



People of Post Grants Guidelines 2024

Nominate a project by a community organisation now for a grant of up to \$2000

Important dates:

15 Jan – 11 Feb 2024 **Nominations open**
Australia Post team members nominate a local not-for-profit organisation for a grant of up to \$2,000

26 Feb – 24 Mar 2024 **Applications open**
Eligible nominated not-for-profits invited to submit their grant application

May 2024 **Grant recipients announced**
Nominators and applicants advised of the organisation's application outcome

Email grants@auspost.com.au
Phone 1300 765 772
Website auspost.com.au/about-us/supporting-communities/grants/people-of-post-grants

Book an interpreter or get 24-hour calling assistance.

Don't speak English?
Contact us via the TIS, tisnational.gov.au

Hearing or speech impaired?
Contact us via the NRS, relayservice.gov.au

 **Australia Post**

About the People of Post Grants Program

Supporting a not-for-profit organisation making a difference in the community

The People of Post Grants program gives Australia Post Team Members the opportunity to nominate a local not-for-profit organisation they're passionate about for a grant of up to \$2,000, supporting projects to deliver impact in at least one of our four strategic focus areas:

- Mental health (specifically connection of people for positive mental health outcomes)
- Disaster support and resilience
- Indigenous children's literacy and learning
- Environment and sustainability

*Nominated not-for-profit organisations must have a project supporting at least one of the above focus areas otherwise the application will not be able to progress and will be ineligible.

In addition to the strategic focus areas, the People of Post Grants Program supports local projects that:

- Connect a community
- Are driven by the local community
- Create positive outcomes for community members

Not-for-profit organisations working to make a difference in their community – such as supporting communities with disaster recovery, mental health awareness and education programs, literacy programs for Aboriginal and/or Torres Strait Islander children, biodiversity conservation projects and/or projects seeking to address climate change – may be eligible for nomination*.

Step 1

Australia Post Team Member completes nomination form



Australia Post sends email invite to eligible organisations

Step 2

The Nominated Organisation completes the application form



Coastal Dry Tropics Landcare

Project: Enhancing Volunteers' Experience
Townsville, QLD

Amount: \$1000

Wendy Willcox from Townsville Mail Centre nominated Coastal Dry Tropics Landcare. After reviewing Wendy's nomination, Australia Post sent an email inviting Coastal Dry Tropics Landcare to complete its application. The organisation completed the application form and was successful in receiving a grant.

Coastal Dry Tropics Landcare holds volunteer field days to revegetate and maintain the native bushland. It used the grant to purchase equipment and supplies in order to provide its volunteers with refreshments and improve their experience.

“ I have been a volunteer with Coastal Dry Tropics Landcare for well over 20 years. I nominated them to help support their volunteers who do valuable work for the community and the environment.

It's great that Australia Post has these grants available on a local level and that employees can nominate local groups even if they don't have the spare time to always volunteer.

It's an easy process for Australia Post workers to give back and support local groups they are passionate about.”

Wendy Willcox, Townsville Mail Centre

*See pages 5 and 6 and the Terms and Conditions for full eligibility criteria.

How to nominate

Step 1

Contact the organisation you wish to support

Check that the organisation is an eligible not-for-profit and has an eligible project. If it does and would be happy to be nominated, ask for:

1. The name/description of the project that would benefit from a grant of up to \$2,000;
2. Details of the relevant contact at the organisation (phone and email); and
3. The organisation's ABN.

Let the organisation know that, if deemed eligible by Australia Post, it will need to complete an online application form which will be shared via a link in an email from Australia Post inviting it to apply.

See pages 5 and 6 and the Terms and Conditions for full eligibility criteria.

Contact us at grants@auspost.com.au or 1300 765 772 if you need any assistance.

Step 2

Complete the nomination form

Complete the nomination form at ourpost.com.au/popgrants by **11 February 2024**.

You'll need:

1. Information about you
 - a. Your contact details, including your email address (either work or private email address);
 - b. Your employment details, including your manager's name and contact details and your APS/WFID number (if you have one).
2. Information about the organisation
 - a. The registered name of the organisation you're nominating;
 - b. The organisation's ABN;
 - c. The name/description of the project that would benefit from a grant of up to \$2000; and
 - d. Details of the relevant contact at the organisation (phone and email).

