

The Brisbane Airport Community Giving Fund

Eligibility Criteria and Guidelines

Brisbane Airport Corporation Pty Limited ACN 076 870 650 (**BAC**) has established the Brisbane Airport Community Giving Fund program to provide:

1. cash grants to community groups providing health and wellbeing, community safety, sport, education, environment or other community benefit initiatives (the **Giving Fund**); and
2. young entrepreneurs and students with an opportunity to sit down with a leader in the aviation industry and learn about what it takes to make it in this dynamic industry (**Lunch and Learn**).

These Brisbane Airport Community Giving Fund Criteria and Guidelines must be read in conjunction with the Brisbane Airport Community Giving Fund Terms and Conditions.

Eligibility – The Giving Fund

- Subject to the Brisbane Airport Community Giving Fund Terms and Conditions, an applicant for the Giving Fund must be established and operated in Australia and be a deductible gift recipient (**DGR**), with an Item 1 category, which is either endorsed by the Australian Tax Office (**ATO**) or listed by name in the tax law.
- All successful applicants will be required to supply a digital copy of its DGR endorsement letter from the ATO or confirmation of its relevant listing.
- The Giving Fund is available for charitable projects operating in a community.
- The Giving Fund is focused broadly on the categories of health and wellbeing, community safety, sport, education, environment or other community benefit initiatives (**Funding Categories**). All applications for the Giving Fund must fit into at least one of the Funding Categories to be eligible for consideration. The Funding Categories are defined as follows:

Health and Wellbeing

Initiatives that improve overall health and wellbeing, such as projects related to supporting mental health and physical health (for example, physical activity and healthy lifestyle programs).

Community Safety

Initiatives that increase safety and security in communities, such as projects related to emergency response, crime prevention, natural disaster prevention, accident prevention and road safety.

Sport

Initiatives that promote and support sporting events and sporting participation in communities.

Educational

Initiatives aimed at increasing the education of communities in areas such as literacy and numeracy, life education, apprenticeships and traineeships.

Environmental

Initiatives that promote environmental enhancement in communities, and in particular, initiatives that are focused on improving biodiversity of natural habitats, community conservation and environmental education (for example, land rehabilitation and revegetation programs, clean-up and education days and local conservation projects).

Other Community Benefit

Initiatives from community groups that encourage and positively contribute to the community, but may not necessarily fit into one of the above Funding Categories.

Eligibility - Lunch and Learn

- Only individuals may apply for Lunch and Learn.
- Lunch and Learn is targeted at students, young entrepreneurs and those looking to become a business professional who are seeking information and insight into the aviation industry. Applicants should apply online, explain their background, interest and
- where possible provide a brief business plan or potential business idea. Lunch and Learn will take place at an agreed time and venue in a one-on-one setting with a Brisbane Airport Senior Manager (nominated by BAC).
- Lunch and Learn is a non-cash grant and accordingly does not include a cash grant. All reasonable expenses (excluding any travel and accommodation expenses) associated with Lunch and Learn will be covered by BAC.

Grant Amount

The Giving Fund cash grants will be based on an amount up to AUD\$1,000 per cash grant. The cash grant amount may change at BAC's discretion. Please note that the final cash grant amount awarded to a successful applicant may differ from the amount originally requested in the application. Successful applicants must use the final cash grant amount within 12 months of receiving it and provide a report to BAC within four weeks of completing the project.

Lunch and Learn does not include a cash grant component.

Number of Applications

Applicants may only submit one application per project per application round for the award of a Brisbane Airport Community Giving Fund grant.

Applying for a Brisbane Airport Community Giving Fund grant

Applications for a Brisbane Airport Community Giving Fund grant must be submitted via the online application process.

Applications by email or post will not be accepted, unless approved by BAC in its absolute discretion.

Applications open on the relevant opening date for each round and must be received by 5:00 pm AEST on the relevant closing date for the round.

Preference of Applications

Preference will be given to applications for charitable projects that:

- are submitted via the online application process with an eligible and fully completed Brisbane Airport Community Giving Fund application form;

- produce positive social outcomes within at least one of the funding categories in a community;
- are well defined and include a clear community need, objectives, budget, project outcomes and evaluation proposal; and
- meet the Eligibility Criteria as specified in the Brisbane Airport Community Giving Fund Terms and Conditions.

