



# Community Support Program

## Frequently asked questions (FAQ's)

### What is the Community Support Program?

Westernport Water's Community Support Program offers sponsorship for local community groups, projects and events within our service area. *We are committed to sponsorship around the **key themes of healthy people, healthy communities and healthy planet.***

[Download the Community Support Program Fact Sheet](#)

[Download the Community Support Program T&C's](#)

### Who can apply?

Sponsorship will **ONLY** be provided to [registered not-for-profit organisations](#) (incorporated community groups, management committees, volunteer groups, sporting clubs or schools) within Westernport Water's service area who have an Australian Business Number (ABN) or are an incorporated body.

Your project or activity **MUST** be located or held within our region: View our [service area map](#) on our website.

### What are examples of projects, initiatives and events Westernport Water will consider supporting?

We believe it is important that the initiatives and projects we support make an impact to our region, building positive change in our local communities. We will consider applications that align with our commitment to support a more sustainable community, are associated with the above **three key themes** and at least one of the following **six categories**:

#### – water and wastewater literacy and education

For example:

- > purchases of educational material
- > purchase of relative online programs
- > classroom activities, excursions, incursions
- > school gardens, outdoor classrooms
- > events promoting water literacy. \*\*

#### – water conservation

For example:

- > purchase of water tank, pumps, irrigation for community or school garden etc.
- > events promoting water conservation. \*\*

#### – environmental wellbeing/sustainability

For example:

- > tree planting programs
- > events promoting sustainability \*\*
- > hydration kits for sports clubs (reusable team water bottles and carriers).

#### – health and liveability of our community

For example:

- > school incursions/excursions with a health and wellbeing theme
- > community events, sporting events and festivals promoting health and wellbeing \*\*
- > purchase and/or installation of permanent drinking water fountains/bottle refill stations
- > hydration kits for sports clubs (reusable team water bottles and carriers).

#### – social wellbeing of our community

For example:

- > events, projects or programs promoting topics Westernport Water values including family violence prevention, diversity and inclusion, reconciliation, supporting vulnerable members of our community. \*\*

#### – cultural heritage/Aboriginal water values

For example:

- > planting of indigenous local plant species, bush tucker gardens
- > events supporting reconciliation and recognition of our Aboriginal and Torres Strait Islander community members. \*\*

\*\* (must include tap water promotion and no bottled water sales or giveaways)



## What are the objectives of the program?

Westernport Water provides sponsorship to support events, initiatives and campaigns that align with the Corporation's strategic objectives and demonstrate relevance to our products and services.

We recognise the significance of our social responsibility – as an essential service provider, as a large local employer and as a natural resource manager. That is why we are committed to partnering with all members of the community to identify their needs and continue to meet expectation in the short and long term.

*Did you know that 82 per cent of our customers believe that it is important that Westernport Water makes a meaningful contribution to the community?*

To learn more, please read our [Corporate Social Responsibility Strategy 2017-22](#).

## Why are you spending money on this?

This program provides a structured and creative way to assist our local community in the areas that they value most.

Through our Corporate Social Responsibility Strategy 2017-22 we committed to:

- provide \$50,000 per annum in real terms in sponsorship or grants for community-based causes
- undertake a minimum of 20 community engagement/ education initiatives per annum from 2018-2023.

Westernport Water also has a regulatory obligation to contribute to Water for Victoria actions to:

- support thriving, resilient and liveable cities and towns for our health and wellbeing
- recognise and manage for Aboriginal values, support Aboriginal participation in water management and improve outcomes for Aboriginal Victorians
- maximise the value of agricultural production
- provide water for liveability and recreation and maximise recreational benefits for the community from our land and assets.

## What type of sponsorship can we apply for?

We offer five main types of sponsorship:

1. Event support
2. Financial support for minor projects
3. Permanent water stations (fountains)
4. Choose Tap
5. In-kind support

(see [Fact Sheet](#) on our website for a more detailed list of examples)

## How much funding can groups apply for?

Community groups can apply for:

**Event support - up to \$1,000**

**Projects/campaigns - up to \$3,000**

## When does funding need to be spent by?

Funding **MUST** be spent in the 2022-23 financial year before 30 June 2023.

(see [Terms and Conditions](#) (T&C's) for funding conditions)

## Can I apply for funding for a permanent drinking fountain?

Westernport Water may support the application for the purchase or installation of a permanent water station at your publicly accessible community area or facility.

**Funding will not exceed \$3,000** for the purchase of a unit. Balance of funds is to be provided by the applicant.

## How can I apply?

Please complete the [application form online](#).

If you are unable to access the form online, you can contact us on 1300 720 711 for assistance.

## When do applications open and close?

We will accept applications for our 2022-23 Community Support Program until **15 July 2022**. This must be for events and projects taking place during the 2022-23 financial year.

