



# Community Support Program Terms & Conditions

These Terms and Conditions (T&C's) will help applicants prepare their submission for the 2024-25 Community Support Program. They include eligibility conditions, assessment criteria and information on how to apply.

## Eligibility

To be eligible to receive sponsorship from Westernport Water, your event, initiative or campaign must meet set criteria.

### Your application will be viewed favourably if it:

- positively promotes Westernport Water's products or services (water and wastewater)
- helps build strong community relationships
- provides shared community benefit through partnerships.

### To be eligible the applicant **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. For-profit businesses cannot receive sponsorship funding)
- **MUST** be single use plastic water bottle free (If you are requesting event support)
- publicly recognise Westernport Water as a Sponsor and/or Event Partner
- positively promote Westernport Water by aligning with the key themes (healthy people, healthy communities and healthy planet).

### Westernport Water will NOT support applications that:

- are for projects/initiatives outside our service region
- could attract adverse community criticism
- 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. Events **MUST** be single use plastic water bottle free
- have a co-sponsor whose values don't align with our values
- fund projects which conflict with Government Policy or objectives
- have visible links to tobacco, gaming, alcohol or drug-related issues, including co-sponsors from these industries
- 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 publicly acknowledge Westernport Water's sponsorship. 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 local newspapers, television or radio exposure
- recognising Westernport Water as an Event Partner on the event's website at least two weeks prior to the event/program
- acknowledging Westernport Water as an Event Partner on the events social media channel at least one week prior to the event/program, and again on the day of the event (minimum)
- 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 of sponsorship in local newspapers, and social media
- invitation for a Westernport Water representatives to attend the event or oversee project, and take photos for promotional use (if applicable)
- sharing at least three high resolution event/program-related images with Westernport Water staff or logo/signage, 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 2024-25 Community Support Program > open **18 May 2024**  
> close **16 June 2024**
- Westernport Water reserves the right to decline proposals that do and don't meet the 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**, which **MUST** be completed before funding is released
- funding **MUST** be spent in the 2024-25 financial year
- all recipients **MUST** provide a tax invoice 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 2025**.

### 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 May 2025**, 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](http://www.westernportwater.com.au)



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