

# Community Giving Fund Guidelines

## Supporting the communities where we live and work



Synergy is committed to an inclusive and equitable energy transition as we support Western Australia to achieve its decarbonisation goals by 2030.

Through our Community Giving Fund, we provide grants of up to \$10,000 for charities and not-for-profit incorporated associations making a positive impact in their community.

We support initiatives that drive sustainable outcomes for people, communities and the environment across our area of operation – the electricity network known as the South West Interconnected System or the SWIS.

Synergy’s Community Giving Fund helps organisations to make lasting change across four key themes. These themes reflect what is important to us and the community, now and for the future.

### Key themes

 <b>Inclusivity and empowerment</b>	 <b>Environment for the future</b>	 <b>Committed to community</b>	 <b>Energy leadership</b>
<p>Addressing disadvantage and inequity so everyone can participate in work and society</p> <p><b>We support</b></p> <ul style="list-style-type: none"> <li>Vulnerable customers and people experiencing hardship</li> <li>Aboriginal economic participation</li> <li>Gender equity</li> <li>Disability inclusion</li> </ul>	<p>Contributing towards initiatives that protect and care for the environment and respect and rehabilitate the land</p> <p><b>We support</b></p> <ul style="list-style-type: none"> <li>Protecting and improving biodiversity</li> <li>Native flora and fauna recovery and protection</li> <li>Protecting our marine environment</li> <li>Waste avoidance, reduction and reuse</li> </ul>	<p>Supporting the sustainable development of vibrant communities impacted by the energy transition</p> <p><b>We support</b></p> <ul style="list-style-type: none"> <li>Social inclusion and belonging</li> <li>Arts and culture</li> <li>Emergency relief</li> <li>Mental and physical health</li> </ul>	<p>Fostering innovation, ideas and skills to drive our intelligent energy future</p> <p><b>We support</b></p> <ul style="list-style-type: none"> <li>Enabling greater electrification</li> <li>STEM education</li> <li>Innovation</li> <li>Energy efficiency</li> </ul>

## Where we operate

Synergy operates both thermal power stations and renewable electricity generation facilities from Coral Bay in the north, to Kalgoorlie in the east, and Albany in the south. We are investing in new renewable energy infrastructure to support the State's energy transformation.

We operate across the electricity network known as the South West Interconnected System (SWIS).



## Eligibility criteria

To be eligible for a grant, applicants must agree to the application terms and conditions and meet all eligibility and grant criteria from the checklist in these guidelines.

### We accept applications from:

- Registered charities (ACNC)
- Not-for-profit incorporated associations

### We will not accept applications from:

- Federal, state or local governments
- Individuals or families
- Commercial/ for-profit businesses
- Political parties or unions
- Cooperatives or trusts
- Minor sporting teams or clubs
  - associations may apply
- Public, private or independent schools
  - associations may apply

### Event sponsorship

Another way we support our WA community is by sponsoring one-off or annual events.

If you think an event sponsorship might be more suitable, get in touch with us to discuss before applying to the Community Giving Fund.

### Types of initiatives we support:

- Projects and programs that meet a need in the community
- Initiatives that demonstrate innovation in energy management and efficiency
- Equipment that helps increase your organisation's impact for the community

### We are unable to support:

- Initiatives that have already been delivered
- Political or religious activities or pursuits
- Installation of solar panels only
- Organisation's maintenance and/or operational costs
- Organisations or initiatives that discriminate against origin, age, race, religion, gender, ability or diversity
- Organisations or initiatives that are environmentally negligent or do not undertake sustainable practices
- Organisations or initiatives that promote gambling or alcohol-related sponsorships
- Activities which provide a financial benefit to Synergy employees or contractors
- Organisations or initiatives that expose Synergy to known reputational, financial or safety risks

## Preparing a winning application

To prepare a winning application with the best chance of success, make sure you consider:

1. Select the one **key theme** that most closely represents your initiative's intended outcomes. We do our best to ensure grants are distributed across these key themes and support areas.
2. The **beneficiary** is the group your initiative intends to help. Only choose beneficiaries from the dropdown list that will directly benefit from your initiative.
3. **Outcomes** are the changes you want to see for the beneficiaries. You can demonstrate how your outcomes align with Synergy's by choosing from the dropdown list. Examples include an 'increase' or 'improvement' in skills, knowledge or wellbeing, and a 'decrease' in injuries or waste.
4. If your initiative is broad reaching, **include all locations**. We receive applications from across the SWIS and try to reach as many regions as possible with our grants.
5. **Do not rely solely on Synergy's grant** to deliver your initiative. Think carefully about the amount requested (up to \$10,000) as you will be asked to outline the budget and how the initiative will be funded.
6. **Gender equity** is a focus area for Synergy. How do you intend to address the needs of people of different genders in the design and management of your initiative? Complete this section if your initiative has applied a gender lens.
7. Include only the **measures of success and metrics** that you can report on for the grant acquittal. If in doubt, leave it out.
8. **Storytelling** is a great way to engage the panel. Share stories that inspired your initiative or informed your intended outcomes.
9. **Testimonials and letters of support** from the community will strengthen your application.