Step 3

Watch your inbox

If your nomination is deemed eligible, we'll invite your nominated organisation to apply.

You should receive an email in February 2024 advising whether your nominated organisation was eligible and has progressed to the next stage.

The assessment will be finalised at the end of April with successful applicants notified in May, along with team members who nominated the successful applicants.

We may reach out to you to confirm some details about your nomination, so keep an eye out for emails from grants@auspost.com.au, including in your junk or spam folders.

Important

- Limit of one nomination per Team Member
- Organisations are eligible to receive only one grant
- Nominated organisation's project must support at least one of the four strategic community focus areas
- Check to see if you need to declare your relationship with the organisation you nominate under Australia Post's Group [Conflicts of Interest Policy](#), which can be located on Isaac

Get the whole team involved!

Carol Butler, Postal Manager, Charleville Post Office, QLD

Why did your team nominate in the 2023 People of Post Grants?

"We all nominated for the benefit of community and to help our small-town Charleville grow in sporting and cultural areas."

Would you encourage other teams to nominate?

"I would strongly recommend and encourage anyone out there to nominate in the next round of Post Grants. The process is very easy and the guidelines easy to follow."



Judy Moore, Carol Butler, Melissa Jones and Chloe Spencer from Charleville Post Office each successfully nominated a community organisation for a 2023 People of Post Grant.

Information for Nominated Organisations

How to apply

Step 1

You've received an email inviting you to complete an application

Congratulations, your organisation has been nominated for an Australia Post People of Post Grant!

Make sure you read all the information in these Guidelines, including the eligibility criteria and the Terms & Conditions.

Step 2

Complete the application form

To be considered for a grant, you must complete and submit the application form by **24 March 2024 (11:59pm AEDT)**.

Your email inviting you to apply includes the link to the application form.

To complete the application, you'll need:

1. The name of the Australia Post Team Member who nominated you for the grant. (You'll find this in the original email Australia Post sent you);
2. Your organisation's details, including your organisation's ABN;
3. A project contact from your organisation;
4. A description of your project, and how it will support your community;
5. Specific details about how your organisation will use the grant funds if successful; and
6. Bank account details (for depositing grant funds if awarded). This must be a bank account associated with your organisation – funds will not be deposited into an individual's bank account.

In completing an application, nominated organisations are required to accept these Guidelines, including the Terms & Conditions.

Contact us at grants@auspost.com.au or 1300 765 772 if you need any assistance.

Step 3

We'll stay in touch

The grant announcements will be made in May 2024.

Keep an eye out for emails from grants@auspost.com.au, including in your junk or spam folders.

How we select successful recipients

We receive many nominations for, and applications from, organisations doing great work in their community. Unfortunately, we're not able to fund every application we receive.

With strong governance embedded into the program, we use a comprehensive assessment process to identify projects that meet our eligibility criteria and will benefit the community. This process includes consideration of organisation and project eligibility, and project assessment against key criteria.

Applications must clearly demonstrate all of the following:

1. Delivering a project supporting one of our four strategic community focus areas:
 - Mental health
 - Disaster support and resilience
 - Indigenous children's literacy and learning
 - Environment and sustainability
2. An effective project approach.
 - Why is the project needed, and how will the project address this need?
3. Local community involvement and connections.
 - How will your project bring the community together?
4. A clear budget and explanation of how the funds will be used.
 - How can the project be achieved within the set time frame, and using the funding requested?

We strive for geographic distribution of grant recipients amongst metro and regional/remote communities, and also look to support projects assisting particularly vulnerable groups.



2023 PEOPLE OF POST GRANT CASE STUDY

Momentum Mental Health

Project: Hope Brewed Here, Wallan, Vic

Amount: \$1,000

Davida Schemioneck from Network Operations in Queensland nominated Momentum Mental Health to launch of a community morning tea supporting community resilience.

“ We're prioritising the more isolated areas and trying to connect with people who aren't keen on joining our programs because of the mental health stigma. Australia Post has made this possible for a region that's crying out for love, care, and attention.”

