

AGL Hydro Community Support Fund

Application and Guidelines



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Application Kit: Guidelines and Forms

Updated July 2023

About AGL

AGL is committed to helping shape a sustainable energy future for Australia. We operate the country's largest electricity generation portfolio, we're its largest ASX-listed investor in renewable energy, and we have more than 3.5 million customer accounts. Proudly Australian, with more than 180 years of experience, we have a responsibility to provide sustainable, secure and affordable energy for our customers. Our aim is to prosper in a carbon-constrained world and build customer advocacy as our industry transforms. That's why we have committed to exiting our coal-fired generation by 2050 and why we will continue to develop innovative solutions for our customers.

About AGL Hydro

Located in Victoria's Alpine country, AGL Hydro was established from the breakup of the former State Electricity Commission of Victoria. AGL's three primary hydroelectric schemes are in the Kiewa, Dartmouth and Eildon catchments in Eastern Victoria.

AGL Hydro generates approximately 1280 MWh pa, or about 2% of the electrical energy consumed in Victoria. Whilst a relatively small proportion of Victoria's power requirements, AGL Hydro provides critical support to Australia's electricity system – especially in the event of peak demand periods or other generator outages within AGL's fleet.

About the Community Support Fund

Through our involvement in and support of local community initiatives, projects and events, AGL aims to deliver community wide benefits, encourage innovation in and support for issues of community significance, and build and maintain strong relationships throughout the communities in which we operate.

The Community Support Fund forms part of AGL's commitment to support the communities where we have project activities.

Support can be provided through sponsorships, donations and grants for projects that will benefit the community and align with AGL's values.

The AGL Hydro Community Support Fund Applications are advised for up to a maximum of \$5,000.00 each, however AGL has the discretion to increase that amount where it sees fit.



AGL's values

Bring on Tomorrow

Seize the opportunity. The work we do today impacts the Australia we leave for future generations. We don't have all the answers. But through continuous improvement and working together, we'll uncover opportunities that make history. For all of us. Bring it on.

Be brave

Be one team

Be innovative

Be ambitious

Can do. Will Do

Make things happen. We show up with a positive attitude. We're resilient, confident, and flexible in the way we work. Combine this with our expertise and insight, we always deliver. For ourselves, each other, and our customers.

Be flexible

Be positive

Be accountable

Be excellent

Be Safe. Be Supportive

Be a good human. Upholding a safe environment at work is on all of us. So we back ourselves and we back each other. Creating a culture where everyone feels included, heard and safe, every day.

Be trustworthy

Be honest

Be inclusive

Be respectful

AGL Community Investment Priorities

Social Welfare	Environment	Local Economic Development
<ul style="list-style-type: none"> • Mental health • Homelessness • Domestic violence • Drug & alcohol abuse • Support for the elderly and vulnerable • School programs/early childhood learning 	<ul style="list-style-type: none"> • Animal rescue and protection • Biodiversity • Protection of coasts, wetlands and waterways • Salinity 	<ul style="list-style-type: none"> • Festivals and events for tourism • Local sporting clubs • Support for long-term unemployed • Agricultural support (e.g., water reticulation) • Economic diversification (Job growth and new business attractions)

AGL will also rally around **emergency relief** efforts to support local communities, including for bushfires, droughts, and floods.

Previous Community Support and Partnerships

AGL Hydro is proud of our long association with several local organisations, including the Kangaroo Hoppet.

The Kangaroo Hoppet is the largest international snow sports event in the southern hemisphere, attracting more than 1,000 skiers, including several Olympians and Paralympians, from 22 nations last year.

“We are proud to sponsor the AGL Energy Scholarships which provide financial assistance to the development of the next generation of Australian cross-country skiers,” said Lachlan Sturt, AGL Community Relations Manager.

“Sponsorships and community funding are tangible demonstrations of our commitment to supporting the communities in which we operate and work in.”

“It’s a terrific event that celebrates what’s great about the AGL community at Mount Beauty.”

Many of our people volunteer on the day, and we assist with transporting much of the race equipment up to Falls Creek from Mt Beauty during the weeks leading up to the event.

