**About our sponsorship program**

Dalrymple Bay Coal Terminal Pty Ltd (DBCT P/L) strives to be a valued and responsible corporate citizen and has a sponsorship program dedicated to supporting its local community.

DBCT P/L’s aim is to align with organisations, groups, projects and events; fostering ongoing, mutually beneficial partnerships that deliver positive outcomes for the community. All sponsorship agreements undertaken must align with DBCT P/L’s corporate values, policies, visions and goals.

The current DBCT P/L Sponsorship Procedure limits initial application funding requests to $10,000 +GST. Existing partnerships may be considered for funding greater than this.

**Sponsorship guidelines**

DBCT P/L’s sponsorship committee will review sponsorship requests at a monthly meeting, and will determine successful applicants based on the following sponsorship guidelines:

* Applications **must** be submitted by the end of the month for consideration in the following month’s meeting, and **at least twelve (12) weeks** before your event start date, or at least **eight (8) weeks** before the start of your sporting season.
* Applicants may submit multiple applications in a financial year for different events or initiatives.
* The return on investment offered in exchange for the donation/sponsorship funding meets the expectations of the DBCT P/L sponsorship committee.
* The donation/sponsorship funding would be awarded to a collective group rather than an individual, apart from exceptional circumstances.
* The sponsorship committee looks favourably upon events/organisations/charities/not-for-profit groups that are not solely relying on sponsorship from DBCT P/L.
* Applicants have the option to apply for multiple years of funding, with a maximum of two years.
	+ If approved for multiple years of funding, payments will only be made following the:
		- Receival of a sponsorship report following the first year of sponsorship, detailing evidence that the agreed-on return-on-investment agreement has been met;
		- Approval of DBCT P/L’s Public Relations sponsorship budget for the financial year; and
		- The organisation/charity/initiative meeting DBCT P/L’s expectations and not conflicting with DBCT P/L’s values, policies, and responsibilities.
* Requests for donations/sponsorship must align with at least one of the following categories, to ensure consistency with the external sponsorship strategy:

	+ Youth
	+ Community Well Being
	+ Education
	+ Environment
	+ Arts
	+ Indigenous
	+ Sustainability
	+ Sport
	+ Health
	+ Community Events
	+ Tourism
	+ Economic/Community Development
* DBCT P/L will only consider sponsoring individuals if they are representing Australia, or in cases of severe hardship.
* DBCT P/L will only sponsor private companies or commercial entities if there is a considerable advantage to the community and return on investment that benefits the DBCT P/L brand and/or employees.

Financial support relating to the sponsorship agreement, may require compliance with specific conditions before payment is made. Should these conditions not be met by the specified date or within a reasonable timeframe; DBCT P/L reserves the right to revoke the offer of support. Any financial support agreed to, but not invoiced in the corresponding financial year, will not be carried over to the next year unless requested by the applicant in writing and approved by the Senior Specialist Public Relations and Communication, in writing.

All donation and sponsorship amounts are dependent on budget allowance, with a set amount available each month. Applying for sponsorship does not guarantee funding, and the decision of DBCT P/L’s sponsorship committee is final.

**Ineligible applicants include:**

* Applicants that have not satisfactorily acquitted previous DBCT P/L sponsorship funding, this includes not having submitted a sponsorship report following the end of the sponsorship agreement and/or have not met the return on investment.
* Political organisations
* Betting or gaming
* Events that exclude and/or are offensive to minority groups
* Unlawful activities
* Event, activity or project that fails to reflect community standards
* Organisations or initiatives whose services, products or projects are seen to be in conflict with DBCT P/L’s values, policies visions and goals
* Private companies or commercial entities
* Events or activities that encourage the irresponsible use of alcohol

**Sponsorship Program timeframe**

**The DBCT P/L Sponsorship Program runs over financial years, not calendar years, and applications are open year-round. The successful applicants will be notified following the Sponsorship Committee’s monthly meeting. If you require confirmation prior to this date, please note this in the ‘Additional Information’ section of the form.**

Applications are considered on their own merits. Previous funding does not guarantee an application will be successful.

Send your completed form to pr@dbct.com.au.



**Applicant’s Details**

Organisation:

Contact Name:

Position:

Contact Number:

Contact Email:

**Organisation Details**

Purpose:

Objective:

Structure:

Management:

Function:

Credentials:

Does your organisation/event have public liability insurance for at least $20 million? Yes / No

**Project/Event/Funding Details**

Project/Event/Funding title:

Project/Event/Funding summary (max 200 words):

Timing/Dates:

Any relevant milestone dates (e.g., dates for printing marketing materials, etc.):

Location:

Aim:

Project/Event/Funding cost:

Amount requested from DBCT P/L:

How many years are you requesting funding? 1 / 2 years

Other funding secured:

Have you previously received funding from DBCT P/L? Yes / No

Please provide details:

Applicant/s have complied with all local laws, applicable regulations and have the correct insurance in place for the event/organisation: [ ]  Yes [ ] No

Category (select all applicable):

Community Well Being / Education / Youth / Arts / Health / Indigenous / Sustainability / Community Events / Environment / Sport / Tourism / Community Development / Economic Development / Other

Audience/Beneficiaries (include anticipated number of participants and area of community that will benefit):

Community Reach:

Is there a link to any DBCT P/L employees? Yes / No

If yes, please provide details:

How will DBCT P/L’s portion of the funding be used?

What will DBCT P/L receive in return for the contribution/how will DBCT P/L be recognised for the contribution?

What relationship opportunities will this create?

What media is planned for the project/event?

Additional information:

