



# Bengalla Site Donations

## Sponsorship Guidelines

*As part of Bengalla's long-term commitment to the community, we provide a range of support to local community groups and projects.*

Our contribution to the local community extends beyond the immediate economic benefits of our business. Bengalla supports a wide range of projects and partnerships to build stronger and more sustainable communities. Most importantly, we invest in the local communities surrounding our operation.

We consider applications for local donations and sponsorships that have a clear community benefit. The criteria listed below identify the sponsorship focus for Bengalla, but it does not seek to define the only projects of value to the community.

Projects that meet the following criteria will receive priority attention in the funding review. Applications from projects that do not meet all the criteria will be accepted, but all projects will be assessed within the same guidelines.

### Criteria which are generally considered essential for a request to be successful are:

- Involve Bengalla employee/s either directly in the project to which they give their time and/or through an advocacy role;
- Directly and specifically assist local communities of Muswellbrook Shire, Aberdeen and Scone;
- Not be the funding responsibility for another body (e.g. Government);
- Can form the basis of a partnership or promotional opportunity with Bengalla;
- Assist groups rather than individuals. Payments will only be made to incorporated community groups, clubs, associations, not for profit organisations, non-government organisations, other community related commercial organisations and/or academic bodies (such as schools or universities).

### Criteria which should be met could include some or all of the following:

- Respond to a need in local communities;
- Assist the community at large rather than an interest group;
- Has not been supported by Bengalla in the current calendar year.

### Sponsorship approval process

- Sponsorship submissions must include a completed Bengalla sponsorship form. Supporting documents can be attached to the form.
- Bengalla has a fixed annual sponsorship budget.
- Your application will be considered at the next scheduled monthly meeting.
- All sponsorship applications are assessed against the evaluation criteria and the sponsorship priority areas.
- Applications recommended by the Site Donations Committee will be referred to the site General Manager for final approval.
- Timing for an application response depends on when the written application is received and when the next scheduled Site Donations Committee meeting is held. Other factors influencing timing of approvals:
  - Incomplete applications;
  - Level of sponsorship requested.
- Applicants will be notified in writing and/or email as to whether their application has been successful.
- Sponsorship applications must be submitted at least four weeks prior to the event or activity commencing.
- Completed applications are to be submitted to Community Relations Co-ordinator, Bengalla Mine, LMB 5, Muswellbrook or email [community.relations@bengalla.com.au](mailto:community.relations@bengalla.com.au)



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## Sponsorship Guidelines

As part of Bengalla's long-term commitment to the community it provides a range of support to local community groups and projects.

The purpose of this application form is to assist the committee in assessing sponsorship submissions. Please consider the nature of your project and refer to the Sponsorship Guidelines before submitting your application.

Completed applications are to be posted to the Community Relations Specialist, Bengalla Mine, LMB 5, Muswellbrook or emailed to [Community.Relations@bengalla.com.au](mailto:Community.Relations@bengalla.com.au)

SECTION 1: Applicant Details		
Date:	Organisation Name:	
Trading as (If applicable):		
ABN Number (If applicable)		
Bank Details		
Account Name:		
BSB:	Account Number:	
Postal Address		
Telephone:	Fax:	Email:
Contact person for your project:		
Telephone:	Fax:	Mobile:
Please provide some details about the nature of your group / organisation:		
SECTION 2: Funding requested (Attach detailed breakdown of project / itemised quote)		
Total cash contribution requested (excl GST):	Are you registered for GST	
What proportion of your total budget does this amount to?	% of the funds required	
Have you attached an itemised quote / detailed breakdown of projected costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**SECTION 3: Activity / Event / Project details (Attach supporting documents if required)**

Start date:

End date:

Describe the activity / event / project for which your organisation / group is seeking support?

What are the relevant community priorities addressed by this activity / project / event (check all that apply)

Accommodation:  Agriculture:  Business Development  Culture / Art

Education:  Transport:  Environment:  Health / social issues

Recreation (includes sports and local community events):

Other (please provide detail):

What are the objectives of your activity / event / project?

**SECTION 3: Activity / Event / Project details (Attach supporting documents if required)**

Which communities will benefit from the proposed activity / project / event? (E.g. Muswellbrook, Denman, Aberdeen, Scone) Please list:

How will the community benefit from the activity / event / project?

Does this activity / event / project provide the opportunity for involvement of Bengalla employees? If so how many and how:

How do you propose to promote Bengalla's partnership with your organisation in this activity / event / project?

**SECTION 4: Funding details**

Has your organisation / group received previous sponsorship from Bengalla? If so, please provide details:

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Are other sponsors being sought in conjunction with the proposed activity / event / sponsorship?

*If yes, please provide brief details*

Organisation:	Amount:
This amount represents of the total funding being sought	Successful? <input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation:	Amount:
This amount represents of the total funding being sought	Successful? <input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 5: List any Bengalla employees within your organisation nominating as ambassadors for this sponsorship**

Name of employee	Position	Contact number

**OFFICE USE ONLY**

Date application received:	Application Successful? <input type="checkbox"/> Yes <input type="checkbox"/> No
Amount approved:	
Details:	
Invoice received:	EFT sent: