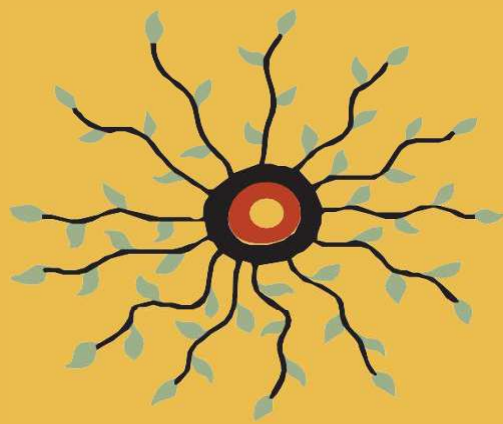




Ely Trust
REACHING OUT
GROWING STRONG IN UNITY

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

INDIVIDUAL PROJECTS FUND

Grant Procedure

Ely Bauxite Mine Beneficiaries Corporation Pty Ltd PO
Box 424
Smithfield QLD 4878
ACN 079 917 392
(e) elygrants@elytrust.com.au

CONTENTS

PROCEDURE

Contents

PROCEDURE.....	1
WHO CAN APPLY?	1
WHAT WILL BE FUNDED?	1
WHAT WILL NOT BE FUNDED FROM THE INDIVIDUAL PROJECT 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 SEGMENTS	4

The Ely Bauxite Mine Beneficiaries Trust has set funds aside to assist Trust Beneficiaries with Individual Projects.

IPF resources may be provided to individuals to help fund sad news / sorry business; education and sporting initiatives; outstation support; whitegoods / furniture; and unforeseen hospital / medical expenses.

IPF funds may be utilised by beneficiaries, however, priority may be given to those living in the Western and Northern cape area. A key policy objective of the IPF is to provide relief to disadvantaged beneficiaries which includes working for the relief of poverty or distress (such as sickness, disability, destitution, suffering, misfortune or helplessness).

PROCEDURE

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

WHO CAN APPLY?

Beneficiaries (Trust Beneficiaries) of the Ely Bauxite Mine Aboriginal Beneficiaries Trust (Trust) of which the Ely Bauxite Mine Beneficiaries Corporation Pty Ltd is the trustee (Trustee).

WHAT WILL BE FUNDED?

The Individual Project Fund is established for the purpose of assisting members of the Aboriginal Community who are beneficiaries of the Ely Trust to meet unforeseen and or burdensome costs associated with their general wellbeing. It is designed to provide assistance to disadvantaged beneficiaries and fill in 'gaps' left by other service providers.

The IPF is designed to enhance any of the following matters in community:

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

that are beneficial to the Aboriginal Community.

For eligible beneficiaries, a grant may be provided for the payment of suppliers associated with:

- Attendance at a sporting event;
- School specification laptop (provided by Ely ICT supplier);
- School excursions / camps;
- Cultural activities;
- Purchase of whitegoods and furniture;
- Medical equipment (e.g. wheelchair); or
- Outstation support

WHAT WILL NOT BE FUNDED FROM THE INDIVIDUAL PROJECT FUND?

Projects / activities / events which do not meet the types of projects identified above – noting that Sad News / Sorry Business / Tombstone openings are funded from Policy Item 4.2.4.

IPF grants are not available for motor vehicles or other vehicles built to be propelled by a motor.

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 and subject to the terms of the Trust, the Ely Bauxite Mining Project Agreement;
- The approved Individual Project 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 Individual 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 1477
Cairns QLD 4870

(e) elygrants@elytrust.com.au

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 the funds provide assistance to disadvantaged beneficiary(s); and
2. Whether the funds aid an individual (or group of persons) in improving health, education, social or public welfare, religion, culture, the natural environment or other similar purposes.

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 consultants or 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 SEGMENTS

The funding that will be provided falls into the following segments:

The Trust has four distinct IPF segments with financial caps – these are:

- Individual applicant
- Individual applicant (not incorporated) on behalf of community or a small number of persons
- Community organisation (incorporated)
- Sad news / sorry business