



human energy®

onslow community spirit fund

application form



supporting community projects in onslow

supporting onslow

Onslow community members are invited to apply for funding of up to \$5,000 through the Community Spirit Fund program.

In 2019, applications for the program will be open from 1 July and close 31 August 2019.

Applications are open to local organisations who contribute to programs, activities and events that benefit the community of Onslow.

The Community Spirit Fund focuses on activities that contribute to one or more of the following focus areas:

health, with a focus on:

- Promoting healthy lifestyle choices that lead to improved quality of life and well-being
- Training for health workers in regional or remote communities
- Supporting greater access to key health services for regional and remote communities

education, contributing to:

- Enhanced numeracy and literacy
- Supporting education, training and employment
- Encouraging equal access
- Encouraging school attendance
- Supporting education programs that foster learning in STEM (science, technology, engineering and mathematics)

economic development, with a focus on:

- Assisting local businesses to be competitive and to meet industry and Chevron contracting standards
- Encouraging new and diverse business to provide local goods and services in the community
- Supporting job readiness and entrepreneurial skills

environment, aiming to:

- Strengthen community awareness and engagement in environmental conservation
- Support for environmental stewardship in the community
- Support for biodiversity

sense of community, to:

- Contribute to community vibrancy
- Contribute to participation and access
- Celebrate local culture

eligibility:

To be eligible, your organisation must be:

- An incorporated, not-for-profit organisation /institution providing services to the Onslow community
- A not-for-profit education institution
- A local government authority
- Not-for-profit bodies or groups that are not incorporated must be affiliated to an incorporated organisation which is willing to host your donation on your behalf

If an affiliated incorporated organisation is hosting your donation, you must be able to provide a letter of support from the host organisation.

your application needs to:

- Identify a project, program or activity that will benefit the community of Onslow
- Be aligned to one or more of our five focus areas
- Not replace government funding
- Demonstrate appropriate governance and capacity to manage the project and use of the funds
- Utilise the funding to foster the development of capability and /or capacity amongst members of the local community

ineligible applications include:

- Activities that do not benefit the community of Onslow
- Political contributions and business memberships
- Requests from individuals
- Requests for travel, study support, conferences, fundraising or medical treatment
- Requests from religious organisations for religious purposes
- Ongoing operating costs or retrospective project costs for capital works

GST:

All applications should be submitted inclusive of Goods and Services Tax (GST). If your organisation is registered for the Australian GST your organisation will be entitled to claim for GST on the sponsorship amount.

government officials:

As a US incorporated entity, Chevron must comply with US Foreign Corrupt Practices Act. Accordingly, as part of your application we will require some information to assist in reviewing your request. This information assists us in processing your application in a timely manner and includes an overview of any government officials that have an involvement in your organisation or affiliated host organisation. Government officials that should be noted in Part 2 of your application include any board members, national patrons, national ambassadors, management, executive staff or the like that hold any of the following positions:

- Government positions for example, those employed at a government agency (Department of Health, State Development, etc), a state or federally funded education institution (universities, TAFE, etc), or a government trading enterprise (Western Power, LandCorp, etc)
- Government officials, for example local government councillors or Members of Parliament
- Government affiliations via committee or board roles
- The partner/parent/child to a prominent government official or employee as identified above

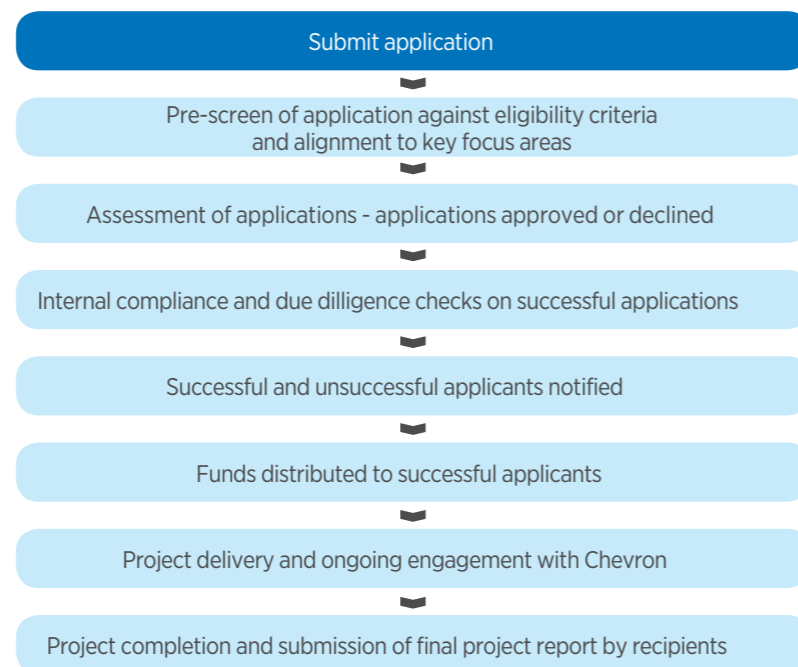
application format:

