

INTRODUCTION

These guidelines are designed to help community groups understand the application process and prepare a strong submission.

Pilbara Ports connects the Pilbara to the world, helping our customers and communities thrive. We believe our success is closely tied to the success of the communities in which we operate. Through the Community Grants Program, Pilbara Ports supports eligible not-for-profit organisations that are working to create meaningful and lasting benefits in their communities.

GRANT APPLICATION TIMELINE

Pilbara Ports offers four Community Grant Program funding rounds per year. There is no fixed funding limit for each round. Grants are awarded based on the quality and merit of applications received. To be considered, applications must be submitted by the closing dates listed below. Late applications will not be accepted. To allow sufficient time for assessment, funded activities must not be scheduled to begin within one month after the round closing date. Applications that include activities starting within this period will be deemed ineligible. Information about each grant round will be promoted through:

- The Pilbara Ports website:
<https://www.pilbaraports.com.au/community/community-grants>
- The Pilbara Ports Facebook page (at least two weeks before the closing date)
<https://www.facebook.com/PilbaraPorts>
- Community events, stalls, and grants expos

SIGNIFICANT DATES

ROUND	OPENING	CLOSING	FUNDED ACTIVITIES TO COMMENCE
1	August 1, 2025	August 17, 2025	September 17, 2025
2	October 15, 2025	November 9, 2025	December 9, 2025
3	January 15, 2026	February 1, 2026	March 1, 2026
4	May 1, 2026	May 17, 2026	June 17, 2026

WHAT TYPES OF PROJECTS DOES PILBARA PORTS SUPPORT

Pilbara Ports may award grants to projects that align with our **five core values**, the **four pillars** of our Community Investment Framework, and our overall purpose statement to enhance the liveability of the Pilbara and build trust with the community.

1. PILBARA PORTS VALUES

- **Safety:** We are committed to ensuring everyone goes home safe and healthy every day.
- **Excellence:** We take pride in our work and strive to improve.
- **Teamwork:** We value difference and do our best work when we collaborate, challenge, and back each other.
- **Integrity:** We deliver on our commitments and always act honestly and objectively.
- **Care:** We care for and respect our people, communities, and environment.

2. FOUR PILLARS

- **People - Inclusion, health and culture**

Projects that bring people together through arts, sports, and cultural activities.

- Promote social inclusion and sense of belonging.
- Support mental and physical health.
- Celebrate and preserve heritage and culture.

- **Resilience and prosperity – Education and quality of life**

Projects that help build vibrant, thriving communities.

- Improved quality of life and living standards.
- Support educational achievement.
- Strengthen community resilience.

- **Social Capacity - Equity, safety**

Projects that reduce disadvantages and promote equal opportunities.

- Increase community participation in diversity and inclusion.
- Reduced vulnerability and disadvantages.
- Create safer communities.

- **Planet - Environmental care**

Projects that help protect and care for our natural surroundings

- Reduce environmental impact.
- Encourage waste avoidance, reduction, and reuse.
- Protect the marine environment.

HOW TO APPLY

3. SUBMITTING YOUR APPLICATION

Applications must be submitted online via the Monday.com application form:

<https://wkf.ms/3PiHTVj>

Each question in the application form includes tips to help Community Groups strengthen submissions. These comments are designed to:

- Clarify what information is needed
- Help you align your project with Pilbara Ports values and priorities
- Increase your chances of submitting a successful application

Take the time to read these tips carefully as you complete each section. If you need help, contact us:

- **Phone:** 1300 100 772
- **Email:** community@pilbaraports.com.au

4. ELIGIBILITY CHECKS

Applications will be ineligible if they:

- Conflict with Pilbara Ports values
- Promote gambling, substance abuse, alcohol/tobacco, slavery, or political/religious agendas
- Primarily benefit private businesses or individuals
- No benefit to communities located within proximity of a Pilbara Ports
- Request retrospective funding, or if the funded activities are scheduled to begin less than one month after a funding round closes
- Have unresolved obligations from previous Pilbara Ports funding

If you're unsure about your eligibility, please contact us before applying.

5. POST-APPROVAL REQUIREMENTS

If your application is successful, upon request you shall provide:

5.1 Proof of not-for-profit status, such as:

- Certificate of Incorporation
- Link to your listing on the ACNC website: <https://www.acnc.gov.au/charity/charities>
- Deductible Gift Recipient (DGR) registration: <https://abr.business.gov.au/Tools/DgrListing>,
- Governing documents that confirm:
 - All income and assets are used to advance the organisation's purpose
 - No profits are distributed to members (except for genuine reimbursements)
 - On winding up, remaining assets go to a similar charitable organisation

5.2 Confirmation from schools or government agencies:

A letter on official letterhead from the Principal or CEO confirming:

- Funds will not be used for general operational costs
- The grant will support initiatives that benefit students and/or the wider community

5.3 Evidence of insurance coverage:

A current Certificate of Currency for Personal Accident and Public Liability Insurance:

- Minimum coverage: **\$20 million**
- Must be valid for the full duration of the funded project

6. FUNDING AMOUNTS AND ELIGIBLE ACTIVITIES?

The maximum funding available per application through the Community Grants Program is \$25,000. Above-limit requests may be considered under Community Partnership if they show:

- Legacy impact/Sustainability
- Value for money
- Strong alignment with values and pillars

To help guide your application, the following limits apply to specific activity categories. If you are requesting more than the listed amount, your application should include multiple activity categories to justify the total.

