Flagstone Community Grants Program Sponsorship Guidelines

01. ABOUT THE PROGRAM

Flagstone's Community Grants Program provides motivated local groups a kick-start, or well-deserved encouragement for their great work. Community grants are provided to encourage sustainable, local programs and initiatives that benefit our community in the following ways:

- More community services, activities, facilities and programs
- Improved community governance structures
- Opportunities to meet neighbours and form social connections
- Improvements to health and wellbeing
- Local educational opportunities
- A sustainable environment
- Youth development programs
- Arts and cultural programs
- Increased community capacity

02. Guidelines for Applicants

Applicants should consider the following guidelines when making a grant application.

WHO CAN APPLY?

- Anyone can apply. However, preferences will be given to not-for-profit community groups and organisations, or individuals whose initiatives directly benefit the local community.

THE PROJECT SHOULD ALIGN WITH PEET'S VALUES[1]

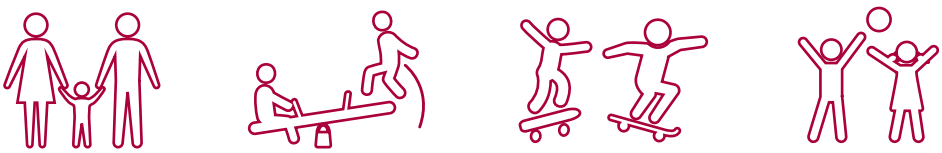
Peet's values include:

- Enriching lives.
- Operating with integrity and the highest ethical standards.
- Creating vibrant, liveable, sustainable communities.
- Protecting the environment at all stages of the development for current and future generations.
- Providing equal opportunity employment – embracing diversification.

PROJECTS SHOULD ALSO ALIGN WITH PEET GROUP'S COMMUNITY PARTNERSHIPS PROGRAM THEMES, INCLUDING:

- Environmental sustainability.
- Family and community based activities.
- Health and wellbeing.
- Culture and the arts.
- Educational opportunities / youth development programs.

The project should present clear value and benefit to the Flagstone community.



[1]Peet will not support organisations whose values are in conflict with our corporate citizenship values.

03. Criteria

The project should contribute to community sustainability outcomes within Flagstone, meaning the project should benefit the community in any of the following ways:

Active, inclusive and safe

Well run

Well connected

Well served

Environmentally serviced

Fair for everyone

Thriving

Well designed and built

The project should engage with, and involve, appropriate stakeholders through increased community participation. The project deliverables should be realistic and achievable in the timeframe indicated. Applicants must demonstrate the project being funded can be delivered within six months of receiving funding.

The proposed benefits should be appropriate to the level of investment requested

- Community groups and individuals can apply for a maximum amount of **up to $3000.00 per grants** round. Please note that lower funding amounts are more likely to be successful.

It should be clear how the grant funds will be spent

- Funds should be directed toward tangible items or to support an event/initiative that delivers significant measurable benefits to Flagstone.

Terms and Conditions

- All applicants must comply with the terms and conditions issued by Peet, which are subject to change from previous rounds and subject to change at Peet's discretion.

Assessment

- Each grant request is carefully assessed and judged on its own merits, based on these guidelines.

Project Evaluation

- Funded groups will be required to complete a simple project outcomes evaluation on a template provided by Peet within four weeks of completion of the sponsored project.

Marketing

- Peet may elect to promote the sponsored activity through its Flagstone marketing program. Successful applicants will be required to provide information to, and work with, Peet's marketing team when requested.

04. Application Form

COMMUNITY SPONSORSHIP APPLICATION FORM

To request a community grant or sponsorship from Peet Flagstone development, please complete this application form to assist us in assessing your application. Peet may also request that further information be provided by the applicant during the assessment process.

CONTACT INFORMATION

Full name of organisation _____

Contact name _____

Position _____

Telephone _____

Mobile _____

Fax _____

Email _____

Street address _____

Postal address (if different) _____

ABN (if applicable) _____

SPONSORSHIP REQUEST

Amount requested (exclusive of GST)

Timeframe (period of time project will run)

PROJECT SUMMARY

Please provide a brief summary of the project for which you are seeking sponsorship (i.e. specifically how and when the funds would be used and any anticipated project outcomes).

BUDGET

Please briefly outline or attach the total budget of the project for which you are seeking sponsorship (indicating what percentage will be covered by the requested funds).

Does your organisation receive sponsorship from other sources? If yes, please list other sponsors.

BACKGROUND INFORMATION

Please provide a brief background of your organisation (e.g. how long it has been in operation, your objectives and purpose, your membership profile, as applicable).

Please include relevant dates (project timeframes and milestones) that would apply to the sponsorship proposal (e.g. event date or start of season or activity date/s).

BACKGROUND INFORMATION

Please list the benefits to Flagstone of sponsoring the project (e.g. logo recognition, signage, member database access, media exposure, publicity and other promotional opportunities), addressing the criteria outlined in the guidelines.

Please outline how your organisation plans to continue the project (if applicable) after the sponsorship period has ceased.

EVALUATION

Evaluating each community sponsorship activity is important to the ongoing success of the Flagstone Community Grants Program.

Successful applicants will be provided with a Community Grants Report Template. All sponsored organisations will be asked to complete this within four weeks of completion of the sponsored project.

DECLARATION

I _____ (insert name) am authorised

_____ on behalf of

_____ (insert organisation's name)

to apply for and administer sponsorship funds for the _____

_____ (insert project name)

Signed _____ Date _____

SUBMIT APPLICATION

Please submit completed form to **community.QLD@peet.com.au** subject headline: **Flagstone Community Grant Request.**

FURTHER INFORMATION

Please contact Kareen Duncan, Community Development Coordinator on 07 3166 0398 or email **flagstone@peet.com.au** for further information and assistance or to discuss your project ideas.

Thank you for your application.