



The Brisbane Airport Community Giving Fund

Eligibility Criteria and Guidelines

Brisbane Airport Corporation Pty Limited ACN 076 870 650 (BAC) has established the Brisbane Airport Community Giving Fund program to provide cash grants to community groups providing education, environmental, community, health and wellbeing or other community benefit initiatives (the **Giving Fund**).

This Brisbane Airport Community Giving Fund Eligibility Criteria and Guidelines must be read in conjunction with the Brisbane Airport Community Giving Fund Terms and Conditions.

Eligibility – The Giving Fund

- Subject to the Brisbane Airport Community Giving Fund Terms and Conditions, an applicant for the Giving Fund must be established and operated in Australia, and be a deductible gift recipient (DGR) with an Item 1 category which is either endorsed by the Australian Tax Office (ATO) or listed by name in the tax law.
- All successful applicants will be required to supply a digital copy of its DGR endorsement letter from the ATO or confirmation of its relevant listing.
- The Giving Fund is available for charitable projects operating within the greater Brisbane area (Brisbane City Council, Logan City Council, City of Moreton Bay, Ipswich City Council, Redland City Council areas).
- The Giving Fund is focused broadly on the categories of Enquiring Minds, Protecting our Planet, Connecting Community and Health and Wellbeing, as noted below (**Funding Categories**). All applications for the Giving Fund must fit into at least one of the Funding Categories to be eligible for consideration. BAC may, in its absolute discretion, accept applications and provide grant for community benefit initiatives or purposes, which are not otherwise specified under the Funding Categories.

The Funding Categories are:

Enquiring Minds

Projects that inspire and support the younger generation to grow and learn.

Example: Building a kitchen garden in a primary school, enabling students to grow fruits and vegetables.

Protecting our Planet

Projects that preserve, protect and celebrate our natural environment.

Example: New incubators and travel crates for native wildlife, to support a wildlife rescue organisation.

Connecting Community

Projects that enable community groups to enrich the diversity of Greater Brisbane and support improved accessibility outcomes for people of all abilities and backgrounds.

Example: Purchase of new resources including a smart whiteboard for new migrant learning programs.

Health and Wellbeing

Projects that celebrate and support our healthy Queensland lifestyle.

Example: Upgrading sports equipment to enable expansion of a sports program to be more inclusive of all abilities and encourage greater participation.

Grant Amount

The Giving Fund grants will be up to AUD\$10,000 per grant, paid in cash. The grant amount may change at BAC's sole discretion. Please note that the final grant amount awarded to a successful applicant may differ from the amount originally requested in the application. Successful applicants must use the total grant amount within 12 months of receiving it and provide a report to BAC within four weeks of completing the project.

Number of Applications

Applicants can only submit one application per project per application round for the award of a Brisbane Airport Community Giving Fund grant.

Applying for a Brisbane Airport Community Giving Fund grant

Applications for a Brisbane Airport Community Giving Fund grant must be submitted via the online application process. Applications by email or post will not be accepted, unless an exception is approved by BAC in its absolute discretion. Applications open on the relevant opening date for each round and must be received by 5:00 pm AEST on the relevant closing date for the round.

Preference of Applications

Preference will be given to applications for charitable projects that:

- are submitted via the online application process with an eligible and fully completed Brisbane Airport Community Giving Fund application form;
- produce positive social outcomes within at least one of the funding categories;
- are located within the greater Brisbane community;
- are well defined and include a clear community need, objectives, budget, project outcomes and evaluation proposal; and
- meet the Eligibility Criteria as specified in the Brisbane Airport Community Giving Fund Terms and Conditions.

Approved Applications

Once a grant is approved, we request the successful organisations to:

- Sign and return a grant agreement
- Provide a tax invoice (excluding GST) for payment
- Provide a receipt of payment
- Review the required reporting requirements and provide report within four weeks of completing the project (reporting template will be provided).

Exclusions

Brisbane Airport Community Giving Fund grants will not be awarded to or for:

- individuals (unless otherwise determined by BAC in its absolute discretion);
- political parties;
- government entities;
- commercial sponsorships;
- religious groups (except for projects that support a non-religious purpose);
- retrospective requests;
- debt retirement, budget deficits, endowments or bequest programs;
- general fundraising appeals; or
- entities that are not charitable in nature, or do not meet the relevant criteria as set out in these Brisbane Airport Community Giving Fund Criteria and Guidelines and the Brisbane Airport Community Giving Fund Terms and Conditions.

