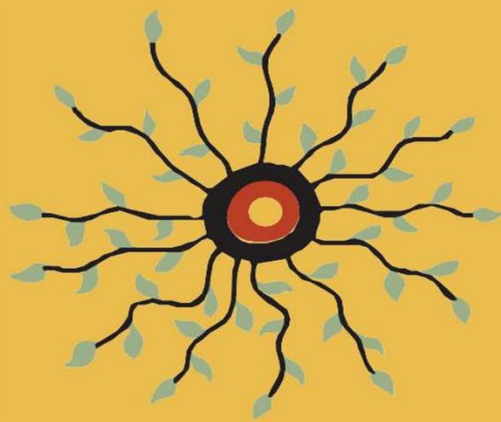




Ely Trust
REACHING OUT
GROWING STRONG IN UNITY

**ELY BAUXITE MINE BENEFICIARIES CORPORATION PTY LTD
(the Trust)**

COMMUNITY PROJECTS FUND

Grant Procedure

Ely Bauxite Mine Beneficiaries Corporation Pty Ltd
PO Box 424
Smithfield QLD 4878

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CONTENTS

PROCEDURE

Contents

PROCEDURE.....	1
WHO CAN APPLY?	1
WHAT WILL BE FUNDED?	1
WHAT WILL NOT BE FUNDED FROM THE COMMUNITY PROJECTS FUND?	1
WHEN CAN YOU APPLY?	2
HOW DO I APPLY?	2
WHAT ARE THE ASSESSMENT CRITERIA?	3
HOW WILL APPLICATIONS BE ASSESSED?	3
GRANT ACQUITTAL PROCESS	3
THE TRUST PROCEDURE FOR PAYMENT OF GOODS AND SERVICES	3
FUNDING	4

The Ely Bauxite Mine Beneficiaries Trust has set funds aside to assist the Trust in investing in community projects which improve capacity, liveability and connection within the Aboriginal communities described within the Ely Bauxite Mining Project Amending Agreement 1999.

PROCEDURE

This procedure is to be used in conjunction with the Application Form when applying for funding by way of grant for community projects from the Trust.

WHO CAN APPLY?

The following types of organisations are eligible:

- Not-for-profit;
- Health, welfare and social services;
- Training services;
- Government bodies (all);
- Sporting clubs;
- Arts and cultural collectives;
- Animal welfare; and
- Environment and working on country groups.

It is the Trusts preference to not fund individuals or for-profit organisations. However, if the individual or organisation can demonstrate an improvement in community wellbeing it is at the Trust's discretion to fund the project.

WHAT WILL BE FUNDED?

Community project grants can include:

- Infrastructure and heritage preservation;
- Community development;
- Health and wellbeing;
- Resilience and disaster recovery;
- Arts and culture (including language / dance projects);
- Sporting club grants and community sporting equipment;
- Environmental preservation or sustainable development;
- Festivals and events.

Generally speaking for a community project to be funded the wellbeing of the community is required to be enhanced.

WHAT WILL NOT BE FUNDED FROM THE COMMUNITY PROJECTS FUND?

Activities that are solely 'personal' in nature or benefit a small number of persons.

WHEN CAN YOU APPLY?

You can submit an Application form at any time. The Application form must be completed in order to have your application considered by the Board of Directors of the Trustee.

Please note:

- Not all applications submitted will receive funding;
- The approval of funding is at the discretion of the Trust;
- The approved Community Projects Fund policy and any other guidelines or protocols developed by the Trust from time to time (including these procedures); and
- The Trust decision making is final.

Applications for grants out of the Community Projects Fund must be lodged at least twenty-one (21) days before a meeting the Board.

HOW DO I APPLY?

You can apply by completing and returning the Application form and checklist, which is included at the back of this booklet. Your application form should be filled out fully. Applications should be addressed to:

The Ely Bauxite Mine Beneficiaries Corporation Pty Ltd
PO Box 424
Smithfield QLD 4878

If the application is not fully completed, with all checklist items ticked, it may not be able to be considered and you may be asked for further information, which will cause delays.

WHAT ARE THE ASSESSMENT CRITERIA?

Assessments will be made against:

1. Whether community benefits are being delivered – that is, meeting Community Project Fund policy requirements;
2. Is the wellbeing of the community being enhanced;
3. The completeness of the Application Form; and
4. Whether the application is for a community purpose.

HOW WILL APPLICATIONS BE ASSESSED?

Decisions on all applications will be made by the Board of Directors of the Trustee at a scheduled meeting of the Board. The decisions of the Board of Directors are final.

- Advice may be provided to the Board of Directors by other persons or bodies that the Board of Directors decide are appropriate regarding the application before them.
- All applicants will be advised of the assessment outcome in writing. Unsuccessful applicants will be offered the opportunity to seek feedback on their applications, and may reapply at any time.
- Generally, an application will not be considered if it is incomplete. The Board of Directors may require further information. Consideration of the application will resume once the requested information is provided.
- Your application may be approved on conditions the Board of Directors decide are appropriate in the circumstances.
- If your application is approved, you will be required to enter into a funding agreement with the Trust before funding is provided.

GRANT ACQUITTAL PROCESS

In accepting a grant, the applicant is agreeing to acquit the expenditure of those funds in accordance with the Trust's adopted acquittal process provided for in the "Grant Funding Agreement".

THE TRUST PROCEDURE FOR PAYMENT OF GOODS AND SERVICES

If approved, applicants acknowledge that as part of the grant process:

- a) All payments to suppliers of goods and services are to comply with completing the Trust's "New Supplier Set-up Form".
- b) Any payment for goods and services is to be received by close of business Monday to be included in the payment run for that week subject to the invoice meeting the Trust internal processes.

- c) Grant funds may be paid directly to the supplier of goods or services in accordance with the approved budget; or
- d) Grant funds may be paid directly to the account operated by the applicant (depending on Board approval);
- e) the Grantee may be required to provide the Trust with 'updates' on progress and failure to provide updates in the required format may result in a 'freezing' of funds until such time as the 'update' is provided.

FUNDING

It is at the Trust's discretion on the size of the grant for community projects. Any co-payment option provided by the beneficiary, for example, the beneficiary (or another party) co-funding the community project will be looked upon favourably.

For community projects which have an expenditure amount greater than \$30,000 the Board of Directors may require additional information to be provided to the Trust including a presentation to the Board.

Any request for community project funding must include the following to be considered conforming, enhancement of any of the following matters in community:

- *Health, education, social or public welfare, religion, culture, the natural environment or other similar purposes;*

Invoices / quotes are to be attached to the application.

Insurance

Insurance tailored for the project is to be specifically addressed within the application. A level of public liability cover required is required. The Trust can provide access to an insurance broker if required and will fund public liability cover for the successful applicant in the event that the organisation does not have active cover in place. A certificate of currency is required to be submitted. Failure to gain insurance will result in the Trust not funding the community project.