Application process

Timeline

	Applications open	Applications close	Applications assessed	Applicants notified	Funding issued
Funding Round 2023/24	1 July 2023	30 September 2023	October 2023	October 2023	November/ December 2023

How to apply

- Read the application guidelines
- Complete the application form
- Please sign and submit your completed application form:

Email: AGLCommunity@agl.com.au

Or

AGL Corporate Affairs
 Mail: AGL Hydro Community Support Fund
 C/O – Belinda Young
 AGL Energy Limited
 699 Bourke Street
 DOCKLANDS VIC 3008

Important information about your application

- An organisation can submit more than one application providing that what is being applied for is different. We suggest that each community group, sporting club or local school submit a consolidated application that is signed off by the club president or school principal to ensure that all funding requirements are considered in the one eligible application.
- Organisations will be required to submit photos as part of the acquittal process. It is a condition of your application that any images provided can be used by AGL to explain and promote the Community Support Fund.
- AGL cannot assist you in filling out the form. However, your local AGL Community Relations Manager can assist you to understand the application process and requirements. Your local Community Relations Coordinator is Lachlan Sturt and can be contacted on 0458 288 434 or LSturt@agl.com.au.

AGL can request further information if required.

Application criteria and guidelines

Successful Community Support Fund recipients should meet the following criteria:

1. Be a legal entity, registered in Australia with a current ABN.
2. Be a registered charity, not-for-profit, educational institution or organisation with a demonstrated governance structure.
3. Deliver an event, program or initiative that provides benefits to the communities in which we operate.
4. Have in place a current public liability insurance policy.
5. **Applications are advised for up to a maximum of \$5,000.00 each, however AGL has the discretion to increase that amount where it sees fit.**

Groups that do not fit the above criteria can apply for funding through an auspice arrangement. An auspice agreement is an agreement where the organisation (the 'Principal Organisation') agrees to apply for funding on behalf of a second organisation (the 'Auspiced Organisation'). The Principal Organisation then receives, holds and administers the funding for the Auspiced Organisation.

AGL invests in projects that:

- Align to our four community priorities of **social welfare, environment and local economic development**.
- Support our purpose of **Progress for Life**, and our values of **Care in every action; Integrity always; Better together; Deliver your best; and Shape tomorrow**.
- Align to AGL's **strategy**.
- Are **transparent in reporting**.

AGL will prioritise grants to locally run projects, initiatives or events that:

- That provide opportunities for **employee engagement** e.g. through volunteering.
- That build **local capability and capacity**, to achieve sustainable impact; and/or long-term benefits (over one-off events)
- Where AGL can support **better outcomes than via a purely financial contribution**(e.g., use of land near assets, support with technical expertise, etc).
- Where there are **opportunities to leverage associated funds** (e.g., through partnerships with other local businesses, alignment with other AGL spend).
- For which **alternative forms of funding are unavailable** or difficult to access.

AGL will generally not support:

- Organisations or activities that expose AGL to **health and safety, environmental, financial or reputational risk**
- Organisations or activities where the planned activities could be potentially **hazardous** (exception for emergency services)
- Organisations or activities that are **inconsistent with AGL's values**
- Organisations or activities that are **not lawful**
- **Political organisations or political campaigns**
- Where the project is considered to be the **sole responsibility of the Local, State or Federal Government**
- **Commercial entities**
- **Individuals** for personal benefit, including the support of travel, study or fundraising

- Projects or **groups located outside of the communities** that we operate in
- Activities that benefit direct or indirect **competitors of AGL**
- Activities that could be perceived as **divisive or discriminate** based on religion, race, gender, sexual orientation, etc.
- Activities which encourage the irresponsible use of **alcohol or gambling**
- Activities or programs that may **breach AGL's Code of Conduct** or regulatory, licensing or any other statutory commitments or obligations

Funds granted to successful applicants must be spent on the approved project within the agreed timeframe.

AGL reserves the right to make exceptions to these criteria.

AGL is not obliged to provide feedback about unsuccessful applications.

Application process timeline

All applications will be reviewed and assessed before a final decision is made.

Applications will be assessed based on the information provided in the application. The following process will be used in assessing applications:

- Applications will initially be assessed to ensure the eligibility criteria has been met and further information can be requested if required.
- Applications will be given a merit ranking on how well the application demonstrates the delivery of an event, program or initiative that provides benefits to the regions surrounding AGL Hydro's assets.

Not every application that meets the assessment criteria will necessarily receive a grant.

Applicants may be contacted by AGL directly for the purpose of validating any aspect of the applicant's application.

The assessment process will begin once applications close.

These guidelines may be reviewed and amended at any time.

AGL reserves the right to make exceptions to this application process.

