



Sponsorship Guidelines & Application Form

Guidelines for sponsorship

The guideline aims to target issues, needs and opportunities which are a priority to the local community and are related to AQC's core business. Specific areas of support have been identified based on an understanding of the local social and economic environment, as well as through direct feedback from members of the community.

AQC is committed to assisting the local community in which we operate. Our primary geographic area of consideration is Aberdeen and Muswellbrook. While other areas will be considered, our focus is these 2 areas.

AQC's sponsorship and donations activity will focus on the following areas of interest:

- **Economic** - Proposals aimed at enhancing the economic base of the region;
- **Social and Education** - Proposals aimed at increasing community capacity in the region and
- **Environmental** - Proposals aimed at improving the quality of the Upper Hunter environment.

Applications that meet the above areas of interest will be given priority, however all applications will be assessed against the same guidelines.

AQC has a fixed annual sponsorship budget and it is intended that 2 rounds per year will be allocated to those funds.

Timelines

Advertising for applications	Applications close	Applicants advised
January /February	Week 2 March	April
July	Week 2 August	September

Approval process

- All requests for sponsorship or a donation must complete the attached AQC Applications Form. Additional information and documentation can be attached to this Form.
- AQC will assess all applications against their guidelines and area of focus for community support.
- Applications will be assessed by a steering committee which includes 3 independent community representatives.
- Applications must be received at least 6 weeks prior to any event etc that the funding is required for.
- Please ensure that the Application Form is completed as accurately as possible. Details within the application will be checked to ensure correct details have been provided. Failure to provide accurate information will result in the applications being rejected.
- Applicants will be notified in writing as the success of their request.
- Please forward all applications to:
 - Dartbrook Mine
Sponsorship & Donations Panel
Stair St
Kayuga. NSW 2333
 - Email: info@aqcltd.com

Application Form

1. Organisations details

Name of the organisation:	
Postal address:	
Name and title of organisation's Delegate (Chair/President):	
Please list your ABN if you have one:	
Contact details of delegate <ul style="list-style-type: none">• Email• Phone	
Organisations Website and/or Facebook page:	

2. Profile of your organisation

Short statement of your organisations purpose, vision, mission etc:	
How many members do you have?	
What community groups benefit from your organisations purpose/activities?	
Are you registered for GST?	
Is your organisation an Incorporated Association, Company or a Registered Charity?	
Does your organisation have a social investment policy? If yes, please attach.	

If No, please briefly describe what you have in place to ensure funds are spent according to the purpose for which they are provided.

Please attach any documents that will assist your application including your organisation's capacity to undertake the activity/project etc. Please limit to 200 words.

- Copy of constitution
- Latest annual report
- Organisational budget for current financial year
- Reports from other projects successfully completed
- Other

3. Project details

Name of the project:	
What is the total monetary value being requested?	\$
Brief description of the project	
What are the project's aims and objectives?	
What are the expected outcomes of the project?	
What is the timeline for your project? Commence date / completed date.	

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What is the primary target group that will benefit from this project and how many people will benefit?

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What is community or geographic area that will benefit from this project?

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Why should AQC support this project?

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What evidence is there that this project has community support?

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Does the organisation have the appropriate level of public liability insurance for this project?

- If Yes, please provide copies of insurance
- If No, how will risks be covered?

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4. Other sources of funding

What other sources of funding are you seeking? How much?

Is this activity/event/project eligible for funding or a grant from other sources (including government)?

If your application to other sources is unsuccessful, is this project still achievable? If yes, what is the plan?

5. Promotion of support

How do you propose to promote AQC's support of your initiative?

What AQC branding support materials will you require?

Declaration

Please note: Only your organisation's formal delegate (Chair, President, CEO etc) should sign this declaration.

If this request is approved, your organisation agrees to the following terms and conditions:

- Funding will be used for the purpose for which it was given and be spend in accordance with the letter of offer from AQC.
- All special conditions attached to the letter of offer and funding will be met and documented including acknowledging AQC as a sponsor.
- It is the responsibility of the organisation to ensure adequate insurance cover for any activities.
- There is no commitment of future funding of this initiative or for the organisation by AQC and all future applications will be assessed individually in accordance with the AQC Sponsorship Policy and Guidelines.
- AQC may promote this funding agreement.
- A final 'report' of the activity funding, will be provided to AQC within 2 weeks of the event or activity.

I have read and agree to the above terms and conditions. I certify that all information provided is current and correct and I give AQC permission to contact any relevant persons or organisations in the assessment of this application.

Name:	
Position:	
Signature:	
Date:	