- Only applications using the standard application form will be accepted
- Applications are only accepted between 1 July - 31 August 2019
- Organisations can apply for up to \$5,000 per calendar year. This may be in the form of one application for numerous projects for a total of \$5,000 or separate applications totalling \$5,000. We encourage organisations to make one application where possible.

how to apply:

- If your project is eligible, complete the application form and submit via email to spirit@chevron.com or post to:
Onslow Community Spirit Fund
Chevron Australia Pty Ltd
16 Second Avenue
Onslow WA 6710
All applications must be received between 1 July and 31 August 2019.
- If you have any questions about the application process or are unsure whether your project is eligible please contact:
Shawn Heiderich
Chevron Community Engagement, Onslow
0477 361 983
spirit@chevron.com
- You will receive a response on the progress of your application within four weeks of the application round closing.

application process:



application form

checklist

Please ensure you complete this checklist before submitting your application

- Read the guidelines and ensure your project aligns to these guidelines (if you have any queries regarding the guidelines, please contact your local Chevron Community Liaison Officer – see Part 6)
- Complete all mandatory fields in this application form.
- Provide a copy of Certificate of Incorporation OR a copy of the sponsoring organisation's Certificate of Incorporation with the application.
- Provide a letter from the supporting organisation where an application is being submitted by a community group who has a sponsoring organisation or is affiliated to an incorporated body.
- The application declaration (see Part 5) has been signed by an Authorised Officer.
- Provide an itemised budget and quotes to accompany the application.

part one: organisation details

* Mandatory field

1.1 Applicant details

Organisation name (legal entity) _____
(This must be the same as it appears on the Certificate of Incorporation, if incorporated)

Address _____

* Telephone _____ Email _____

1.2 Applicant contacts

Name _____ Title _____

Phone _____ Email _____

Name (Alternate) _____ Title _____

Phone _____ Email _____

1.3 Host organisation details (if applicable)

If you are not an incorporated organisation or affiliated to an incorporated organisation, you must provide details of an incorporated organisation that is willing to host your donation on your behalf, if your application is successful. A letter of support from the host is required.

Host organisation name _____

Contact person _____
(If a host organisation is applicable then the name must be the same as it appears on the Certificate of Incorporation, if incorporated).

Address _____

Telephone _____ Email _____

ABN _____ Is your organisation registered for GST? Yes No

part five: application declaration

Terms and Conditions

By signing this document you are agreeing on behalf of your organisation that any funding provided by Chevron Australia will be spent on the program outlined in Part 3 of this document and that Chevron Australia reserves the right to audit your organisation's books and records to verify the use of any such funding. Any amount not spent as required must be refunded to Chevron Australia.

I declare that I am currently authorised to sign legal documents on behalf of _____
(the applicant organisation)

and that all the information provided in this application is true and accurate

Signature of Authorised Officer _____ Date _____

Name _____ Position _____

Witness signature _____ Witness name _____

part six: submitting your application

Ensure all sections are completed as incomplete applications will be returned.

Please email your completed application form to spirit@chevron.com or post to:

Onslow Community Spirit Fund
Chevron Australia Pty Ltd
16 Second Aenue
ONSLow WA 6710

No faxed copies will be accepted. **Applications open on 1 July and close on 31 August 2019.**

An electronic version of this document and further information on the Community Spirit Fund is available from <https://australia.chevron.com/-/media/australia/news/documents/community-spirit-fund-application-form.pdf>

For any questions regarding the Onslow Chevron Community Spirit Fund, please email spirit@chevron.com or contact:

Shawn Heiderich
Chevron Community Engagement, Onslow
0477 361 983
spirit@chevron.com

PRIVACY STATEMENT

Corporate entities or businesses who deal with Chevron have an obligation to ensure that, if they provide any personal information to Chevron, they have first provided the relevant individual with a copy of this notice, or advised them of the contents of this notice.

Chevron collects and uses personal data about individuals for Chevron's business functions and activities, including for the evaluation and assessment of funding applications, and inclusion in a stakeholder/funding] database. If certain personal data is not provided to us, it may not be possible for Chevron to assess or grant a funding application.

Chevron's privacy policy (available from <https://australia.chevron.com/privacy>) includes important information about Chevron's collection, use and disclosure of individuals' personal information, the countries outside Australia where recipients of the information may be located, and how individuals can access or seek correction of their personal information, how they can complain about a breach of the Australian Privacy Principles and how Chevron will deal with a complaint of that nature.

financial details

ABN _____

Is your organisation registered for GST? Yes No

Is your organisation tax exempt? Yes No

Deductible Gift Recipient Status? Yes No

Type of organisation: Company Incorporated Association Other _____

Bank details

Account name _____ Bank _____

Branch _____ BSB number _____ Account number _____



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