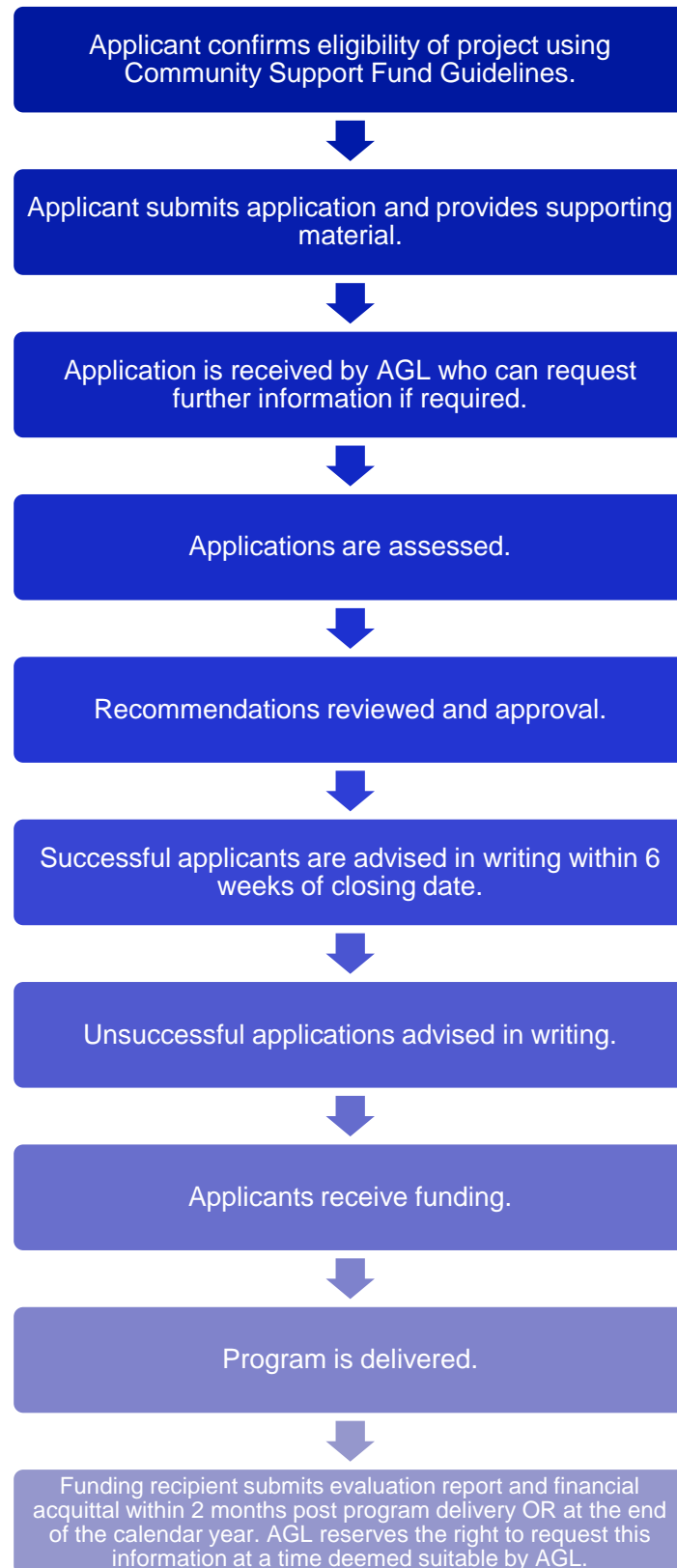
All decisions made by AGL are final.

Successful Applicants

Successful applicants will receive a notification from AGL regarding the success of their application.

Unsuccessful Applicants

Unsuccessful applicants will receive a notification from AGL confirming the outcome of the application. AGL is not obliged to provide feedback about unsuccessful applications, however requests for feedback can be made by emailing AGLCommunity@agl.com.au. AGL encourages all unsuccessful applicants to apply for future rounds and to source other forms of support from other funding bodies.



Awarding grant funding and acquittal process

Awarding grant funding

All successful applicants will receive approved funding by electronic transfer.

Payment will only be addressed to the nominated organisation.

A remittance will be emailed to the contact person identified on the application form.

Any grant from the Community Support Fund includes any applicable GST

Use of funding

Any funding provided by the Community Support Fund must be spent on the approved project within the agreed timeframe.

If at any time the stated purpose and use of the funds cannot be completed in the manner described in the application, the recipient must advise AGL at AGLCommunity@agl.com.au. Funds are non-transferable.

Privacy and confidentiality

By completing the application form, the applicant and recipient agree to information being used by AGL for the purposes of assessing the application and if successful, providing a grant.