Wendy Green, Momentum Mental Health

Eligibility

Nominator Eligibility

All Australia Post Group Team Members (staff and contractors including StarTrack, Decipha, SecurePay, POLi, LPO Licensees and their employees, contractors, and community postal agents) are eligible to nominate a project/organisation.

A maximum of one nomination per Team Member will be eligible for consideration and a maximum of one grant per nominated organisation may be awarded.

For a nominated organisation to be eligible for the program, it must meet all the following criteria:

1. Be a not-for-profit organisation
2. Have a valid Australia Business Number (ABN) with a not-for-profit status
3. Be located in and providing services within Australia Post
4. Have a project that supports one or more of Australia Post's four strategic community focus areas – mental health, disaster support and resilience, Indigenous children's literacy and learning, and environment and sustainability.

Organisation Eligibility

To be eligible to apply, **nominated organisations** must meet all of the following criteria:

1. Be a not-for-profit organisation;
 - Individuals, sole traders, and educational institutions are not eligible to apply. We do not accept auspice arrangements.
2. Have a valid Australian Business Number (ABN) with a not-for-profit status:*.
 - Organisation details must be correct and up-to-date on the Australian Business Register (<https://abr.business.gov.au>) on the date the application is submitted.
 - It is the applicant's responsibility to ensure its details are correct and up-to-date when the application is submitted.
 - Organisations will be deemed ineligible if their ABN status on the Australian Business Register does not indicate not-for-profit status on the date the application was submitted.
3. Be located in and providing services within Australia.
4. Have a project that delivering support in one or more of the four strategic community focus areas – Mental health, disaster support and resilience, Indigenous children's literacy and learning, and environment and sustainability.

Government entities are not eligible to apply unless they are managed by community representatives for community use and benefit (such as Country Fire Authority branches).

If you believe your organisation may fall within this category, please contact the Australia Post Grants Team on 1300 765 772 or grants@auspost.com.au before applying.

*These government entities may have an alternative ABN status.

Project Eligibility

What we may fund

We are seeking projects that deliver community benefit.

Projects will need to commence after 1 June 2024 and be completed no later than 31 May 2025.

Items and activities that may be funded include:

- Communications, including website setup, online forums, newsletters and advertising
- Equipment, supplies or materials, including electronic equipment (e.g. tools, computers, and tablets)
- Refreshments (excluding alcohol)
- Skills development, training and workshops
- Venue hire, including furniture hire/purchase

What we won't fund

Some projects will not be eligible for funding, including projects that involve any of the below activities or project outcomes:

- Capital works or improvements (major improvements to fixed assets, buildings, or grounds)
- Clinical medical health interventions, treatment, or medical research
- Scholarships, fundraising appeals, or sponsorship activity
- General donations
- Emergency relief or disaster appeals
- High-risk events or activities
- Benefits only an individual or a limited group of individuals
- Damaging or harmful to the environment
- Political, religious, gambling, weaponry, or military pursuits
- Alcohol, drug or tobacco use (as a primary activity)
- Discrimination or exclusion of members of the community
- Projects implemented outside of Australia
- Projects with a total cost of \$5000 or more
- Projects undertaken for commercial gain or benefit

Grant funds cannot be used for certain expenses, including:

- Postage and delivery/courier services
- Expenses that have already been incurred or that will have been incurred before 1 June 2024 or after 31 May 2025
- Budget deficits, bequests, endowments, or loans of business finance
- Ongoing costs associated with running a group or organisation (like rent, power, wages and salaries, staff training costs) which are not directly associated with the project

Eligible projects may involve these expenses; however the expenses must be met by another funding source.



2022 PEOPLE OF POST GRANT CASE STUDY

Totally Renewable Yackandandah (TRY)

Project: Energy Coaching in the Community
Yackandandah, VIC.

Amount: \$1,000

Christopher Horton, Licensee of Yackandandah LPO, nominated TRY to purchase a thermal imaging camera to identify thermal weaknesses in homes and businesses and identify areas for energy improvement measures.

“Totally Renewable Yackandandah and the people of our town, have become fierce advocates for clean, local energy, and this device neatly serves that advocacy.

