



Alcoa of Australia Community Partnership Application Form

Partnership No:

Office use only

Please refer to the explanatory notes on the final page when completing this Application Form.

PARTNERSHIP GUIDELINES

A key contributor to the Australian economy for many decades, Alcoa plays an important role in supporting the communities in which it operates and beyond. The Community Partnership Program aims to help build stronger sustainable communities that have the capacity to address local challenges and opportunities. It also aims to protect and enhance Alcoa's social licence to operate.

Areas Not Permitted

Alcoa will not support Community Partnerships that:

- Are political or sectarian in nature
- Are for the sole benefit of an individual
- Are commercial in nature
- Involve prize money for professional sport
- Promote/involve discrimination, racial hatred or any illegal activity

Target Areas

Community Partnerships must target one or more of the following areas:

- Sustainable Environment** – address current and future environmental sustainability challenges.
- Community Health and Safety** – provide children and families with the knowledge, tools and services they need to remain healthy and safe at home, in the community and in the workplace.
- Community Capacity and Resilience** – help build and sustain a strong not-for-profit sector, community services, arts and culture, community infrastructure and social capital.
- Tomorrow's Workforces and Leaders** – provide opportunities for people, young and old, and from diverse backgrounds, to develop the knowledge and skills they need to reach their potential and become valued members of society.

APPLICANT ORGANISATION DETAILS

<u>Name of Organisation:</u>	
<u>Postal address:</u>	
<u>Name of key contact:</u>	<u>Position title:</u>
<u>Telephone number/s:</u>	<u>Fax (if applicable):</u>
<u>Email:</u>	<u>Website:</u>

ABN / ACN:

Does your organisation have an Australian Business Number (ABN)?

Yes / No

If yes, the number is:

Does your organisation have an Australian Company Number (ACN)?

Yes / No

If yes, the number is:

GST:

Is your organisation GST registered?

Yes / No

Non-profit status:

Is your organisation recognised as a non-profit, as defined by the ATO?

Yes / No

Has your organisation been granted deductible recipient status (DGR)?

Yes / No

ORGANISATION DETAILS

Vision/Mission Statement:

Main Activities:

Government officials:

Are any of your executive team or board members current or former government officials or relatives of current or former government officials?

Please see explanatory notes at back of document for a definition of government officials.

If yes, please provide the relevant names and roles and/or relationship details.

Acquittals:

Have the Organisation partnered with Alcoa previously? If yes, please provide details of previous partnerships and associated acquittals.

Please note, successful acquittal of any previous support from Alcoa is recommended prior to any future support being considered.

Alcoa employees:

Provide details of any Alcoa employees involved with your Organisation and/or the Project for which you are seeking support.

PROJECT DETAILS

Name of Project you are seeking Alcoa support for:

Start Date:

End Date:

Support requested from Alcoa

What support are you requesting from Alcoa for this Project – e.g. financial support, employee volunteers.

If financial support, amount requested:

Period of support:

Project Overview:

Please provide details of the Project you are seeking support for including:

- A description of the community need and/or reason for the Project
- Key elements
- Desired outcomes
- Proposed timelines
- What Alcoa’s proposed support would be used for

Performance Measures:

Please detail how the success of the Project and the any partnership with Alcoa would be measured and reported back to Alcoa as part of the acquittal process.

Benefits to Alcoa:

Please detail the benefits that would be delivered to Alcoa should it support the Project and how they would be measured and reported back as part of the acquittal process.

Select from the list of options provided and include further details in the section below.

- Alcoa logo used in promotional material
- Alcoa logo placement at any associated event/s
- Alcoa employee/s invited to participate in Project
- Media coverage
- Naming rights
- DVD
- Social media
- Article/s in newsletter
- Story/s on website
- Volunteer opportunities for Alcoa employees
- Other recognition (please detail below)

PROJECT FINANCIALS

<u>Estimated Income:</u>		
Please provide an overview of the Project's planned income sources including funding applications, revenue, etc.		
Source of income	Confirmed or Unconfirmed	Amount
Total		

Estimated Expenditure:

Please provide an overview of the Project's estimated expenditure including salaries, administration, promotion, venue costs, equipment costs, etc.

What	Detail	Amount
Total		

PROJECT SUSTAINABILITY

Will the Project go ahead without support from Alcoa?

CHECKLIST AND DECLARATION (to be completed by an authorised Organisation representative)

- I have read and understand the Community Partnership Guidelines
- I have completed all sections of the Community Partnership Application Form
- I have included supporting documentation where required
- I acknowledge completion of this Application Form does not guarantee funding from Alcoa
- If successful in securing support from Alcoa, I understand that the I will be required to provide evidence of all agreed elements of this support as part of the acquittal process

In making this application to Alcoa of Australia, I agree that the funds requested will be used only for the purpose described and any unused portion will be returned immediately to Alcoa of Australia.

I further agree that I accept responsibility for ensuring the recognition elements of any agreement are achieved and that all acquittal documents will be completed and returned.

Signed (original signature required): _____

Name: _____

Position: _____

Date: _____

EXPLANATORY NOTES

Organisation Details

Please include the applicant organisation's full name. Please note that Alcoa does not support individuals.

Australian Business Number (ABN)

Alcoa has a policy of only dealing with entities able to provide an ABN.

GST

Please indicate if your organisation is registered for GST.

GST should be shown as a separate amount on both the Application Form and any resulting tax invoice.

Contact Person

The person whose name appears here must sign to accept responsibility for ensuring that the funds are used for the requested purpose, that the agreed recognition is obtained and that a Partnership Acquittal Form is completed and returned.

Government Officials include:

- Officials and employees at all levels of governments, including schools and universities
- Military personnel
- Candidates for political office and political parties
- Employees of government-owned or controlled businesses
- Employees and officials of public international organisations