

Optus Connecting Communities Grants Program.

Guidelines, Selection Criteria and Terms and Conditions.

GRANT GUIDELINES

Optus is about connecting people – it's what we do best. The Optus Connecting Communities Grants Program is an extension of our commitment to help build better Australian communities.

The Optus Connecting Communities Grants Program enables Optus employees and Not For Profit organisations to proactively seek ways to reduce social isolation and reconnect disengaged youth.

The following Guidelines have been developed to assist Not For Profit organisations and Optus employees in developing their applications for funding from the Optus Connecting Communities Grants Program.

A project application can be submitted by either an Optus employee who is applying for a grant on behalf of a Not For Profit organisation or directly by a Not For Profit organisation. Both parties cannot submit applications for the same project.

Please read the Grant Guidelines, Selection Criteria and Terms and Conditions before completing your online application.

Categories for Funding

Optus is in the business of communication therefore funding will be awarded to projects aimed at connecting disengaged youth and/or reducing social isolation.

Project types that will be considered can be split into two categories:

1. Disengaged Youth

Disengaged Youth are adolescents and young adults (up to the age of 25) who have become disengaged from society due to lack of education, skills training, employment opportunities, homelessness, substance abuse, and poverty. Optus will provide funding to projects that aim to provide solutions for disengaged youth enabling them to reconnect with society and help to build a better future for themselves.

2. Social Inclusion

Social isolation encompasses social, physical, emotional and geographic isolation. Grant applications should demonstrate how projects will promote and enhance social inclusion such as building social networks, increasing participation in community or family life, or providing access for services such as health and education.

Eligibility

These grants are aimed at assisting communities and therefore individuals and for-profit organisations are not eligible to apply for grants through the Optus Connecting Communities Grants Program.

Optus will accept applications for the Optus Connecting Communities Grants Program from Australian incorporated organisations that have been endorsed by the Australian Taxation Office (ATO) as Tax Concession Charities (TCC) and Deductible Gift Recipients (DGR). 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

Activities Not Funded

The following projects will not be considered for funding:

- Individuals who are looking for support or fundraising
- Events such as community/school fetes, golf days or charity dinners
- Religious or political activities
- General fundraising appeals
- Activities, loan repayments, operational deficits
- Retrospective or deficit funding requests, e.g. funding of past
- Operating or administration costs
- Projects outside of Australia

Grant Amount

The Optus Connecting Communities Grants will be for a minimum of \$1000 and a maximum of \$5,000 (including GST). The granted amount may vary from original requests due to the number of grants in a funding round.

Number of Applications

Optus will consider one application per project per round. A project application can be submitted online by one of two methods.

HOW TO APPLY

Applications can only be submitted via the online application process.

Both parties cannot submit applications for the same project.

METHOD 1: Optus employees can apply on behalf of a Not For Profit organisation via the Optus intranet: home.optus.com.au/grantsprogram.

- To apply on behalf of an organisation, Optus employees must first obtain written permission (on letterhead) from the project contact within the Not For Profit organisation. A digital version of this letter must be attached in the Supporting Files Section of the online application form.

METHOD 2: Not-for-profit organisations can apply directly via optus.com.au/grantsprogram

Confidentiality Statement

The Optus Connecting Communities Grants Program will respect the confidentiality of any information that directly relates to the business activities of a Not For Profit organisation.

Application Opening Date

Opening date for applications is 4 May 2009. Applications can only be submitted via the online application process.

Application Closing Date

Closing date for applications is COB 31 July 2009.

Notification

All Not For Profit organisations and Optus employees who have applied for a grant will be notified in writing by Monday, 14 September 2009 regarding the outcome of their application.

Projects completed between the application close date and grant notification period (approximately 6-8 weeks) will not be funded.

Period of Funding

Grant amounts will be distributed to Not For Profit organisations in October 2009.

Expenditure of funds granted to the Not For Profit organisation must be completed by 31 March 2010.

Successful Applications

Successful applicants will receive notification pertaining to the amount of funding the Optus Connecting Communities Grants Program will provide. In the situation where a Not For Profit organisation is successful as a result of an Optus employee's application, both parties will be notified.

Recipients must comply with the Optus Connecting Communities Grant Program Terms and Conditions.

Assessment of Applications

Assessment of applications will be made initially by an authorised Optus representative from the Optus Connecting Communities Grants Program team. Applications recommended for final assessment are then forwarded to a panel made up of Optus people representing different parts of the organisation and an external community programs representative.

Preference will be given to projects that are:

- Submitted online with a fully completed Application for Grant Form.
- Demonstrate a well defined project with clear goals, objectives, outcomes and evaluation.
- To support programs that produce positive social outcomes and meeting demonstrable needs such as:
 - new opportunities, skills and confidence;
 - access to education;
 - removal of barriers to empowerment;
 - new and strong support networks;
 - connecting disengaged young people to community life; and
 - addressing socially isolated community needs.
- Clearly demonstrate how the project relates to assisting Disengaged Youth or building Social Inclusion.
- Realistically budgeted for with all resources identified including sources of additional funding.
- Demonstrate a capacity to be self sustaining beyond the funding period.

Please do not attach large files or DVDs to your online application. Only Word, Excel and PDF files will be considered.

