



Community Support Program Terms & Conditions

These Terms and Conditions (T&C's) have been prepared to help guide applicants to prepare a submission for the 2023-24 Community Support Program. They include advice for applicants, eligibility conditions, assessment criteria and information on how to apply.

Eligibility

To be eligible to apply and receive sponsorship from Westernport Water, your event, initiative or campaign will be assessed against set criteria. Applications will be viewed favourably if they:

- positively promote Westernport Water's products or services
- align with or support key themes (healthy people, healthy communities and healthy planet)
- help engage or build strong community relationships
- provide shared community benefit through partnerships.

To be eligible for the Community Support Program your application MUST meet the following criteria:

- be located or held within Westernport Water's service area. View our [service area map](#) on our website
- provide evidence of [not-for-profit registration or registered charity](#) (e.g. incorporated community group, management committee, sporting club, volunteer group or school)
- must be single use plastic water bottle free (If you are requesting event support)
- recognise Westernport Water as a Sponsor and/or Event Partner
- positively promote Westernport Water by aligning with the key themes listed above.

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
- requests that do not comply with Westernport Water's [Sponsorship and Donation Policy](#)
- do not comply with the *Information Privacy Act 2000*.

For more information, please refer to our FAQ's.





Sponsorship acknowledgement

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.

This includes:

- media acknowledgment in any print, television or radio exposure
- recognising Westernport Water as an Event Partner on the event's website/web page at least two weeks prior to the event/program
- acknowledging Westernport Water as an Event Partner on at least one event-related social media channel (e.g. Facebook, Instagram or Twitter) at least one week prior to the event/program
- inclusion of the Westernport Water logo on posters and any printed marketing materials
- signage on site reflecting Westernport Water's support as an Event Partner (pull-up banners and flags can be borrowed for event duration)
- acknowledgment on day of event by MC (if applicable)
- post event acknowledgment in press and or public notices (if applicable)
- invitation for a Westernport Water representatives to attend the event or oversee project, and take photos for promotional use (if applicable)
- sharing three high resolution event/program-related images with Westernport Water with authorisation to use these images for promotional purposes
- Westernport Water must sight and approve all marketing material where the corporate identity will appear.

Conditions

- applications **MUST** be submitted online using the [Community Support Program Application Form](#)
- applications for 2023-24 Community Support Program close **31 July 2023**
- Westernport Water reserves the right to decline proposals that do and don't meet the detailed criteria, and to terminate agreements if they fail to meet the agreed commitments.
- successful applicants will receive a letter inviting them to enter into a sponsorship agreement by completing a **Funding Agreement Form**
- funding **MUST** be spent in the 2023-24 financial year
- all recipients **MUST** provide a tax invoice or signed "statement by supplier" to obtain sponsorship funds
- successful applicants **MUST** complete an **Acquittal Form** within three months of the project being completed, and received no later than **2 June 2024**.

Failure to comply with T&C's

Westernport Water reserves the right to terminate the Sponsorship Agreement or seek repayment of any funding if:

- the recipient fails to meet the obligations outlined in the T&C's
- it believes that the applicant has spent funding on items not associated with its original application and allocated purpose or has otherwise misappropriated the funds
- the applicant has not completed the Acquittal Form. Failure to return an Acquittal Form will result in applicants being ineligible for sponsorship in subsequent years until a completed Acquittal Form is provided
- funds are not expended by **2 June 2024**, unless prior arrangements have been made.

Inability to meet the T&C's of the Sponsorship Agreement will render applicants ineligible for sponsorship in the future.

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

www.westernportwater.com.au