ACTIVITY	MAXIMUM	EXAMPLES
Infrastructure and Equipment	\$25,000	Shade structures; plumbing; ICT; solar panels; furniture; air conditioning; vehicles.
First Nations Engagement projects	\$10,000	Early childhood programs, health initiatives, support services, education, arts
Youth Development programs	\$10,000	Mental health, support for disadvantaged youth, resilience, leadership development
Once-Off events	\$5,000	Sporting competitions, community festivals, award ceremonies, photography awards
Training and Development	\$5,000	Volunteer training and capacity building
Community projects	\$5,000	Social inclusion, diversity, community safety, waste reduction, ecosystem protection, community art.
Community Health	\$5,000	Therapy equipment and health-related resources
Consumables items	\$2,000	Stationery, sports equipment (e.g., balls, uniforms), Pilbara accommodation, travel for visiting coaches or artists to the Pilbara, workshop delivery

7. PROJECT ASSESSMENT

All eligible applications will be reviewed by the Pilbara Ports Community Grants Advisory Group. Funding decisions are based on how well each project aligns with:

- Pilbara Ports vision and values
- The four strategic pillars of the Community Investment Framework

During assessment, the advisory group will consider:

- **Evidence of need** – How clearly the application demonstrates the issue or opportunity being addressed
- **Measures of success** – How outcomes will be tracked and evaluated
- **Value for money** – Whether the requested funding is reasonable and proportionate to the expected impact

Pilbara Ports retains full discretion over all funding decisions. All decisions are final and not subject to appeal.

***Tip:** Strong applications clearly demonstrate community need, measurable outcomes, value for money and alignment with Pilbara Ports values.*

8. APPLICATION OUTCOME NOTIFICATION

All applicants will be notified of the outcome of their Community Grants application via email within 4 weeks of the round closing date.

8.1 If Your Application Is Approved

If your application is successful—either in full or in part—you will receive an email confirming:

- The approved funding amount
- Instructions for receiving payment from Pilbara Ports
- The agreed process for acknowledging Pilbara Ports contribution, based on your proposal
- Guidelines for using the Pilbara Ports logo, including access to approved electronic formats

Note: All use of the logo must be approved by the Pilbara Ports Corporate Affairs team.

8.2 If Your Application Is Unsuccessful

You will receive a written notification advising that your application has not been approved

9. PAYMENT

If your application is successful, you will need to submit the following documents before any funds can be released:

- A completed Pilbara Ports Sponsorship Bank Verification Form
- A valid tax invoice

10. PAYMENT AND USE OF FUNDS

Community Grant funding must be used only for the project described in your application. If any funds remain unspent after the project is completed, you must discuss this with Pilbara Ports. Depending on the situation, Pilbara Ports may:

- Approve a reallocation of funds to a related or aligned purpose, or
- Request that unspent funds be returned

11. REPORTING AND ACKNOWLEDGEMENT

All successful applicants must complete and return an acquittal report detailing how the funds provided by Pilbara Ports were spent. Click link for acquittal report template <https://wkf.ms/3DjHBKY>

- An independent audit is not required.
- The acquittal must include a statement of expenditure, signed by:
 - The organisation's **CEO or President**, and
 - The **Chief Financial Officer or Treasurer**

11.1 Promotional Content for Reporting and Social Media

To help showcase the impact of Pilbara Ports Community Grants, successful applicants must provide:

- High-resolution images of the funded project, event, or initiative
- Written content describing the project's purpose, outcomes, and community benefits

This material may be used in Pilbara Ports social media, website, and reporting documents to highlight the value of our investment and celebrate community achievements.

Please ensure all submitted content includes appropriate permissions for public use and acknowledges Pilbara Ports support.

11.2 Acknowledgement of Pilbara Ports

Applicants must provide evidence that Pilbara Ports was acknowledged as agreed in the original application. This is a condition of funding and will influence eligibility for future grants. Examples of acceptable acknowledgement include:

- High-Resolution Photos or videos featuring Pilbara Ports branding
- Media clippings or audio recordings (e.g., radio interviews or podcasts)
- Other publicity materials that show Pilbara Ports' contribution to the project

12. REMINDER:

Failure to submit a complete acquittal may affect your eligibility for future funding. Future funding is contingent on:

- A satisfactory financial acquittal, and
- Fulfilment of the agreed acknowledgement commitments

13. NEED HELP?

If you have questions or need support with your application, please contact us:

- 1300 100 772
- community@pilbaraports.com.au

Or visit: Pilbara Ports Community Grants:

- <https://www.pilbaraports.com.au/community/community-grants>