We are therefore very grateful to Australia Post and the funding support and for the care Postmaster Chris Horton has shown in support of our team effort”

Matthew Charles-Jones, TRY

Important information to know

Announcements

Recipients will be announced in May 2024.

We will contact all nominators and applicants for the People of Post Grants via email to inform them of the outcome in May 2024.

Grant awards and payment

We award grants of up to \$2,000. Grants are awarded through one-off payments for the project specified.

- If successful in receiving a grant, organisations will need to incur all project expenses between 1 June 2024 and the project be completed no later than 31 May 2025.
- We will transfer the funds by electronic funds transfer only into a bank account associated with the nominated organisation.
- Funds are not transferable and can be used only for the purpose stated in the application.
- The grant is not intended to attract GST. But it's best to check with a taxation adviser to make sure of the rules that apply. If advised that GST is deemed payable in connection with the grants, the amount granted will be considered as inclusive of GST.

If any circumstances change, grant recipients need to let us know as soon as possible, either by emailing grants@auspost.com.au or by calling 1300 765 772 (Monday to Friday, 9.00am-5.00pm AEDT, excluding public holidays).

Acquittal Report

Grant recipients will need to complete an acquittal report within one month of project completion. In the report recipients will be asked what was achieved, and who benefited. Recipients will need to include evidence that they used the grant funds as per the application.

We may ask grant recipients to provide original receipts of purchases made – it's the recipient's responsibility to keep a complete set of records. If recipients don't complete an acquittal report as required, they may be ineligible to apply for Australia Post grants in the future. We reserve the right to ask recipients to return any unspent funds, in accordance with the Terms and Conditions.

Media and promotions

In addition to the acquittal requirements, we may ask grant recipients to share with us photos showing people connecting because of its project, volunteers getting involved and helping out or the community being supported.

We may also ask nominators and/or grant recipients to take part in media activities (such as photo opportunities, media calls), or provide a quote for inclusion in a media release so we can share some of these stories with our employees, customers, partners, and networks.

Please note: In submitting their application, applicants consent to Australia Post using the information disclosed (other than personal information) and other publicly available information, when promoting the People of Post Grants program.

Ready to submit your application?

Make sure:

You have read the 2024 People of Post Grants Guidelines, including the Terms and Conditions

Your organisation is a not-for-profit organisation

Your organisation has an ABN

Your organisation is located within Australia, and provides services within Australia

Your project supports one or more of Australia Post's four strategic community focus areas

Your application clearly states how your organisation will use any granted funds

You have checked that all contact details (including email addresses) are correct

You have checked that the bank details provided are correct

Terms and conditions

The following terms and conditions apply to the 2024 People of Post Grants Program.

