

Stanmore Coal Isaac Plains Community Grant Program GUIDELINES

This document (the “**Guidelines**”) sets out the application process for community organisations wishing to apply for the Stanmore Coal Isaac Plains Community Grant Program (the “**Program**”).

If your organisation wishes to apply for a grant, please review these Guidelines carefully before submitting the Stanmore Coal Isaac Plains Community Grant Program online application form (the “**Application Form**”). All applications must comply with these Guidelines. By submitting an Application Form, your organisation agrees and acknowledges that it is bound by these Guidelines, any terms and conditions contained in the Application Form, as well as any amendments which Stanmore Coal may make to these Guidelines from time to time, in its absolute discretion.

Background

Stanmore Coal is proud to be part of the community, and to make a significant contribution to the Isaac region’s economic and community life as an employer and coal exporter. We support our employees to live locally, and are committed to our environmental and social responsibilities as a mine owner.

As part of our regional involvement, our company and our team support a range of community activities and events which benefit our neighbours and the communities of Moranbah, Nebo, Mackay and nearby rural locations. We know that community groups, clubs and not-for-profit organisations are the heart and soul of regional communities. The social events, sporting and recreational opportunities — mostly driven by the contribution of volunteers — can make a real difference to community wellbeing.

Twice-yearly funding application process

Our Program is divided into two rounds each year. It focuses on funding for initiatives that benefit young people in the region, highlight community health and wellbeing, provide opportunities for the Indigenous community, and support projects with an environmental focus.

As part of the bi-annual (twice-yearly) process, applications are invited from regional community groups and organisations seeking support for initiatives or events. Funding allocations will be decided on merit in line with the criteria outlined below, based on the detail provided by the applicant as part of this process.

The key dates for applications are:

Annual application process	Round one: Annual key dates	Round two: Annual key dates
Online applications open	1 January	1 July
Applications close	31 January	31 July
Outcomes advised	28 February	31 August

Funding available

Community groups may apply for a grant of up to \$5,000 in each funding round. If an organisation is seeking a higher amount, please contact community@stanmorecoal.com.au to discuss your application. Any funding for a higher amount will be decided at Stanmore Coal’s absolute discretion.

Stanmore Coal's funding criteria

When reviewing applications for the Program, the following criteria will be used to assess and choose successful applicants.

Stanmore Coal will be seeking regional programs, events and initiatives that focus on:

- **Young people** — opportunities for local young people (for example, recreational, educational, skills development, health and wellbeing).
- **Community health and wellbeing** — ongoing health and wellbeing of community members (for example mental health, emergency care, physical fitness, recreation, road safety).
- **Indigenous engagement** — providing and supporting Indigenous community initiatives (for example, youth programs, sporting involvement, skills development, health and wellbeing).
- **Environment** — community education, conservation and volunteer programs that contribute to local environmental values and sustainable development.

Applications will be reviewed against the following criteria:

- The organisation has a clear purpose, understands its target group, and can demonstrate the capacity and capability to manage the activity/program/project.
- The program for which funding is sought aligns with one or more of the focus areas listed above.
- The issue/focus area for the event/program/project is important to the local community and there is an identified benefit to the community generally from the proposal.
- The funding request clearly outlines how the donated funds will be spent — the grant amount should cover a significant part, if not all, of the activity/program/project.

Exclusions

The Program will not provide funding for:

- Political parties and political activities
- Events or organisations directly linked with tobacco, alcohol or gambling promotion
- Programs/projects/activities with a religious focus
- General appeals (i.e. including funding requests not attached to a specific event/program/project)
- Fundraising projects such as charity dinners, auctions etc.
- Individual sponsorship
- For-profit organisations.

Stanmore Coal's available community resources

All local community organisations (including those who do not wish to apply for a community grant) have the opportunity to apply for and use Stanmore Coal's Isaac Plains community resources which include:

- the Stanmore Coal Isaac Plains Complex marquee, available for use at community events
- Stanmore Coal corporate merchandise, available for donation to support appropriate fundraising activities.

Please email community@stanmorecoal.com.au for further information. Please include some details of your request, including the event date.

Terms and conditions

1. Who can apply?

Applications will only be accepted from organisations, and not individuals. Applications for funding will be considered from organisations that:

- (a) deliver activities, programs or projects that best address the funding criteria outlined in these Guidelines;
- (b) are located in the communities of Moranbah, Nebo, Mackay and their nearby surrounding locations, or if the organisation is not itself located locally, the activity, program or project must be; and
- (c) pursue objectives of significant and demonstrable benefit to the local community.

2. How and when to apply

- (a) Applications must:
 - (i) be made using the relevant online Application Form (which can be found at www.stanmorecoal.com.au);
 - (ii) be made directly by the organisation (applications on behalf of individuals or third parties will not be accepted);
 - (iii) identify specific objectives or problems and present respective plans and solutions; and
 - (iv) show that the project is planned around an achievable timetable and budget.
- (b) Applicants can apply for funding grants from Stanmore Coal in each funding round of up to a maximum of \$5,000 (**Funds**). Only one application may be submitted for each organisation for each round of funds. If an organisation requires a higher level of funding, please contact community@stanmorecoal.com.au to discuss the request, which will be decided at Stanmore Coal's absolute discretion.
- (c) Applications must be received by the closing date specified in the Guidelines and must be submitted via the online application form (www.stanmorecoal.com.au). Incomplete applications or applications submitted after the closing date will not be considered.
- (d) Where relevant, annual reports or other publicity material (in PDF format) may be uploaded in support of an application, via the online form.

