



Aurizon Community Giving Fund

North Queensland Flood Appeal
Frequently Asked Questions

February 2019

Aurizon Community Giving Fund North Queensland Flood Appeal 2019 Frequently Asked Questions

We have noted the most frequently asked questions applicants have posed to us regarding applying for an Aurizon Community Giving Fund grant. The following questions and answers may be of assistance and help you complete your form faster.

We encourage you to review application Criteria and Guidelines together with this FAQ and the 'Tips for writing Grant Applications' before commencing your application.

1. What is the key eligibility criterion?

The community organisation must be a registered Deductible Gift Recipient (DGR) Item 1 endorsed by the Australian Tax Office. All successful applications will be validated to ensure this criterion is met prior to the grant being released.

If your community organisation does not have DGR Item 1 status, your organisation is not eligible to apply for the Aurizon Community Giving Fund grant, unless you chose to use an auspice type arrangement with a suitable DGR1 organisation. See response to Q.4 for more information.

If you are unsure of your organisation's tax status, check with your financial advisor and the Australian Government's ABN Lookup website www.abr.business.gov.au.

2. Is a school building fund eligible to apply for a grant?

As long as the school building fund has DGR Item 1 status and the project meets the requirements to be funded through the building fund, an application can be submitted. Alternatively, a school building fund without DGR Item 1 status could apply for a grant under the auspices of a suitable DGR1 organisation. See response to Q.4 for more information.

3. What about applying through a third-party agency?

The Aurizon Community Giving Fund grants program is structured to make grants directly to DGR Item 1 organisations. Auspice arrangements will be considered, however it is important to note that any successful grants will be deposited into the bank account of the DGR Item 1 auspice organisation. See response to Q.4 for more information

4. Our community organisation does not have DGR (Deductible Gift Recipient) Item 1 status, however, our umbrella organisation does. Are we able to utilise their organisational details through an auspice type arrangement?

Smaller community organisations may be eligible to apply under this type of arrangement. You must first check with the DGR Item 1 auspice organisation to ensure they agree.

During the application process with Aurizon, simply apply for funding under the name and ABN of the DGR1 entity and also include the name of the community organisation in the application.

It is important to note that any successful grants will need to be deposited into the bank account of the DGR Item 1 auspice organisation.

5. I am aware that some SES Groups and Fire Brigades have previously applied using this type of auspice arrangement. Does this mean that I don't need to check with the auspice organisation?

No, you must check on each occasion. We have been notified that there have been significant changes to these organisations internal policies associated with these types of arrangements.

6. We don't have a DGR Item 1 but we have a DGR Item 2 so are we eligible for a grant?

Grants from the Aurizon Community Giving Fund can only be made to organisations with DGR Item 1 status. This is a legal-taxation requirement of the Fund. Unfortunately, organisations with Item 2 status cannot be considered.

7. What funding categories does a project need to fit within to be eligible for consideration?

Aurizon's Community Giving Fund is focused on the broad areas of Health and Wellbeing, Environment, Community Safety and Education. All applications must fit within at least one of these funding categories to be eligible for consideration.

These funding categories are defined as follows:

Health & Wellbeing

We seek to provide grants to community groups or charities involved in sports grounds or activities as well as community health programs or needs.

Community Safety

We seek to support initiatives that rebuild safety and security in our local communities post the flooding event, such as projects related to emergency response equipment, further natural disaster prevention, accident prevention and road safety.

The Environment

We seek to support initiatives that promote environmental enhancement in our local communities, and in particular, initiatives that are focused on rebuilding damaged local community conservation and/or clean-up projects.

Education

We are looking to support local education providers in the loss of any educational material or equipment that was destroyed by flood waters.

8. Will my application be considered if the proposed project is within the key areas Aurizon operates but the administration and management of that project is based in a location that is not?

Grants will only be available for not-for-profits projects that affect the immediate areas in which Aurizon has specified for the flood appeal (this include Townsville region, Mt Isa, Cloncurry, Hughenden, Bowen and Mackay). The administrative centre of the applying organisation may be located outside of the stated areas of operation.

9. The proposed project affects a number of areas which Aurizon operates however I can only select one location on the application form?

Please simply select one of the locations (the location with the largest focus if that may be the case) and clearly outline within the remainder of the application the other locations the project affects.

10. What is the minimum and maximum amount I can apply for?

The Aurizon Community Giving Fund cash grants will be based on a minimum of AUD\$1,000 and a maximum of AUD\$20,000.

- 11. I was a successful recipient before but not in the last round. Can the same community organisation apply again now?**
Yes, you can.
- 12. Can my organisation apply for more than one grant in the same round?**
You can submit separate applications for different projects in any one round provided the applications meet the necessary eligibility criteria and Terms and Conditions.
- 13. Is there any other way other than online to apply for the Aurizon Community Giving Fund?**
Applications to the Aurizon Community Giving Fund can only be made online.
- 14. Can I get a copy of the Application Form before I apply online?**
Only online application forms are available. If you start an application and need to stop to search for the requested information, you can save your application and go back at any time before the closing date to complete it.

Similarly, the Criteria and Guidelines and Terms and Conditions document is only available online.

- 15. How do I get back to an application I started but not completed?**
You can hit the 'Email Link to Yourself' button at the bottom of the 'Save / Submit' application page. An email with a unique link to your application will be sent to the email address that you provided in your application. You can click on the link to go back into your application any time before the closing date to complete.
- 16. I hit Save but I did not get an email with a link to my application. What should I do?**
Firstly, you should check your Junk folder. Depending on your Inbox setting, the email is sometimes recognised as junk mail and is sent to the Junk folder.

If it is not there, please contact the Aurizon Community Giving Fund team at community@aurizon.com.au

- 17. Can I attach supporting information such as photos, brochures, testimonials, reports etc to my application?**
There is no facility for attaching documents to the application. If we require more information to review the application, we will contact you.
- 18. Can I submit a late application?**
The online application link closes at 5pm AEST on the closing date. If you miss this deadline, you will have to make your submission in the next round.
- 19. How long will it be before I know the status of my application?**
After the application closing time, depending on whether further research is required or we need more information, our process for determining successful or unsuccessful applications may take up to a four week review period.
- 20. How may I learn the status of my application?**
You will be notified as to the outcome of your application as soon as a decision is made. We ask that you refrain from contacting the Aurizon Community Giving Fund during the processing period. Correspondence regarding your submitted application will be sent from info@aurizon.good2givegrants.org. Please ensure you add this email address to your safe senders list.

21. Will the full amount applied for be awarded if my application is successful?

It is possible that the granted amount may vary from the original application request.

If that occurs and your proposed project is unable to proceed with the reduced grant, you can choose to withdraw your application.

22. What happens if the proposed project is unable to be implemented due to unforeseen changed circumstances after the funds have been received?

If that occurs, as per the Aurizon Community Giving Fund Terms and Conditions, you must inform the Aurizon Community Giving Fund team immediately at community@aurizon.com.au.

23. How do I contact the Aurizon Community Giving Fund?

Via email on community@aurizon.com.au

24. If my application is not successful am I able to receive feedback as to why?

We are very fortunate to receive an extraordinary number of worthy applications. However, as you can appreciate we are unable to support all projects. Given the number of applications we receive, unfortunately we are not in a position to provide individual application feedback.

Please visit our website www.aurizon.com.au/communityappeal and view the 'Tips for writing grant applications' as these are often based around areas of potential improvement across the applications for each round.