- Capitalised terms in these Terms and Conditions have the following meanings:
 - “Application”** means the online form that a Nominated Organisation must complete and submit following a Nomination in order to be considered for a Grant;
 - “Australia Post”** means the Australian Postal Corporation (ABN 28 864 970 579);
 - “Eligibility Criteria”** means any eligibility criteria for organisations and/or a Project set out in the Guidelines and/or these Terms and Conditions;
 - “Grant”** means any funds awarded to a successful Nominated Organisation under the Program;
 - “Guidelines”** means the document titled “People of Post Grants Guidelines 2024 published at ourpost.com.au/popgrants/about-us/supporting-our-communities/people-of-post/guidelines.pdf that sets out details of the Program including Eligibility Criteria and the application, consideration and awarding process, to which these Terms and Conditions are attached;
 - “Nomination”** means the nomination of an organisation by a Team Member for consideration as a potential Recipient;
 - “Nomination Form”** means the form a Nominator must complete and submit in order for their Nominated Organisation to be considered as a potential Recipient;
 - “Nominator”** means a Team Member who submits a Nomination;
 - “Nominated Organisation”** means an organisation that has been nominated by a Team Member as a potential Recipient;
 - “Program”** means the 2024 People of Post Grants Program;
 - “Project”** means a project, purchase or activity in relation to which a Nominated Organisation submits an Application;
 - “Recipient”** means a Nominated Organisation which is successful in being awarded a Grant; and
 - “Team Member”** means an Australia Post Group staff member or contractor, including StarTrack, Decipha, SecurePay and POLi staff members and contractors, Licensed Post Office licensees and their employees, contractors, and community postal agents.
- Applications will be considered only from Australian not-for-profit organisations which meet the Eligibility Criteria and in compliance with the Guidelines and these Terms and Conditions.
- To be eligible to participate in the Program, an organisation must be nominated by a Team Member who provides the required information about the Nominated Organisation and accurately completes the Nomination Form. Upon receipt of a Nomination, Australia Post will contact the Nominated Organisation and invite it to complete an Application.
- A maximum of one (1) Nomination per Team Member will be eligible for consideration and a maximum of one (1) Grant per Nominated Organisation may be awarded.
- Team Members may nominate an organisation by completing a Nomination Form between 9.00am (AEDT) Monday 15 January 2024 and 11.59pm (AEDT) Sunday 11 February 2024.
- Upon receipt of a valid Nomination, Australia Post will verify and review the information contained in the Nomination Form and, if the Nominated Organisation meets the Eligibility Criteria, contact the Nominated Organisation to invite it to complete an Application.
- If a Nominator submits multiple Nominations, Australia Post may:
 - ask the Nominator to select one (1) of those Nominations only for Australia Post to consider; or
 - at its sole discretion, select which of that Nominator’s Nominations to consider and notify the Nominator of that decision, and any additional Nominations by that Nominator will be disregarded by Australia Post.
- In the event more than one (1) Nomination for a particular Nominated Organisation is received, Australia Post will consider only the first / earliest received Nomination. For the purposes of this clause 8, any additional Nominations disregarded by Australia Post under clause 7 above will not be taken into account.
- To be eligible for consideration for a Grant, a Nominated Organisation must submit an Application in accordance with the submission instructions, including providing details of the Project and all other requirements set out in these Terms and Conditions and the Guidelines, between 9.00am (AEDT) Monday 26 February 2024 and 11.59pm (AEDT) Sunday 24 March 2024.
- Not every Application that meets the Eligibility Criteria may be awarded a Grant. Decisions as to which Nominated Organisations will receive a Grant and the amount of any such Grant is at the sole discretion of Australia Post acting reasonably and by reference to the Eligibility Criteria. No correspondence will be entered into relating to the decision process or the outcome.
- By providing information in a Nomination Form, the Nominator consents to Australia Post using and disclosing that information (including to third parties) for the purposes of conducting the Program, reviewing, processing and awarding Grants and any other matter connected to the Program. This includes the sharing of information contained in the Nomination Form, and any subsequent correspondence, with Nominated Organisations for the purposes of administering the Program.
- By providing information in an Application, Nominated Organisations consent to Australia Post using and disclosing that information (including to third parties) for the purposes of conducting the Program, reviewing, processing, and awarding the Grants and any other matter connected to the Program.
- Australia Post may consult with third parties for the purpose of reviewing Nominations and Applications and conducting due diligence.
- Australia Post reserves the right, at any time, to verify the validity of Nominations and/or Applications and to disqualify any Nomination or Application that is not in accordance with the Guidelines and/or these Terms and Conditions.
- The Grant must be used and applied solely for the purpose of the Project within the period 1 June 2024 and 31 May 2025.
- Recipients will be required to complete an acquittal report detailing how the Grant was applied to the Project and any other information requested by Australia Post.
- Grant funds will be deposited only into a bank account associated with the Recipient and as approved by Australia Post. Recipients should seek their own advice as to whether they have a GST liability arising in connection with the Grant. Any Grant includes any GST, if applicable.