3. Decision making process on applications

- (a) All properly completed and submitted Application Forms will be reviewed by Stanmore Coal and all decisions are final. The decision to grant or not grant funding will be made in Stanmore Coal's sole and absolute discretion.
- (b) No correspondence will be entered into with any applicant regarding the allocation of funds under the Program or the decision-making process generally. Stanmore Coal will not provide individual feedback to organisations about their Application Form.
- (c) Stanmore Coal will endeavour to notify successful applicants within four weeks of the application closing date. Successful applicants will be notified by email. Stanmore Coal may extend the period for considering applications and notifying applicants at its sole discretion and without notifying applicants.
- (d) Stanmore Coal will send successful applicants an offer for funding (**Offer Letter**). Successful applicants may also be required to enter into a separate funding agreement with Stanmore Coal, which will set out additional requirements, obligations and terms and conditions in relation to the funding granted.
- (e) Funding will be distributed to successful applicants in accordance with these Guidelines and the relevant Offer Letter (if accepted by the applicant).
- (f) Stanmore Coal reserves the right, in its sole and absolute discretion, to modify the processes outlined in this section or to follow a different assessment process.

4. Provision and use of funding

- (a) Stanmore Coal will provide the successful applicant(s) (**Recipient**) with funding in a one-off payment for the amount determined by Stanmore Coal in its sole and absolute discretion. The Recipient must sign and return the Offer Letter for funding from Stanmore Coal, and any separate funding agreement (if required by Stanmore Coal), and provide a valid invoice for the amount of funding specified in the Offer, before any funds are distributed.
- (b) If the Recipient is registered for GST, the amount of the funding will be grossed up to include the GST amount, subject to a valid tax invoice being provided to Stanmore Coal.
- (c) The funding amount must only be used and applied solely for the purpose of the project stated in the application and Offer Letter from Stanmore Coal.
- (d) Expenditure of the funds granted must be completed within 12 months of the grant, unless otherwise approved by Stanmore Coal. The Recipient must repay to Stanmore Coal any amounts which are not expended within this time, unless otherwise approved by Stanmore Coal.
- (e) The Recipient is responsible for ensuring that any funding is spent in a manner that complies with all applicable laws. Stanmore Coal is not responsible for any illegal activity which takes place, whether intended or not, in connection with an organisation's use of a community grant.
- (f) Stanmore Coal will not be responsible for any additional project costs, nor be obliged to pay any monies additional to the amount of funding granted.

5. Withdrawal or repayment of funding

- (a) Stanmore Coal reserves the right to withdraw funding, in its sole and absolute discretion, if the funding criteria are not met by the Recipient.
- (b) If the Recipient is in breach of these Guidelines, or it is subsequently determined that the Recipient was not eligible for the funding, the Recipient must repay to Stanmore Coal any funds the Recipient has received.
- (c) If Stanmore Coal's association with the Recipient or the project may or would, in the opinion of Stanmore Coal, adversely affect the Stanmore Coal brand, name or reputation, Stanmore Coal may withdraw the funding (if the funds have not yet been paid) or the Recipient must repay to Stanmore Coal any funds the Recipient has received.
- (d) 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 and proposal submitted to Stanmore Coal, the Recipient must advise Stanmore Coal and the Recipient must return any remaining unspent amount of the funding provided to Stanmore Coal within two weeks of this becoming apparent. However, Stanmore Coal may (in its sole and absolute discretion) agree to a variation to the purpose and project provided that the variation of the project still meets the initial funding criteria.

6. Record keeping of the Recipient

- (a) The Recipient must keep accurate and complete written records (including financial records) relating to the expenditure of the funding granted on the project (**Project Records**).
- (b) Recipients must also provide written reports on the progress and results of the funded project, including details of funding expenditure and provide these to Stanmore Coal within six (6) weeks of the activity/program/project concluding.
- (c) All Project Records must be made available to Stanmore Coal or its authorised representative at all reasonable times for inspection, audit or reproduction for a period of at least seven years from the date of the grant of funding.

7. Acknowledgement and promotion of Recipient and Stanmore Coal

- (a) Stanmore Coal's financial assistance to the Recipient's activity/project must be acknowledged. The Recipient must display the Stanmore Coal logo, or state in writing that Stanmore Coal has funded the

project. Stanmore Coal may not be referred to for any purposes outside of the project. Acknowledgement guidelines and logos will be supplied by Stanmore Coal.

- (b) Stanmore Coal may promote the Program and the Recipients. Recipients agree to be included in various promotional, media, communication and marketing material and will cooperate with Stanmore Coal in promoting the Program. If required, the Recipient must obtain all permissions from anyone appearing in photographs or videos, so those images can be used by Stanmore Coal.
- (c) All advertising, signage, media releases and other promotional material or public announcement by the Recipient that mentions Stanmore Coal or contains the Stanmore Coal logo must be submitted to and approved by Stanmore Coal prior to its production, release or use.

8. General

- (a) The Recipient must keep and maintain appropriate insurance (including public liability insurance) for the activities carried out by the Recipient in relation to the project the subject of the funding.
- (b) To the extent permitted by law, Stanmore Coal and its directors, officers, employees, and agents, will not be liable for any loss, damage, or personal injury suffered or sustained in connection with an organisation's application or expenditure of funds. Stanmore Coal does not accept any liability or responsibility for the outcome of the activity/program/project.
- (c) Applications must not infringe the intellectual property rights of any person or entity and the organisation indemnifies Stanmore Coal against any claim made against Stanmore Coal alleging that Stanmore Coal's use of information provided by the organisation infringed the intellectual property rights of any person or entity.