Exclusions

Brisbane Airport Community Giving Fund grants will not be awarded to or for:

- individuals (except under Lunch and Learn or as otherwise determined by BAC in its absolute discretion);
- political parties;
- government entities;
- commercial sponsorships;
- religious groups (except for projects that support a non-religious purpose);
- retrospective requests;
- debt retirement, budget deficits, endowments or bequest programs;
- general fundraising appeals; or
- entities that are not charitable in nature, or do not meet the relevant Eligibility Criteria as set out in these Brisbane Airport Community Giving Fund Criteria and Guidelines and the Brisbane Airport Community Giving Fund Terms and Conditions.

Confidentiality

BAC will respect the confidentiality of information provided by applicants of a Brisbane Airport Community Giving Fund grant, including information that directly relates to the business activities of applicants. BAC may disclose an applicant's information to regulatory authorities. By completing the Brisbane Airport Community Giving Fund application form, an applicant agrees to its information being used and disclosed for the purposes of assessing its application for a Brisbane Airport Community Giving Fund grant and if successful, for the purpose of awarding a grant.

Privacy Collection Statement

BAC will collect personal information of applicants when they apply for the Brisbane Airport Community Giving Fund program. This information will be used to consider the application, contact the applicant about the status, and notify the applicant about any future Community Giving Fund programs. BAC will share personal information of applicants with its service providers who support BAC to provide this service. Applicants can opt out at any time. Successful applicants will also have their details displayed on the Brisbane Airport website (bne.com.au) and shared with relevant government electorates.

BAC is committed to protecting the privacy of applicants and will deal with personal information in accordance with the Brisbane Airport Community Giving Fund Terms and Conditions and BAC's Privacy Policy at www.bne.com.au/privacy.

The Brisbane Airport Community Giving Fund

Terms and Conditions

The following Terms and Conditions must be read in conjunction with the Brisbane Airport Community Giving Fund Criteria and Guidelines, which together form the terms and conditions of the Brisbane Airport Community Giving Fund program.

By submitting an application, the applicant acknowledges and agrees to the terms and conditions of the Brisbane Airport Community Giving Fund program.

A reference to BAC in these Terms and Conditions means Brisbane Airport Corporation Pty Limited ACN 076 870 650.

1. Applications for a Brisbane Airport Community Giving Fund grant must be submitted via the online application process at www.bne.com.au/givingfund. Applications cannot be submitted by email or post, unless approved by BAC in its absolute discretion.
2. Applications open on the relevant opening date for each round and must be received by 5:00 pm AEST on the relevant closing date for each round (**Relevant Period**).
3. All applications for a Brisbane Airport Community Giving Fund grant must:
 - a. meet eligibility requirements as specified in the Brisbane Airport Community Giving Fund Criteria and Guidelines and these Terms and Conditions;
 - b. entail a project or proposal that benefits a community;
 - c. if required under the Brisbane Airport Community Giving Fund Criteria and Guidelines, be from an Australian registered entity endorsed by the ATO or listed in the tax legislation as a deductible gift recipient, with an Item 1 category (refer to section 7 below); and
 - d. be received by BAC within the Relevant Period,

(collectively, the **Eligibility Criteria**).

4. As the number of applications submitted for a Brisbane Airport Community Giving Fund grant may be substantial, not every application that meets the Eligibility Criteria may necessarily be awarded a grant.
5. All decisions on the eligibility of the applications and any grants made by BAC are at the absolute discretion of BAC. BAC's decision is final and no correspondence will be entered into relating to the decision process, the outcome or otherwise.
6. If an application does not comply with these Terms and Conditions and the Brisbane Airport Community Giving Fund Criteria and Guidelines, it will be deemed invalid and withdrawn from consideration. By submitting an application, the applicant agrees to comply with these Terms and Conditions, the Brisbane Airport Community Giving Fund Criteria and Guidelines and the use of the applicant's personal information in accordance with BAC's Privacy Collection Statement and Privacy Policy on BAC's website at www.bne.com.au/privacy.
7. If required under the Brisbane Airport Community Giving Fund Criteria and Guidelines, BAC will only consider applications from, and award grants to, Australian incorporated organisations that are either endorsed by the Australian Tax Office (**ATO**) or listed by name in the tax law as a deductible gift recipient (**DGR**) with an Item 1 category. If an applicant is unsure of its DGR status, the applicant should check with its professional advisor, the ATO or on the Australian Government's ABN Lookup website at www.abr.business.gov.au. Please refer to the Brisbane Airport Community Giving Fund Criteria and Guidelines to ascertain whether you need to hold DGR endorsement to apply. BAC may in its absolute discretion, waive this requirement.

