

Aurizon Community Giving Fund

Criteria and Guidelines, Terms and Conditions

Aurizon Community Giving Fund

Criteria and Guidelines

Aurizon, working in conjunction with Good2Give, has established the Aurizon Community Giving Fund to provide cash grants for charitable initiatives and projects aimed to improve the health and wellbeing, community safety, the environment and education in local communities in which Aurizon operates and our employees reside.

Eligibility

The organisation applying for an Aurizon Community Giving Fund grant must be endorsed by the Australian Tax Office (ATO) as a Deductible Gift Recipient Item 1. All successful applicants will be required to supply their ABN so that verification of DGR status can be carried out.

The Aurizon Community Giving Fund is focused on the areas of *health and wellbeing, community safety, the environment and education*. All applications for an Aurizon Community Giving Fund grant must fit within at least one of these funding categories to be eligible for consideration.

These funding categories are defined as follows:

Health & Wellbeing

We seek to provide grants to initiatives that improve a community's health and wellbeing, such as cardiovascular health related projects e.g. getting active/physical activity or healthy lifestyle programs, and mental health support.

Community Safety

We seek to support initiatives that increase safety and security in our local communities, such as projects related to emergency response, crime prevention, natural disaster prevention and minimisation measures, accident prevention and road safety.

The Environment

We seek to support initiatives that promote environmental enhancement in our local communities, and in particular, initiatives that are focused on improving biodiversity of natural habitats, community conservation and environmental education (for example, land rehabilitation and revegetation programs, clean-up and education days and local conservation projects).

Education

We seek to provide support in areas such as literacy and numeracy, life education, apprenticeships and traineeships, and in particular, increasing and retaining skills in regional areas.

Aurizon is seeking to primarily support geographic regions of our key operations. These predominantly reside in regional and rural areas of Australia. Alignment to our areas of operations is key in the decision making for the Fund. The immediate areas in which Aurizon operates includes:

Queensland		Western Australia
• NQ – Townsville • NQ – Bowen & Whitsundays • NQ – Mackay • NQ – North West Queensland • South East Queensland • South West Queensland	• CQ – Bowen Basin • CQ – Rockhampton • CQ – Central Highlands • CQ – Gladstone • CQ – Biloela	• Perth • Geraldton • Kalgoorlie • Esperance • South West
Northern Territory	South Australia	New South Wales
• Darwin • Tennant Creek • Katherine • Alice Springs	• Adelaide • Port Augusta • Whyalla • Ceduna	• Hunter Valley • Wollongong

Please refer to our website (aurizon.com.au/community) for an overview of our locations in these regions.

Grant Amount

Aurizon Community Giving Fund grants will be based on a minimum of AUD\$1,000 and a maximum of AUD\$20,000 per grant. Please note that the final grant amount awarded to a successful applicant may vary from the amount originally requested in its application.

Successful applicants of an Aurizon Community Giving Fund grant must spend the final grant amount within 12 months of receipt of the grant.

Number of Applications

Applicants may submit separate applications for different projects in any round of the Aurizon Community Giving Fund. If an applicant's project is relevant to multiple categories and/or locations, applicants must choose the most relevant category and/or location.

Applying for an Aurizon Community Giving Fund grant

Applications for an Aurizon Community Giving Fund grant must be submitted via the online application process (which includes completing an online Aurizon Community Giving Fund application form) at <http://www.aurizon.com.au/community-giving-fund>. Applications by email will not be accepted.

Applications open on the relevant application round opening date and must be received by 5pm AEST on the relevant application round closing date.

Exclusions

Aurizon Community Giving Fund grants will not be awarded to or for:

- individuals;
- political parties;
- government entities;
- commercial sponsorships;
- religious groups (except for projects that support a non-religious purpose);
- retrospective requests;
- debt retirement, budget deficits, endowments or bequest programs; or
- general fundraising appeals.

Confidentiality

Aurizon, working in conjunction with Good2Give, will respect the confidentiality of information provided by applicants of an Aurizon Community Giving Fund grant, including information that directly relates to the business activities of applicants.

