

# Community Assistance Program Applicant Guidelines



The Newmont Boddington (NBG) Community Assistance Program (CAP) offers financial support to incorporated not-for-profit organisations, community groups, local government authorities, and business organisations. Our aim is to support Newmont's priority and affiliated communities in a way that aligns with the company's principles of shared value.

Our priority and preferred assistance areas are:

- **Local economic development;**
- **Human capacity & capability development;**
- **Infrastructure and services;**
- **Natural Resource Management & protection; and**
- **Culture and Heritage.**

## **ELIGIBILITY**

NBG will consider applications from the following:

- Local organisations, groups, or Authorities located within a **50 kilometre radius of NBG**. This may include groups that deliver programs to communities within this radius;
- Organisations, groups, or Authorities that have recognised affiliations with NBG including membership of the Gnaala Karla Booja Native Title Claimant Group;
- Organisations, groups, or Authorities that deliver programs, activities or services that impact upon the greater south west region and its communities.

We **do not** support:

- Professional fees, conference expenses, travel and other expenses, unless specially authorized by NBG prior to application;
- Individuals;
- Ongoing project costs, salaries or wages; and
- Planning documentation such as feasibility studies, cost benefit analyses, marketing plans and economic impact studies.

## **APPLICATION REQUIREMENTS**

Applicants must complete a signed **Community Assistance Program Application Form** that includes all relevant detail and documentation to support the application. **NOTE:** Applicants are required to provide proof of incorporation and/or registration for GST purposes where applicable.

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## **ASSESSMENT AND APPROVAL PROCESS**

The application, assessment and approval process is designed to ensure accountability, transparency and impartiality. On receipt, all applications are reviewed for completeness and compliance with Newmont Policies and Standards.

Compliant applications are evaluated by the Social Responsibility (SR) team then recommends applications to the NBG Community Investment Committee which comprises three (3) NBG managers including the General Manager (GM) who makes the final decisions and provide approvals. All applicants are notified in writing of the outcome of their application within six weeks of close of funding round. The decision of NBG is final.

The applicant is responsible for ensuring that all information required to support the application is accurate. The provision of false or misleading information will result in the termination of any existing agreement and may impact future funding consideration.

## **ACKNOWLEDGEMENTS**

Recipients of NBG Community Assistance Program grants are required to acknowledge the support received from Newmont. This may comprise, for example, inclusion of the Newmont logo on printed material or signage relevant to the funded project, or promotion in local media.

## **PAYMENT OF FUNDS, REPORTING AND ACQUITTAL**

Successful CAP applicants will be advised in writing of the grant payment, reporting, and acquittal process at the time of notification of application outcome.

The following reporting guidelines apply:

- Sponsorships and donations up to the value of \$2500: provide a report detailing the program or activity outcomes including details of external recognition of NBG support.
- Sponsorships and donations over the value of \$2500: complete a NBG-CAP Grant Acquittal Form including a statement of income and expenditure or audited Financial Statement at the conclusion of the program, project, or activity demonstrating that grant monies have been expended in accordance with the application and agreement.
- An Evaluation Report may also be required demonstrating the effectiveness of the project against set outcomes.

Compliance with the appropriate reporting and acquittal for grants is a condition of future Community Assistance Program Grant Funding decisions.