## Application timeline

1 June 2022	Applications open
15 July 2022	Applications close
4 August 2022	Review / assessment period ends
5 August 2022	Outcomes advised to applicants
30 August 2022	Funding agreement form due
2 June 2023	Acquittal form due

## How will applications be assessed?

After applications close, we will review all applications and make a preliminary assessment against the following:

- does it align with our align with our commitment to support a more sustainable community?
- does it associate with the three key themes **healthy people, healthy communities and healthy planet**
- does is associate with at least one of these **categories**:
  - > **water and wastewater literacy and education**
  - > **water conservation**
  - > **environmental wellbeing/sustainability**
  - > **health and liveability of our community**
  - > **social wellbeing of our community**
  - > **cultural heritage/Aboriginal water values**
- does it meet the **eligibility criteria and conditions** in our [T&C's on our website](#)?

All eligible applications will progress to the evaluation stage for consideration, and a recommendation will be made for approval by our Executive Team.

## How will I be notified whether my application has been successful?

Successful applicants will be announced in local newspapers (PISRA & SGST), on our website and contacted directly by email or phone. We expect that all successful applicants will be notified by **5 August 2022** (or earlier if possible).

## When will successful applicants receive funding?

A **Funding Agreement Form** must be completed and returned prior to funding being released.

Applicants will receive a link to this form in the successful notification letter.

This agreement outlines the T&C's for a successful applicant to receive their payment.

## Do we need to report back on our project?

Yes. Successful applicants must complete an **Acquittal Form** within three months of the project or activity's completion, or before the end of the financial year.

Applicants will receive a link to this form in the successful notification letter.

## What information will I need to provide in my application?

### 1. Contact details for the organisation, the person preparing the application, and the head of the organisation:

- Organisation name
- Organisation ABN
- Contact name
- Addresses
- Contact phone numbers
- Email addresses.

### 2. Information about the project:

- Why does it need to be done?
- What do you hope to achieve?
- Who will benefit?
- How will you know if the project has been successful?

### 3. How does your project align with our key themes of:

- **Healthy people**
- **Healthy communities**
- **Healthy planet.**

### 4. How does your application associate with at least one of these categories:

- water and wastewater literacy and education
- water conservation
- environmental wellbeing/sustainability
- health and liveability of our community
- social wellbeing of our community
- cultural heritage/Aboriginal water values.

## 5. Budget:

- a list of all funding sources; confirmed, your own contribution, unconfirmed funding and in-kind contributions
- a list of all proposed expenditure; how will the funds be spent for the project.

## What will not be supported?

Westernport Water will **NOT** support applications that:

- are for projects/initiatives outside our service region
- could attract adverse community criticism
- could attract high level COVID related risk/s
- request open-ended sponsorship
- have outstanding evaluation or acquittal reports from previous applications
- aim to deliver or replace core government services
- seek donations for fundraising teams or individuals for charity
- seek retrospective funding or budget deficits
- fund political campaigns or groups seeking support for personal interests
- fund events that discriminate adversely against any persons, organisations or group
- have a co-sponsor supplying bottled water to the project/event
- have a co-sponsor whose values don't align with our values
- fund projects which conflict with Government Policy or objectives
- fund organisations supportive of or with visible links to tobacco, gaming, alcohol or drug-related issues
- fund proposals that do not align with the overall intent of the sponsorship objectives in our [Corporate Social Responsibility Strategy](#)
- do not comply with the Information *Privacy Act 2000*.

## What acknowledgement will we have to give Westernport Water if our application is successful and we receive funding?

Sponsorship recipients will be required to acknowledge Westernport Water's sponsorship/support.

The acknowledgement must comply with Westernport Water's Brand and Style Guide and clearly indicate the support for the sponsored activity.

(see [Terms and Conditions](#) (T&C's) for sponsorship on our website)

## Do you have any COVIDSafe requirements?

The proposed initiative/project can be delivered face-to-face or online prior to 30 June 2023.

The proposed initiative/project is COVIDSafe as per the Victorian Government guidelines and requirements at the time.

### **What happens if social distancing and event restrictions continue to persist into 2022-23?**

All events will need to adhere to the Victorian Government coronavirus (COVID-19) advice at the time, to be eligible for our support. If, once funded by Westernport Water, your event needs to be modified to fall in line with the latest government health advice, please contact us as soon as possible so we can agree on a revised plan.

If, once funded by Westernport Water, your event is unable to go ahead in the 2022-23 financial year, please contact us as soon as possible as funds (in part or in full) will need to be returned to Westernport Water. Please refer to our terms and conditions for further information.

### **Can successful applicants from the 2020-21 and 2021-22 Community Support Programs apply again in 2022-23?**

Yes, eligible groups may apply yearly. Each application will be assessed separately each year. Success one year does not guarantee success another year, nor does it count your application out.

### **Can one group or organisation submit more than one application each year?**

Yes, a group/organisation can submit more than one application each year, however, only one application may be approved.

Each application will be assessed separately and if more than one is deemed eligible, we will select the project or event which we decide is best for that year.

Submitting more than one application will allow us to find the best combination of local projects and events we wish to support.

## **FURTHER INFORMATION**

**For further information about the Community Support Program including T&C's, FAQ's and to apply visit our website.**

If you would like to speak with someone about your application, please contact the Communications and Engagement Team:

 1300 720 711

 [communications@westernportwater.com.au](mailto:communications@westernportwater.com.au)

[www.westernportwater.com.au](http://www.westernportwater.com.au)