Privacy

Aurizon Operations Limited and its related companies ("Aurizon") is collecting personal information in order to administer the Aurizon Community Giving Fund (the "Fund") and in connection with your application for a Fund grant.

The personal information we collect may include (but may not be limited to) the name, position and contact details of the contact person and CEO of the organisation applying for an Aurizon Community Giving Fund and the applicant and their contact person's dealings with Aurizon. Personal Information may generally be collected directly from you, for example via the completion of the Aurizon Community Giving Fund application form.

The primary purpose of collecting this information is to administer the Aurizon Community Giving Fund including to assess the applicant's application for an Aurizon Community Giving Fund grant and if its application is successful, for the purpose of awarding a grant.

If we cannot collect this personal information, you may not be allowed to participate in the Aurizon Community Giving Fund, and we may not be able to continue our interaction with you.

Aurizon may disclose collected information (including personal information) to our related companies and to third-party businesses, operational, professional and other service providers. For example, the information may be provided to the Good2Give organisation, or providers of external marketing agencies, in order to profile the Community Giving Fund program to a broader audience. Given that some of our technology and operational service providers are located outside Australia, we may disclose your personal and sensitive information when using their services.

Further information about how Aurizon collects, holds, uses and discloses personal information is provided in Aurizon's Privacy Policy, which can be accessed through Aurizon's website at <http://www.aurizon.com.au/privacy-policy>.

You have the right to request access to or correction of your personal or sensitive information held by us. Aurizon's Privacy Policy includes information on:

1. How you may seek access or correct of personal information held by Aurizon, and
2. How you may complain about Aurizon's handling of your personal information.

Aurizon can be contacted via phone on 13 23 32 via post on GPO Box 456, Brisbane QLD 4001 or via email at community@aurizon.com.au.

The Trustee of the Good2Give Community Fund & the Aurizon Community Giving Fund

Good2Give is the trustee of the Good2Give Community Fund. The Aurizon Community Giving Fund is a sub-fund of the Good2Give Community Fund.

Good2Give is a not-for-profit organisation making it easy for businesses and donors to give. Committed to building a more giving society, Good2Give advises businesses on how to engage with charitable organisations and provide technology solutions to efficiently and securely process company and employee donations.

A small administration fee applies to cover administration of the trust funds.

Aurizon Community Giving Fund

Terms and Conditions

The following Terms and Conditions must be read in conjunction with the Aurizon Community Giving Fund Criteria and Guidelines, which together apply to the **Aurizon Community Giving Fund** and form the terms of **Aurizon Community Giving Fund grants**.

Please note that in the following Terms and Conditions:

- **Aurizon** means Aurizon Operations Limited ABN 47 564 947 264 and
- **Good2Give** means Good2Give ABN 32 089 603 314 as trustee for the Good2Give Community Fund.

