

# Community Giving Fund application guidelines

## Synergy is committed to making a positive impact on the communities where we operate.

Our Community Giving Fund provides grants of up to \$10,000 to support initiatives that contribute to the development of vibrant, resilient and prosperous communities.

We support projects that directly address community needs and help to create thriving communities.

We prioritise:

- Initiatives that benefit a broader group beyond the applicant's members
- Initiatives that focus on helping those who are disadvantaged and facing hardship









## Types of initiatives we support

- Creating social connectedness and fostering community cohesion
- Improving mental and physical wellbeing
- Supporting people facing hardship
- Creating community cohesion
- Enhancing community amenities
- Empowering people with disabilities
- Mobilising local communities to restore their local environment and ecosystem
- Encouraging participation in arts and culture in regional areas
- Improving the social wellbeing of Aboriginal and Torres Strait Islander peoples
- Providing opportunities for disadvantaged youth
- Promoting gender equality in the community

## 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).

- |  |   |
|--|---|
|  SWIS                     |  Solar farm                                  |
|  Coal-fired power station |  Utility-scale battery energy storage system |
|  Gas-fired power station  |  Under construction                          |
|  Wind farm                |  Under development                           |

1 Owned and operated by Bright Energy Investments (BEI).  
2 Provides electricity solely to Coral Bay. Does not feed electricity into the SWIS.  
3 Provides electricity solely to Hopetoun. Does not feed electricity into the SWIS.





People Who Care – 2023 grant recipient



Trillion Trees Australia – 2023 grant recipient

## Eligibility criteria

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

### We accept applications from:

- Registered charities (ACNC)
- Not-for-profit incorporated entities
- Social enterprises (Certified Social Traders)

### We will not accept applications from:

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

### We are unable to support:

- Initiatives that are located outside of the SWIS (see map on previous page)
- Initiatives that have already been delivered
- Political or religious activities or pursuits
- 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 harmful 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

### 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.

## Preparing your application

1. We invite applications from across the SWIS and try to reach as many regions as possible with our grants. It is important to include the location where your organisation is located and where your initiative will take place.
2. Share inspiring stories and personal anecdotes that led to the creation of your initiative and help us to connect with your work.
3. We want to know about the community needs or issues you are trying to solve and the activities you will undertake as part of the initiative. If applicable, include the number of times the activities will run, the expected number of participants, locations plus the start and finish dates.
4. It is important to let us know who will benefit from your initiative (the beneficiaries) and describe the changes or outcomes you hope to achieve. Outline how you will measure the success of your initiative, including what you will measure (the metrics) and the methods you will use, such as surveys and interviews with participants.
5. Gender equity is important to Synergy. Explain how you intend to address the needs of people of different genders in the design and management of your initiative.
6. Provide a budget of income and expenses and a breakdown of how your organisation will use the grant. Include other sources of funding and your organisation's own contribution. If your project's costs are more than \$10,000 or receives only partial funding, describe how you plan to secure the remaining funds.



Dismantle BikeRescue Mullewa – 2022 grant recipient



Down Syndrome Association WA – 2023 grant recipient



The Man Up Initiative – 2023 grant recipient

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

# 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) that is not an unincorporated association, or
  - is a not-for-profit incorporated entity, or
  - is a social enterprise (with Social Trader Certification) that is not an unincorporated association, and
  - did not receive a grant in the previous round, and
  - does not have any outstanding acquittal reports or unfulfilled requirements from other Synergy programs, and
  - is financially viable, and
  - is inclusive and accessible
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### 3. Have met criteria for grant

The initiative:

- 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:

- clearly articulates the community need and problem you are aiming to solve and how your initiative will address the issue
  - demonstrates how the initiative will benefit the community and what the expected outcomes are
  - includes measures of success and how the data will be collected and verified
  - will be submitted within the specified deadline
  - includes the primary and authorised contacts. Primary contact will liaise with Synergy on the grant administration through to acquittal of the grant
  - includes correct website or social media links
  - includes all available information to the best of your 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:

- a letter with your organisation's contact details, ABN, and payment account details on your letterhead, signed by an authorised senior person such as the president, treasurer, accountant or CEO
  - 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 (acting reasonably) 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

*You may be contacted at this stage if clarification is required*

## 3 Grant selection and approval

- Community Investment Panel assess shortlist and make recommendation

*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 with invoice for grant amount 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 to share stories and images of how the grant has helped your community

## 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)

