



Westfund Community Grants Program

1. These Terms and Conditions apply to the “Westfund Community Grants Program” (“the Program”). By participating, you agree to be bound by these Terms & Conditions.
2. The Community Grants Program is promoted by Westfund Limited ABN 55 002 080 864 of 59 Read Ave, Lithgow NSW 2790 (“Promoter” or “Westfund”).

The Community Grants Program

3. Westfund assesses and awards grants once per calendar year (“Assessment Periods”)
4. Assessment Period dates will be published www.westfund.com.au and may change at Westfund's discretion.
5. An organisation may receive one regular grant or one defibrillator grant per calendar year. Organisations that receive a regular grant may also be eligible for one major grant. An organisation may receive only one major grant in total.

Eligibility

Eligible Entrants

6. Not-for-profit organisation and registered charities primarily operating in NSW, QLD or ACT.
7. Any actual or potential conflict of interest must be declared immediately. Where a conflict arises in a staff voting process, the staff member must abstain.

Not Eligible

8. Any relationships that could improperly influence assessment or create personal gain.
9. Employees of the Promoter or their immediate families
10. Business such as advertising agencies associated with the Promotor.
11. Seeking funding for:
 - a. Staff wages, admin costs

- b. Staff travel or accommodation
- c. Appearance fees, prize money, trophies
- d. Functions, catering, celebrations
- e. Private/commercial ventures
- f. Sponsorships
- g. Development approval fees
- h. Insurance costs
- i. Office equipment
- j. Road/carpark construction
- k. Land purchases or rental costs

Grant Types and Limits

- 12. Total annual Program funding pool is up to \$200,000. All amounts are in Australian Dollars.
- 13. Grant distribution includes:
 - a. Three major grants of \$20,000 each.
 - b. Remaining funds allocated to regular grants and defibrillator grants.
- 14. Regular grants are capped at \$4,000.

How to Apply

- 15. Applications must be submitted via the online form at <https://www.westfund.com.au/about/community/westfund-community-grants-program/>.
- 16. Applications must be submitted by 6pm (AEST/AEDT) on the published cutoff date.
- 17. The application must be completed by an authorised representative who can sign on behalf of the organisation.

Please note: Applications cannot be altered after submission (except contact details).

Notification to Applicants

- 18. Applicants will see a “Thank you for your submission” confirmation page once their application has been successfully lodged.
- 19. Applicants will be notified of the outcome (successful or unsuccessful) within 60 days of the close date for the relevant Assessment Period. Notification will be sent to the email address provided in the application.
- 20. Successful applicants will also be contacted by phone using the contact details supplied in their application.

Assessment & Selection

21. Applications will be reviewed against the selection criteria that can be found at <https://www.westfund.com.au/about/community/westfund-community-grants-program/eligibility-and-selection-criteria/>
22. A shortlist of five applicants will be selected for consideration for the major grants.
23. Three major grants will be awarded by vote – one determined by the public, one determined by Westfund staff and one determined by the Westfund Executive team.
24. Voting will occur during the dates published by Westfund, and public voting will be available via the Westfund website.
25. The applicant with the most votes in each voting stream will receive one \$20,000 major grant, subject to meeting all Program criteria.
26. In the event of a tie, Westfund's Executive team will make the final determination at its discretion.

Payment of Grant

27. Applicants must provide an invoice for the approved grant amount within 10 business days of notification. The invoice must include payment details, organisation contact information, ABN and an invoice number, and be emailed to community@westfund.com.au
28. Grant amounts are capped at \$4,000. GST must not be added as a separate line item or used to increase the maximum grant amount.
29. Westfund will endeavour to make payment within 14 days of receiving the invoice. Payment is made by direct deposit.
30. These timeframes may be amended at Westfund's discretion.

Delivery of Defibrillator

31. Westfund works with the Defibshop to distribute defibrillators to successful applicants.
32. The defibrillator supplied is the ZOLL AED Plus - fully automatic model (RRP \$2,955).
Product details: www.defibshop.com.au/shop/zoll-aed-plus-fully-automatic/
33. Applicants must confirm the correct delivery address for shipping.
34. Westfund will provide applicant details to the Defibshop to arrange shipping within 14 working days of confirming the delivery address.
35. A Defibshop representative may contact the applicant to confirm shipping, tracking and delivery details.
36. These timeframes may be amended at Westfund's discretion.

Program Restrictions

37. If the project, program or event cannot proceed, funds may be withdrawn or may be refunded unless circumstances are outside the organisation's control (e.g., extreme weather, pandemic).
38. Any changes to the approved project, program or event must be agreed in writing.

General Conditions

39. Submission does not guarantee funding. Application costs are borne by the applicant.
40. Westfund will promote successful projects, programs and events and will request photos or footage, subject to your approval for use of trademarks or branding.
41. Grants are not transferable or redeemable for cash.
42. Details of successful applications will be published on the Westfund website (www.westfund.com.au).
43. Westfund accepts no responsibility for any correspondence not received due to incorrect email details, full mailboxes or technical issues outside Westfund's control.
44. Westfund may conduct security, eligibility and verification checks to confirm the accuracy and validity of applications and applicant information.
45. Westfund may request evidence of completion or financial accountability.
46. Late, incomplete or fraudulent applications may be deemed invalid.
47. Westfund is not responsible for lost or delayed submissions.
48. Decisions are final.
49. Applicants are responsible for any tax implications.
50. Westfund may amend or cancel the Program at any time.
51. This promotion is not sponsored, endorsed or administered by any social media platform.

Privacy

52. Personal information will be collected and handled for the purpose of administering the Offer in accordance with Westfund's Privacy Policy available at www.westfund.com.au/privacy-policy/.