1. Good2Give is the trustee (**Trustee**) of the Good2Give Community Fund. The Aurizon Community Giving Fund is a sub-fund of the Good2Give Community Fund.
2. Applications for an Aurizon Community Giving Fund grant must be submitted via the online application process (which includes completing an Aurizon Community Giving Fund application form) at www.aurizon.com.au/community-giving-fund. Applications open on the relevant application round opening date and must be received by 5pm AEDT on the relevant application round closing date.
3. All applications for an Aurizon Community Giving Fund grant must fit within at least one of the four nominated funding categories (Health & Wellbeing, Education, Community Safety and Environment) and entail a project that affects a geographic location in which Aurizon operates.
4. As the number of applications submitted for an Aurizon Community Giving Fund grant may be substantial, not every application that meets the eligibility criteria will necessarily be awarded a grant.
5. All decisions on the eligibility of the applications are at the sole discretion of the Trustee. The Trustee's decision is final and no correspondence will be entered into by either Aurizon or the Trustee relating to the decision process or the outcome.
6. If an application does not comply with these Terms and Conditions, as well as with the Aurizon Community Giving Fund Criteria and Guidelines, it may be deemed invalid and withdrawn from consideration.
7. Aurizon will only consider applications from, and the Trustee will only award grants (from the Aurizon Community Giving Fund) to, Australian organisations that have been endorsed by the Australian Tax Office (**ATO**) as a Deductible Gift Recipient (**DGR**) Item 1. If an applicant is unsure of its DGR status, the applicant should check with its financial advisor, the ATO or on the Australian Government's ABN Lookup website at www.abr.business.gov.au.
8. Aurizon has the discretion to request which of the eligible applicants and the number and size of Aurizon Community Giving Fund grants to be awarded to eligible applicants. However, the Trustee has the sole discretion in ultimately deciding which will be awarded grants from the Aurizon Community Giving Fund.
9. The Trustee will award each successful applicant (**Grantee**) with a one-off cash grant for the project specified in its application (**Project**) between the amounts of AUD\$1,000 to a maximum of AUD\$20,000. The Grantee will be notified of the amount of its awarded grant (**Final Grant Amount**).
10. Aurizon products or services will not be provided as part of an Aurizon Community Giving Fund grant.
11. The Final Grant Amount is a 'gift' from the Aurizon Community Giving Fund and gifts under GST legislation do not attract GST. A receipt may be requested to be provided by the Grantee to confirm the arrival of the Final Grant Amount.
12. The Final Grant Amount must be used and applied solely for the purpose of the Project.
13. The term of the grant is one year or less, and the Grantee must spend the Final Grant Amount within 12 months of receipt of the grant.
14. An Aurizon representative may visit the Project site before and throughout the term of the grant, at times as agreed between Aurizon and the Grantee.

15. The Grantee must keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Grantee in relation to the Project against any claims for loss or damage to property, and injury or death to persons.
16. The Grantee will provide a final report in relation to the Project within the earlier of: four weeks from the end date of the Project; and 12 months from receipt of the grant.
17. If, at any time, the stated purpose of the Project is no longer possible or cannot be completed in the manner described in the application submitted, the Grantee must advise Aurizon of that inability and discuss an alternate use of the grant.
18. Should the actual total costs of the Project be more than the proposed costs of the Project, neither Aurizon, the Trustee, Good2Give Community Fund, or any of their related bodies corporate will be responsible or be obliged to pay any monies to the Grantee in excess of the Final Grant Amount.
19. Aurizon will request that the Aurizon Community Giving Fund's assistance to the Project be acknowledged, regardless of the Final Grant Amount. Aurizon will provide to the Grantee the appropriate Aurizon logo and associated guidelines to use in relation to this acknowledgement. To acknowledge the Aurizon Community Giving Fund's assistance, the Grantee must display the Aurizon logo, or state in writing that the Aurizon Community Giving Fund has assisted with the funding of the Project, in accordance with the associated guidelines provided.
20. All advertising, signage, media releases and other promotional material that contains the Aurizon logo or a reference to the Aurizon Community Giving Fund must be submitted to and approved by Aurizon prior to its production and release. Aurizon reserves the right to make amendments prior to any such release.
21. Aurizon may request to use photos, videos and quotes from the Grantee for marketing purposes including advertising, publications and on websites as agreed between Aurizon and the Grantee. All such materials used will become the property of Aurizon.
22. Aurizon may request the Grantee to take part in media activities such as photo opportunities, media calls or approvals for quotes for media materials, which the Grantee must not reasonably refuse.
23. The Grantee must not do or say anything, or cause anyone to do or say anything that may prejudice, be detrimental to or cause damage to the name and reputation of Aurizon.
24. The Grantee releases Aurizon, the Trustee and the Good2Give Community Fund from any action or claim arising out of or in connection with the Aurizon Community Giving Fund or any Project.
25. The Aurizon Community Giving Fund can be terminated at any time without notice.
26. These Terms and Conditions, as well as the Aurizon Community Giving Fund Criteria and Guidelines, may be amended or withdrawn at any time at the discretion of Aurizon. Aurizon will publish any revised Terms and Conditions, as well as any revised Aurizon Community Giving Fund Criteria and Guidelines, on www.aurizon.com.au/community-giving-fund. Applicants should visit this website from time to time to review the then current and effective terms.