Confidentiality

BAC will respect the confidentiality of information provided by applicants of a Brisbane Airport Community Giving Fund grant, including information that directly relates to the business activities of applicants. BAC may disclose an applicant's information to regulatory authorities. By completing the Brisbane Airport Community Giving Fund application form, an applicant agrees to its information being used and disclosed to a regulatory body, for the purposes of assessing its application for a Brisbane Airport Community Giving Fund grant, and if successful, for the purpose of awarding a grant.

Privacy Collection Statement

BAC will collect personal information of applicants when they apply for the Brisbane Airport Community Giving Fund program. This information will be used to consider the application, contact the applicant about the status, and notify the applicant about any future Community Giving Fund programs. BAC will share personal information of applicants with its service providers who support BAC to provide this service. Applicants can opt out at any time. BAC is committed to protecting the privacy of applicants and will deal with personal information in accordance with the Brisbane Airport Community Giving Fund Terms and Conditions and BAC's Privacy Policy at www.bne.com.au/privacy.

The name of successful applicants, together with details of the project for which a grant was awarded, will be displayed on the Brisbane Airport website (bne.com.au) and shared with relevant government electorates.

The Brisbane Airport Community Giving Fund

Terms and Conditions

The following Terms and Conditions must be read in conjunction with the Brisbane Airport Community Giving Fund Criteria and Guidelines, which together form the terms and conditions of the Brisbane Airport Community Giving Fund program.

By submitting an application, the applicant acknowledges and agrees to the terms and conditions of the Brisbane Airport Community Giving Fund program.

A reference to **BAC** in these Terms and Conditions means Brisbane Airport Corporation Pty Limited ACN 076 870 650.

1. Applications for a Brisbane Airport Community Giving Fund grant must be submitted via the online application process on the Brisbane Airport Community Giving Fund webpage. Applications cannot be submitted by email or post, unless approved by BAC in its absolute discretion.
2. Applications open on the relevant opening date for each round and must be received by 5:00 pm AEST on the relevant closing date for each round (**Relevant Period**).
3. All applications for a Brisbane Airport Community Giving Fund grant must:
 - a) meet eligibility requirements as specified in the Brisbane Airport Community Giving Fund Criteria and Guidelines and these Terms and Conditions;
 - b) entail a project or proposal that benefits a community within the greater Brisbane area (Brisbane City Council, Logan City Council, City of Moreton Bay, Ipswich City Council, Redland City Council areas);
 - c) be established and operated in Australia, and be a deductible gift recipient (DGR) with an Item 1 category which is either endorsed by the Australian Tax Office (ATO) or listed by name in the tax law. If an applicant is unsure of its DGR status, the applicant should check with its professional advisor, the ATO and/or on the Australian Government's ABN Lookup website at www.abr.business.gov.au; and
 - d) be received by BAC within the Relevant Period.

BAC may, in its absolute discretion, waive any of the requirements outlined in this clause.

(collectively, the **Eligibility Criteria**).

4. Due to the likely high number of applications submitted for a Brisbane Airport Community Giving Fund grant, not every application that meets the Eligibility Criteria may necessarily be awarded a grant.
5. All decisions on the eligibility of the applications and any grants made by BAC are at the absolute discretion of BAC. BAC's decision is final and no correspondence will be entered into relating to the decision process, the outcome or otherwise.
6. Applicants' personal information will be collected by BAC. Personal information will be stored on BAC's database. BAC may use this information for future marketing purposes regarding its products, including contacting the applicants electronically. BAC is bound by the Australian Privacy Principles in accordance with the Privacy Act 1988 (Cth) and its privacy policy, located at <http://www.bne.com.au/privacy-policy>. BAC's privacy policy contains information about how the applicants may access, update and seek correction of the personal information BAC holds about

them and how the applicants may complain about any potential breach by BAC of the Australian Privacy Principles or any other Australian privacy laws and how such complaints will be dealt with.

