BHP

Benefiting My Community program
FY19 Application Form

Please enter project title here

Benefiting My Community Program

BHP is committed to making a positive contribution to the communities in which we live and operate. Every year we contribute to our local communities through large scale Community Development Projects.

We also understand that sponsorships and grants are essential to create community cohesion and vibrancy. While these are usually smaller financial contributions than partnerships they are no less important.

FY19 Program Guidelines

Our communities

This program includes the following communities:

Queensland	New South Wales
- Moranbah - Dysart - Nebo - Mackay/Sarina - Blackwater - Emerald - Brisbane	- Muswellbrook - Denman - Singleton - Scone

Who can apply

Applications will be accepted from:
- Not-for-profit organisations that are based in or deliver services to our communities (see above)
- Not-for-profit educational institutions (e.g. universities, schools and colleges)
- Government authorities and agencies
- Community organisations and groups which have a proven track record in providing community support and events

What we will support

We will support applications that:
- incorporate community participation and support
- can demonstrate benefit to a number of people
- builds community capacity
- provide opportunities to promote the contribution made by BHP
- well planned, thought out activities and events that can demonstrate appropriate risk management and necessary approvals
- align with at least one of the following key focus areas:

Focus Area	
Strengthening organisations	Activities that strengthen the governance and transparency of community/public organisations to improve their effectiveness and accountability; including anti-corruption and anti-bribery related activities.
Education and training	Activities that improve pre-primary, primary, secondary and tertiary educational outcomes.
Health and well-being	Activities that improve health and well-being within our communities through better access to health services and resources.
Social inclusion	Activities that improve access to essential community services and increase participation by marginalised and vulnerable groups.
Environment	Activities that promote environmental stewardship including biodiversity, co-existence and climate change.

What we won't support

We will not support applications that are:
- requests over $10,000
- individual and group endeavours (eg. Shave for a Cure, Black Dog Ride, Movember)
- travel costs for individuals or groups (inbound travel for keynote speakers/service providers may be considered)
- trophies, prizes and/or raffles
- religiously or politically exclusive events
- salaries or overheads (costs for services of keynote speakers/service providers may be considered)
- fundraising for third parties
- activities that contribute to the financial gain of an individual or a business
- activities that conflict with BHP 's charter values.
- organisations that do not have an ABN or ACN

Please note that BHP retains absolute discretion over allocations. Due to the high number of applications received each year, meeting grant guidelines does not guarantee funding.

Charter Values

The BHP Charter describes our purpose and values and how we measure our success. Our Charter is the single most important means by which we communicate who we are, what we do, and what we stand for as an organisation, and is the basis for our decision-making.

- **Sustainability**
  Putting health and safety first, being environmentally responsible and supporting our communities.
- **Integrity**
  Doing what is right and doing what we say we will do.
- **Respect**
  Embracing openness, trust, teamwork, diversity and relationships that are mutually beneficial.

- **Performance**
  Achieving superior business results by stretching our capabilities.
- **Simplicity**
  Focusing our efforts on the things that matter most.
- **Accountability**
  Defining and accepting responsibility and delivering on our commitments.

Timelines

Please submit completed *Benefiting My Community* application forms and supporting documentation to benefitingmycommunity@bhp.com or via your local BHP Community team member.

Applications are assessed in accordance with mandatory internal procedures and diligence checks. Applicants should expect an outcome within eight weeks of the closing date.

Application Information

Organisation name:	
Organisations mission statement:	
Organisations main activities:	
Which of the following areas apply to this request?	❑ Strengthening organisations ❑ Health and wellbeing ❑ Education and training ❑ Social inclusion ❑ Environment
Describe the activity for which support is being requested and how it applies to the identified focus area: *(Please attach documents if required)*	
Detail what BHP's support will be used for:	
Describe any volunteer or employee engagement activities for BHP employees:	
Which community will benefit from this project?	
Detail who/how many people will benefit from the project i.e. target group/estimate only:	
Proposed start and end date (DD/MM/YYYY):	Start date: End date:
Total value requested ($)	☐ GST exempt or ☐ GST inclusive
Total project value ($)	☐ GST exempt or ☐ GST inclusive

Are other contributions expected? *(If so list the expected donor, amount and whether the contribution has been confirmed)*	Organisation	Amount	Confirmed

Detail how BHP's support will be recognised: *(Please attach a communications plan and/or complete communications table to follow)*	❑ Flyers, brochures, event programs ❑ Local print media ❑ Social media ❑ Invitation to the event ❑ Radio/TV	❑ Printed merchandise ❑ Signage ❑ Acknowledgement in speeches/formalities ❑ Other (please specify)

Has your organisation received support from BHP in the past? Y/N	YES/NO *If yes, please provide:* Value of support $ Type of support (monetary or in-kind) Date occurred BHP Entity

Project Plan Template

Use this template to support your application, or submit other project documentation that provides key information.

Project title:			
Key project contact name:		**Key project contact number:**	
Project date:		**Project time:**	
Project venue:		**Anticipated participation No.:**	
Brief description:			
Aim:			
Objectives:			
Project structure: (e.g. event run sheet, meeting agenda etc.)			

Implementation Schedule

Activity/Milestone	Responsible	Date	Requested BHP Involvement (e.g. photo opportunity, banners, guest speaker)

Budget/Timeline

Detail the project budget for the life of the project. Include any additional funds received and/or applied for other than BHP funding. Clearly detail the funds requested from BHP and those funds received from other donors (if any).

Project Budget	
Project Management	
Total Personnel Costs	
Total Business Support Costs (detail)	

Total Project Management Costs	
Project Implementation Costs	
Total Implementation Costs	
Total Project Budget	

Communications Plan

Identify all communication activities and opportunities associated with the project to BHP, the community and the implementing organisation.

ACTIVITY *(List all project / donation milestones – i.e. launch, community events)*	**Communication Channel** *(List all communication channel available to promote organisation/project etc.)*					**Who** *(who will be responsible for preparing content/ material)*	**When**
	Website	Local Newspapers	Radio	Local Television	Social Media		

Checklist

I have read and understood the *Benefiting My Community* guidelines.	☐ Yes	☐ No
I have checked that the organisation and project is eligible for support.	☐ Yes	☐ No
I have checked that the application closing dates and response timelines are relevant to the project dates.	☐ Yes	☐ No
I have attached supporting evidence of my organisation's legal structure, executive committee members or governance documentation (i.e. code of conduct, evidence of anti-corruption training, policies and procedures etc.).	☐ Yes	☐ No
I have provided evidence of the project's support by key community stakeholders.	☐ Yes	☐ No
I acknowledge that I may need to complete additional Compliance documentation on behalf of my organisation in order for my application to progress.	☐ Yes	☐ No
I have attached a detailed project plan including budget, communications plan, risk management and implementation schedule.	☐ Yes	☐ No
I have attached a copy of my organisation's public liability certificate of currency (if hosting an event).	☐ Yes	☐ No
I have ensured that my application has been signed by my organisation's accountable officer.	☐ Yes	☐ No
I will provide an evaluation report outlining the outcomes of the project within two months completion.	☐ Yes	☐ No

Organisation name:	
Accountable officer's name and signature:	
Date of signing:	