- Without limitation to clause 19 below, if at any time the Project can no longer be undertaken in the manner described in the Application, the Recipient must promptly advise Australia Post.
- In the event:
 - of payment in error, overpayment and/or misuse of a Grant (in full or in part);
 - the Recipient’s failure to comply with the Guidelines and/or these Terms and Conditions; or
 - the Project cannot be completed in the manner described in the Application,the Recipient must, if requested in writing by Australia Post, repay the Grant to Australia Post in part or in full as per Australia Post’s direction within 30 days.
- The Recipient may acknowledge the Program and Australia Post’s support of the Project in promotional and similar material however is not permitted to use the Australia Post logo or branding unless separate written permission has been obtained. Any proposed media releases regarding the Program must be submitted to Australia Post for review, which will require a minimum of 10 business days.
- The Recipient must not do or say anything or cause anyone to do or say anything that may prejudice or be detrimental to or cause damage to the name and reputation of Australia Post.
- In addition to materials required to be provided as part of the acquittal report, Australia Post may request the Recipient to provide photos and/or quotes in relation to the Program or the Project. In relation to any such materials the Recipient provides to Australia Post, the Recipient:
 - warrants that the provision to, and use by, Australia Post will not breach the intellectual property or other rights of any third party;
 - must obtain and provide a “Talent Release” or similar document in the form required by Australia Post signed by any persons appearing in such photos; and
 - provides an unlimited, irrevocable, royalty-free worldwide licence to Australia Post to use the materials for any internal and external marketing and promotional purposes.
- An authorised Australia Post (or nominee) representative may visit the Project site(s) before, during and/or after the funding period, at reasonable times as agreed by both Australia Post and the Recipient Organisation.
- Australia Post may promote the Program and report on the Project using information in the Application, additional information, and media (including photos and quotes) obtained from the Recipient or otherwise available publicly, to its partners, customers, employees, Australia Post representatives and networks, and the community through internal and external communication channels, including but not limited to online, social media and in Australia Post outlets.
- Australia Post is not liable for any additional costs incurred by the Recipient, or any other party associated with the Application, the Project and/or the receipt of a Grant. In the event the total Project costs exceed the forecast amount and/or the notified Grant amount, Australia Post is not responsible or obliged to pay any additional amount.
- While Australia Post has taken care in producing the Guidelines, Australia Post makes no representations in respect of (and, to the extent permitted by law excludes all warranties in relation to) the accuracy or completeness of the information contained therein. To the extent permitted by law (including under the Competition and Consumer Act 2010 (Cth)), Australia Post excludes all liability whatsoever for any loss or damage, howsoever arising out of reliance, in whole or in part, on the information, except where it is caused by Australia Post’s fraud, wilful misconduct or gross negligence.
- Nothing in these Terms and Conditions limits, excludes, or modifies or purports to limit, exclude or modify any applicable statutory consumer guarantees (including those provided under the Competition and Consumer Act 2010 (Cth)). Except for any liability that cannot by law be excluded, Australia Post (and its respective officers, employees, and agents) exclude all liability for any personal injury, loss or damage (including loss of opportunity) whether direct, indirect, special or consequential, resulting from or arising in any way out of the Program, except where it is caused by Australia Post’s fraud, wilful misconduct or gross negligence.
- The Recipient must obtain and maintain adequate insurance (including public liability insurance) for all activities it carries out in relation to the Project, including against any claims for loss or damage to property and injury or death to person.
- Australia Post reserves the right to suspend or terminate the Program at any time. Australia Post will notify Nominators and Nominated Organisation of any decision to suspend or terminate the Program and will also publish a notice on ourpost.com.au/about-us/supporting-our-communities/people-of-post-grants and auspost.com.au/about-us/supporting-communities/grants/people-of-post-grants. These Terms and Conditions and/or the Guidelines may be amended or replaced at the discretion of Australia Post. Australia Post will notify Nominators and Nominated Organisation of any amendment to or replacement of these Terms and Conditions and/or the Guidelines and will also publish a notice on ourpost.com.au/about-us/supporting-our-communities/people-of-post-grants and auspost.com.au/about-us/supporting-communities/grants/people-of-post-grants. Copies are available upon request by contacting Australia Post at grants@auspost.com.au or calling 1300 765 772.
- Australia Post is collecting personal information in order to facilitate the Program. This personal information provided by Nominators and/or Nominated Organisations may be disclosed shared with other to a range of organisations and external industry experts to assist in assessing Applications. Without this information, Australia Post would be unable to conduct the Program. If a Nominator and/or a Nominated Organisation gives Australia Post personal information about another person, Australia Post relies on the Nominator and/or Nominated Organisation to tell them that it is giving us their details and to let them know about our Privacy Statement. Personal information is handled in accordance with the Australia Post Group Privacy Statement which outlines how to access and/or correct personal information or to make a privacy related complaint. For more information, please visit www.auspost.com.au/privacy.