7. If an application does not comply with these Terms and Conditions and/or the Brisbane Airport Community Giving Fund Criteria and Guidelines, it will be deemed invalid and withdrawn from consideration. By submitting an application, the applicant agrees to comply with these Terms and Conditions, the Brisbane Airport Community Giving Fund Criteria and Guidelines and the use of the applicant's personal information in accordance with the Privacy Collection Statement included in the Brisbane Airport Community Giving Fund Criteria and Guidelines, and BAC's Privacy Policy.
8. BAC has the absolute discretion in deciding which, and how many, of the eligible applicants are to be awarded grants, and the amount of each grant.
9. BAC will, in its absolute discretion, award each successful applicant (a Recipient), with a once-off cash grant for the project as specified in the Recipient's application (the Project). The Recipient will be notified of the final grant amount and this amount may vary from the amount originally requested in the Recipient's application (a **Grant**).
10. Unless expressly stated, BAC's products or services will not be provided as part of a Grant.
11. The Grant is a 'gift' from the Brisbane Airport Community Giving Fund, and the Grants, which may be paid in cash, do not attract GST. At BAC's absolute discretion, the Recipient may be required to enter into an agreement with BAC prior to BAC gifting any of the Grant to the Recipient. The Recipient may also be required to confirm the receipt of any cash Grant into their account and provide receipts of the Recipient's use of the cash Grant (as per the reporting template to be provided).
12. The Grant must be used and applied solely for the purpose of the Project.
13. The term of the Grant is 12 months from the date of gifting, and the Recipient must use the full Grant amount within one year of receipt of the Grant.
14. A BAC representative may visit the Project site before and throughout the term of the Grant, at times reasonably agreed between BAC and the Recipient.
15. The Recipient must keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Recipient in relation to the Project against any claims for loss or damage to property, and injury or death to persons. BAC is not liable for any claims or loss incurred by the Recipient or any third party in respect of the Project.
16. The Recipient will provide a final report in relation to the Project within the earlier of four weeks of the end date of the Project or 12 months of receipt of the Grant as per the reporting template to be provided.
17. If, at any time, the stated purpose of the Project is no longer possible or cannot be completed in the manner described in the application submitted, the Recipient must immediately advise BAC and discuss an alternate use for the Grant.
18. Should the actual total costs of the Project be more than the proposed costs of the Project, neither BAC nor any of its related bodies corporate will be responsible or be obliged to pay any monies to the Recipient in excess of the Grant amount.
19. As a condition of the award of a Grant, the Brisbane Airport Community Giving Fund's assistance to the Project must be acknowledged by the Recipient. BAC will provide the Recipient with the appropriate BAC logo and associated guidelines to use in relation to this acknowledgement. To acknowledge the Brisbane Airport Community Giving Fund's assistance, the Recipient must display the BAC logo, or state in writing that the Brisbane Airport Community Giving Fund has assisted with the funding of the Project, in accordance with the associated guidelines provided. The Recipient will acquire no ownership in BAC's logo by virtue of using it in accordance with these Terms and Conditions. The Recipient must not assign or sublicense its rights to use BAC's logo under these Terms and Conditions without first obtaining BAC's approval.

20. All advertising, signage, media releases and other promotional material that contain the BAC logo or a reference to the Brisbane Airport Community Giving Fund must be submitted to and approved by BAC prior to its production and release. BAC reserves the right to make amendments prior to any such release.
21. BAC may request the use of photos, videos and quotes from the Recipient for marketing purposes including advertising, publications and on websites agreed between BAC and the Recipient. All such materials will become the property of BAC.
22. BAC may request the Recipient to take part in media activities such as photo opportunities, media calls or approvals for quotes for media materials, which the Recipient must not unreasonably refuse.
23. The Recipient must not do or say anything, or cause anyone to do or say anything, which may prejudice, be detrimental to or cause damage to the name and reputation of BAC. The Recipient must comply with all relevant laws in respect of the Project and the Grant.
24. The Brisbane Airport Community Giving Fund can be terminated at any time without notice.
25. These Terms and Conditions, as well as the Brisbane Airport Community Giving Fund Criteria and Guidelines, may be amended or withdrawn at any time at the discretion of BAC. BAC will publish any revised Terms and Conditions, as well as any revised Brisbane Airport Community Giving Fund Criteria and Guidelines, on the Brisbane Airport Community Giving Fund webpage. Applicants should visit this website from time to time to review the then current and effective terms.