

## Guideline

# Community Sponsorships and Donations program

ARTC Inland Rail's Community Sponsorships and Donations program supports community-initiated projects, events or activities, which:

- Are one-off and short-term
- Contribute to the community's wellbeing, prosperity and/or sustainability
- Focus on one or more of Inland Rail's priority areas of culture, safety, environment, recreation and, entrepreneurship
- Align with the core values of ARTC Inland Rail which are future thinking, active engagement, no harm, results.

## Funding amounts

Eligible organisations can apply for amounts between \$1,000 and \$4,000. All applications will be submitted for consideration through the approval process detailed below.

## Eligibility requirements

Eligibility includes:

- Organisations and community groups which are not-for-profit, legal entities which hold a current ABN
- Non-incorporated community groups and clubs must be auspiced by an eligible organisation which is nominated as the legal entity on the application form
- Aboriginal Land Councils and Traditional Owner Groups in the alignment area
- Local government entities in the alignment area
- Organisations and community groups must be located in the eligible local government areas (nominated by ARTC Inland Rail) with priority likely to be given to communities nearest the Inland Rail alignment
- Applications must be made in full, be signed by an office holder of the organisation or community group and submitted by the closing date for the relevant round.
- Projects must be one-off, short-term activities that relate to identified priority areas and contribute to their community's wellbeing, prosperity, and sustainability.

What is not eligible:

- Religious, political, private individual or business events and activities
- Organisations or community groups not aligned with ARTC Inland Rail values or have direct links to tobacco, illegal drugs, negative impacts on health or associated with risk-taking activities
- Requests for prize money, ongoing or retrospective activities, or to cover costs associated with making an application.

## Application process

All requests for sponsorships and donations must be made to ARTC Inland Rail via the official application form, which is available [here](#) and sent to [IRcommunitysponsorships@ARTC.com.au](mailto:IRcommunitysponsorships@ARTC.com.au). The form seeks information about:

- The applicant and the organisation (its purpose, location, achievements in its community)
- Names of governance committee – President, Treasurer, Secretary

- How it supports one or more focus areas and Inland Rail's values
- Project details and how it will benefit the community
- Date of project, event, or activities
- Sponsorship amount requested and how it will be used
- Plan for publicly recognising Inland Rail.

Attachments to the application will include:

- Evidence of legal entity, ABN and insurances
- Governance structure and committee members
- Quotes for spend relating to Inland Rail's financial contribution, including costs associated with publicly acknowledging Inland Rail support (e.g., plaques, signs, posters or other collateral etc)
- Other, as it supports the application

There will be four rounds per calendar year:

<b>ROUND OPENS</b>	<b>ROUND CLOSES</b>
1 February	30 April
1 May	31 July
1 August	31 October
1 November	31 January

## Approval process

All decisions are at the discretion of ARTC Inland Rail; funding decisions will be final, and no negotiations will be entered into with applicants.

## Advisement and funding process

All applicants in each round will be advised of receipt of application (by email within 24 hours) and outcome of the round. Successful applicants will receive a letter from ARTC Inland Rail formally advising them of the success of their application, prior to receipt of funding.

ARTC Inland Rail will make public announcements of funding round outcomes each quarter, on the ARTC Inland Rail website, newsletter and other collateral etc.

## Completion of funded projects, activities, or events

Successful applicants will be required to notify ARTC Inland Rail of acquittal of funds as per the confirmation letter (provision of invoices) and complete the relevant project, activity, or event within 12 months of receipt of funding. Should the project, event or activities not proceed, organisations will be required to advise ARTC Inland Rail and negotiate either re-purposing or re-paying funds.

## Acknowledgement of Inland Rail, publicity, and promotion

Sponsorship recipients will be expected to publicly acknowledge the support of ARTC Inland Rail.

Recipients may choose to publicly acknowledge ARTC Inland Rail's support through newsletters, media releases, social media, signage etc. with the wording "*We acknowledge the support of Inland Rail for this event*". Costs associated with this acknowledgement may be included in the funding request.

Recipients will also be asked to provide photographs where possible, including all necessary permissions, in writing.

## ARTC Inland Rail promotion

ARTC Inland Rail retains the right to publicly promote funded projects, events and activities in internal and external publications, website, newsletters and social media.

## Eligible Local Government Areas

VICTORIA	NEW SOUTH WALES	NEWS SOUTH WALES	QUEENSLAND
Mitchell	City of Albury	Parkes	Goondiwindi
Strathbogie	Greater Hume	Narromine	Toowoomba
Benalla	City of Wagga Wagga	Dubbo	Lockyer Valley
Wangaratta	Junee	Gilgandra	Scenic Rim
Indigo	Temora	Warren	City of Ipswich
	Bland	Coonamble	Logan**
	Cootamundra-Gundagai	Narrabri	Brisbane**
	Hilltops	Warrumbungle	<i>**Only groups and organisations which are located near and impacted by the K2ARB Inland Rail project, or which service these areas, are eligible</i>
	Weddin	Moree Plains	
	Forbes	Gwydir	
	Lockhart Shire		
	Lockhart Shire		