SELECTION CRITERIA

The Optus Connecting Communities Grants Program will consider applications based on the following criteria:

1. What is the role of your Not For Profit organisation within the community?
2. Provide an outline of the project you are seeking funding for and include the following details:
 - a. A brief description of the project?
 - b. The need to be addressed in the community relating to Social Inclusion or Disengaged Youth?
 - c. How the project connects and assists socially isolated individuals or disengaged youth?
 - d. How the project specifically uses information and communication technologies to connect disengaged young people or assist socially isolated individuals?
 - e. The project objectives?
 - f. The project outcomes and how they will be achieved?
 - g. Who will be involved in the project – participants and organisers/coordinators?
 - h. How many people will the project impact including specific demographic or regional aspects?
3. How will the project be evaluated and by who?
4. How will Optus be promoted?
5. Provide budget information to include the following:
 - a. Is the project new or existing;
 - b. The total cost of the project;
 - c. An expenditure breakdown of the grant amount applied for; and
 - d. Other sources of funding, e.g. foundations, corporations, government.

Answers to the above criteria can be submitted via the online application form.

On line applications must cover ALL elements and answer ALL questions. Incomplete applications will not be accepted. An application is considered incomplete if it does not contain all essential information with all questions answered

For further information

Web	Optus Employees – Optus Intranet
	Not-for-profit organisations visit www.optus.com.au/grantsprogram
Email	connectingcommunities@optus.com.au
Mail	“Optus Connecting Communities Grants Program” Optus PO BOX 888 NORTH RYDE NSW 1670
Phone	1300 729 320

TERMS AND CONDITIONS

The following conditions apply to the Optus Connecting Communities Grants Program

1. An online application can be submitted by either an Optus employee applying for a grant on behalf of a Not For Profit organisation OR directly by a Not For Profit organisation. Both parties cannot submit applications for the same project.
2. Optus Administration Pty Limited ("Optus") will provide the successful Not For Profit organisation ("the Grantee") with a one-off grant between the amounts of minimum \$1000 and maximum \$5000 (including GST).
3. The grant amount must be used and applied solely for the purpose of the project stated in the Application for Funding.
4. As the number of responses can be high, not every application that meets the selection criteria will necessarily receive a grant.
5. Optus will accept applications for the Optus Connecting Communities Grants Program from Australian incorporated organisations that have been endorsed by the Australian Taxation Office (ATO) as Tax Concession Charities (TCC) and Deductible Gift Recipients (DGR). 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
6. The number of grants awarded to not-for-profit organisations is at the discretion of Optus.
7. The term of the grant is one year or less.
8. The fund will not provide Optus products or services.
9. To apply on behalf of a Not For Profit organisation, Optus employees must first obtain written permission (on letterhead) from the project contact within the Not For Profit organisation. A digital version of this letter must be attached via the Supporting Files Section of the online application form.
10. Optus employees can submit only one application per round. Optus employees will be eligible to apply on behalf the same Not For Profit organisation once every two years following the success of a grant application.
11. Expenditure of the funds so granted shall be completed by 31 March 2010.
12. The Grantee will provide to Optus an Acquittal Report within 4 weeks of the end date of the project or no later than 31 March 2010.
13. The Grantee must provide a brief final report on the project outcomes within 4 weeks of the end date of the project.
14. Should the actual total project costs be more than the proposed project costs, Optus will not be responsible nor obliged to pay any monies additional to the notified grant amount.
15. If, at any time, the stated purpose of the project is no longer possible and cannot be completed in the manner described in the online application and proposal submitted to Optus, the Grantee must advise Optus of the inability to complete the stated purpose and any remaining unspent amount of the grant shall be returned to Optus within two weeks of this becoming apparent. However, Optus may agree to a variation in the purpose and project provided that the variation of the project still meets the initial selection criteria.
16. The Grantee must keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Grantee in relation to this project, against any claims for loss or damage to property and injury or death to persons.
17. Optus' financial assistance to the project must be acknowledged, regardless of the amount of funding. This is a condition of the Grantee's funding. To acknowledge Optus' financial assistance, please display the Optus logo, or state in writing that Optus has funded your project. Optus must be acknowledged for the duration of the project. Optus may not be referred to for any purposes outside of the activity/project. Optus logo and logo guidelines will be supplied by Optus.
18. All advertising, signage, media releases and other promotional material that contains the Optus logo or reference to the Optus funding must be submitted to and approved by Optus prior to its production and release. Optus reserves the right to make amendments prior to their release.
19. Optus may request to use photos of its grant recipients in Optus publications and websites as agreed between both parties.
20. Optus may request that grant recipients take part in media activity whether this be a photo opportunity or submitting and signing off on a quote for media alerts.
21. An Optus representative from the Optus Connecting Communities Grants Program team may visit the project site, before and throughout the funding period, at times as agreed between both parties.
22. The Grantee shall not do or say anything or cause anyone to do or say anything that may prejudice or cause damage to the name and reputation of Optus.
23. These Terms and Conditions are to be read together with the Guidelines and Selection Criteria before online applications are submitted. They will all form the terms of the agreement for the grant.
24. Grantees registered as GST taxpayers will be required to supply a tax invoice for the grant amount. Non registered organisations will receive GST exclusive amounts and will also be required to submit an invoice to Optus.
25. During the term of the grant the Grantee undertakes not to accept funding from or promote a Competitor of Optus for the same project. Competitor of Optus means: **(a)** Telstra Corporation; **(b)** Vodafone Networks Ltd; **(c)** Hutchison Telecommunications Ltd; **(d)** Foxtel; **(e)** Austar Pty Ltd; **(f)** any person offering telecommunications, internet or pay-television services in Australia; and **(g)** any Related Body Corporate (as that terms is defined in the Corporations Act 2001) of any person in sub-clauses (a) to (f) above.