There are also helpful hints and definitions throughout the online application form. We use **SmartyGrants** grants administration system.



**Dismantle BikeRescue Mullewa**  
– 2022 grant recipient



**Bluebush Wildlife Rescue and Rehabilitation**  
– 2022 grant recipient



## Assessing and awarding grants

Synergy's assessment panel is comprised of subject matter experts representing our key themes and support areas including vulnerable customers, environment and sustainability, future energy, generation and inclusion and diversity.

Communicate your initiative's intended outcomes and community need clearly and simply in your application to help our assessment panel make an informed decision.

While grants of up to \$10,000 are available, the panel may decide to award partial funding to your initiative to ensure the fund is distributed in the most inclusive and equitable way.

The eligibility check is the first step in assessing grant applications so if you are unsure about eligibility, please contact us. Synergy reserves its right to refuse ineligible applications prior to the closing date, and award or reject any application in its absolute discretion for any reason, including funding availability under the program.

# Ready to apply?

Gather your supporting documentation, log in to the SmartyGrants application form via [synergy.net.au/CommunityGivingFund](https://synergy.net.au/CommunityGivingFund) and ensure you have completed all the steps below.

## Application checklist

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### 1. Read the guidelines

The applicant:

- understands the aim of Synergy's Community Giving Fund
  - understands the grant obligations, if successful, as outlined in the **application terms and conditions**
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### 2. Can demonstrate eligibility

The organisation:

- is a registered charity (ACNC), or
  - is a not-for-profit incorporated association
  - did not receive a grant in the previous round
  - does not have any outstanding acquittal reports or unfulfilled requirements from other Synergy programs
  - is financially viable
  - is inclusive and accessible
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### 3. Have met criteria for grant

The initiative:

- demonstrates strong alignment with one key theme
  - will be delivered within the SWIS
  - will be completed within one year from receiving the grant
  - will be conducted in accordance with Synergy's corporate values of innovation, accountability, collaboration and trust
  - is not also funded/sponsored by a competing energy provider
  - is not a one-off or annual event (consider sponsorship request)
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### 4. Application form completed correctly

The application:

- articulates the community need/problem and how the initiative will address it
  - demonstrates how the initiative will benefit the community and the expected outcomes
  - demonstrates intended community beneficiaries from your initiative
  - includes measures of success and how the data will be collected and verified
  - will be submitted within specified deadline
  - includes the primary and authorised contacts. Primary contact will work with Synergy on administration through to acquittal of the grant
  - includes correct website or social media links
  - includes all available information to the best of your current knowledge including start and end dates of initiatives and budget
  - declaration is signed by an authorised person/s in your organisation
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### 5. Relevant documentation included

The application includes:

- signed letter with address, ABN, contact person, bank details on organisation's letterhead
  - hero image of organisation to use for grant announcement
  - letter of community support, if available
  - quotes (items over \$1,000)
  - relevant documentation such as operational plans, and evidence of appropriate insurance. Other documents may be requested by Synergy during shortlisting
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# Grant application, payment and acquittal process

Applicant activity Synergy activity

- 1 Application submitted**
- 2 Shortlisting and assessment**
  - Eligibility check
  - Shortlisting of applications against key themes and assessment criteria

*You may be contacted at this stage if clarification is required*
- 3 Grant selection and approval**
  - Community Investment Panel assess shortlist and make recommendation
  - Community Investment Executive Committee approve grant recipients

*Part-funding of the program or initiative may be considered*
- 4 Successful and unsuccessful applicants notified**
- 5 Letter of Agreement issued to recipient outlining terms of funding and reporting requirements**
- 6 Letter of Agreement signed and returned to Synergy within two weeks of receiving**

*You may wish to contact the team at Synergy to clarify any terms within the letter*
- 7 Successful recipients announced via Synergy media statement and social media**
- 8 Grant acknowledged by recipients via social media, invitation to event or announcement**

*Please ensure Synergy's media announcement has been issued first*
- 9 Funds dispersed to recipient**

*Your letterhead with ABN and contact details is essential for this step*
- 10 Six-month progress report**
- 11 Acquittal completed within 12 months of grant approval or within six weeks of project completion**



Dress for Success Perth – 2022 grant recipient



OZ Harvest WA – 2022 grant recipient

## Get in touch

If you have any questions about eligibility or the application form, please contact Community Investment at Synergy.

[community.investment@synergy.net.au](mailto:community.investment@synergy.net.au)

[synergy.net.au/CommunityGivingFund](https://synergy.net.au/CommunityGivingFund)

