the community. Rockhampton Regional Council and emergency services use this space in case of an emergency in the area.

The hall and association provides space for local community groups like the Men's Shed, Pony Club and Trail Horse Riders. The hall also is a regular location for activities like craft groups, singing groups, bingo mornings and markets.

PHOTO: Gladstone Ports Corporation proudly sponsoring LifeFlight Helmets.

Frequently asked questions

When do the funding rounds open and close?

Funding Round 1 — Applications generally open in April and close the last Friday in May each year. This round is for funding required between August of that year and December.

Funding Round 2 — Applications open in August and close the last Friday in September. Funding in this round is for processing between February and June of the following year.

Can I submit multiple applications for different projects?

Yes, we encourage organisations to submit applications for different initiatives and activities that align with GPC's business values.

Is there a minimum and maximum amount I can apply for?

We encourage a minimum amount of \$1,000 for grants. A maximum amount of \$10,000 excluding GST applies, however GPC can choose to grant funding above this at our discretion, pending budget availability.

Will my application be considered if the proposed project is in one of GPC's operational areas but the administration and management of that project is based in a location that is not within GPC's operational areas?

Yes, funding would be approved for projects that affect the immediate areas in which GPC operates (Gladstone, Rockhampton and Bundaberg) even though the administrative centre of the applying organisation may be located outside of the stated areas of operation.

If my initiative spans a twelve month period, do I need to apply for one half in Funding Round 1 and the other half in Funding Round 2?

No, please apply for the Round when you would prefer the funding to be paid.

Does GPC support events or activities that people have to pay to attend?

Generally, the events or activities that GPC supports through the Grants and Donations category are free for all attendees or have a nominal admission fee to participate.



PHOTO: Gladstone Ports Corporation's 2022 Port to Park Fun Run.



**Gladstone Ports
Corporation**

Growth, prosperity, community.

Gladstone Ports
Corporation Limited

40 Goonoon St / PO Box 259
Gladstone, QLD, 4680, Australia

Corporate and Community Relations

Tel 1800 243 472
Email ccr@gpcl.com.au

www.gpcl.com.au