8. BAC has the absolute discretion in deciding which, and how many, of the eligible applicants are to be awarded cash or non-cash grants and the amount of each cash grant.
9. BAC intends to award each successful applicant (a **Recipient**), with either:
 - a. a once-off cash grant for the project as specified in the Recipient's application (the **Project**) for an amount as determined by BAC in its absolute discretion. The Recipient will be notified of the final cash grant amount and this amount may vary from the amount originally requested in the Recipient's application;
 - or
 - b. a once-off non-cash grant as specified in the Brisbane Airport Community Giving Fund Criteria and Guidelines,

(each a **Grant**)

10. Unless expressly stated, BAC's products or services will not be provided as part of a Grant.
11. The Grant is a 'gift' from the Brisbane Airport Community Giving Fund, and cash Grants do not attract GST. At BAC's absolute discretion, the Recipient may be required to enter into an agreement with BAC prior to BAC gifting any of the Grant to the Recipient. The Recipient may also be required to confirm the receipt of any cash Grant into their account and provide receipts of the Recipient's use of the cash Grant.
12. The Grant must be used and applied solely for the purpose of the Project.
13. The term of the Grant is 12 months from the date of gifting, and the Recipient must use the full Grant amount within one year of receipt of the Grant.
14. A BAC representative may visit the Project site before and throughout the term of the Grant, at times agreed reasonably between BAC and the Recipient.
15. The Recipient must keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Recipient in relation to the Project against any claims for loss or damage to property, and injury or death to persons. BAC is not liable for any claims or loss incurred by the Recipient or any third party in respect of the Project.
16. The Recipient will provide a final report in relation to the Project within the earlier of four weeks of the end date of the Project or 12 months of receipt of the cash Grant.
17. 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 submitted, the Recipient must immediately advise BAC and discuss an alternate use for the cash Grant.
18. Should the actual total costs of the Project be more than the proposed costs of the Project, neither BAC nor any of its related bodies corporate will be responsible or be obliged to pay any monies to the Recipient in excess of the Grant amount.
19. As a condition of the award of a Grant, the Brisbane Airport Community Giving Fund's assistance to the Project must be acknowledged by the Recipient. BAC will provide the Recipient with the appropriate BAC logo and associated guidelines to use in relation to this acknowledgement. To acknowledge the Brisbane Airport Community Giving Fund's assistance, the Recipient must display the BAC logo, or state in writing that the Brisbane Airport Community Giving Fund has assisted with the funding of the Project, in accordance with the associated guidelines provided.
20. All advertising, signage, media releases and other promotional material that contain the BAC logo or a reference to the Brisbane Airport Community Giving Fund must be submitted to and approved by BAC prior to its production and release. BAC reserves the right to make amendments prior to any such release.

21. BAC may request the use of photos, videos and quotes from the Recipient for marketing purposes including advertising, publications and on websites agreed between BAC and the Recipient. All such materials will become the property of BAC.
22. BAC may request the Recipient to take part in media activities such as photo opportunities, media calls or approvals for quotes for media materials, which the Recipient must not unreasonably refuse.
23. The Recipient must not do or say anything, or cause anyone to do or say anything, which may prejudice, be detrimental to or cause damage to the name and reputation of BAC. The Recipient must comply with all relevant laws in respect of the Project and the Grant.
24. The Brisbane Airport Community Giving Fund can be terminated at any time without notice.
25. These Terms and Conditions, as well as the Brisbane Airport Community Giving Fund Criteria and Guidelines, may be amended or withdrawn at any time at the discretion of BAC. BAC will publish any revised Terms and Conditions, as well as any revised Brisbane Airport Community Giving Fund Criteria and Guidelines, at www.bne.com.au/givingfund. Applicants should visit this website from time to time to review the then current and effective terms.