By completing the application form, applicants consent to AGL disclosing details of successful applicant's projects and the amounts granted to each successful applicant.

Evaluation and acquittal process

Recipients are encouraged to submit an evaluation report to AGL within two months of program completion OR at the end of the calendar year. AGL reserves the right to request this information at a time deemed suitable by AGL.

The evaluation report should include:

- A report on program activity.
- Benefits and beneficiaries.
- Evidence of the use of funds granted for the program (e.g. invoices).
- Copies of photos and promotional materials where possible.

It is the responsibility of the organisation to maintain a complete set of records for acquittal purposes.

Recipients are required to submit photos and or video as part of the acquittal process. It is a condition of your application that any images provided can be used by AGL to promote the Community Support Fund (including local media).

Recipients failing to complete the acquittal report will not be eligible to participate in future Community Support Fund funding rounds.

AGL reserves the right to request the return of any unspent funds as part of the acquittal process.

AGL reserves the right to undertake quality assurance checks on all implementing partners to ensure funding is spent in accordance with the Funding Agreement.



Application Form

Project/asset: **AGL Hydro**

Applicant Details

Key Contact

Name: _____

Position: _____

Phone: _____

Email address: _____

Postal address: _____

Organisation

ABN: _____

Name: _____

Registered address: _____

Email address: _____

Postal address: _____

Website: _____

Alternate Contact

Name: _____

Position: _____

Phone: _____

Email address: _____

Due Diligence

Have any of the Organisation's Directors, Principals and/or Board Members been served with a bankruptcy notice or directed a company that has been insolvent in the last five years? If so, please provide the details.

Please attach the organisation's latest business plan (if applicable).

Please provide a brief overview of your organisation or community group, identifying the goods and/or services provided to the local community.

Organisational goal/mission:

Formal legal status of organisation (tick box):

- Corporation
- Partnership
- Government entity
- Non-profit organisation
- Social enterprise
- Other (please specify)

How does your organisation currently fundraise?

Does your organisation have public liability insurance? Yes/No

(If successful, this may be requested at a future date)

Has your organisation received funding or support in kind from AGL in the past 12 months? Yes/no

Description	Amount or in-kind	Date



Details of Project or Initiative

Name of Initiative: _____

Location (which communities will be involved and how will the benefit from this program?):

Description of project or initiative:

Start date: _____ End date: _____

Explain in detail how your organisation will use the grant:

Program key facts:

1. How many people do you expect will directly benefit? _____
2. How will you measure success of the program? (e.g. number of attendees) _____

How does your program align with the AGL values of Care in every action, Integrity always, Better together, Deliver your best, and Shape tomorrow?

What key areas of focus does the initiative address (tick box)?

- Education
- Youth
- Environment
- Health, safety and wellbeing
- Community infrastructure
- Arts and culture
- Economic development
- Social welfare

How will it contribute to this/these areas?

Outline identified community need for the initiative:

Outline any professional advice sought throughout the development of the initiative:

Project Planning

Total amount requested from AGL (including GST):

Breakdown of spend:

Key activities	Start date	End date	Budget	Outcome
		Total budget (\$):		

Please note - evidence of expense, e.g., quotes, may be requested if successful.

Funding from other sources (outline other groups, organisations or people who will be involved in the program, and briefly describe their involvement or role):

What is the minimum amount of funding this program can be run with?

How will AGL be recognised for the support of this program? (Tick box)

- Flyers, brochures, event programs
- Local print media
- Invitation to the event
- Radio/TV
- Printed merchandise
- Signage
- Acknowledgement in speeches/formalities
- Other (please specify below)

Checklist and declaration

I have (tick boxes):

- Read and understood the Community Support Fund application kit guidelines before completing this application.
- Checked my organisation and project are eligible for assistance.
- Checked the closing dates for funding.
- Completed all sections of the application form.

- Included all required documentation (where applicable) including the following:
 - Evidence of your organisation's legal structure, executive committee members or governance documentation and financial capacity.
 - Evidence of the program support by key community stakeholders.
 - Evidence of current public liability insurance.
 - Complete annual financial statements.
 - Copy of annual report (if available).
 - Copy of certificate of incorporation.
 - Additional supporting information, e.g. quotes.
 - Program communication plan.
 - Program plan

- Consent for AGL to use photos, reports, etc
- Signed the declaration below.

Declaration:

I _____ (*name*) declare that to the best of my knowledge the information provided in this application is true and correct.

Signature: _____

Position: _____

Date: _____