

Pilbara Ports connects the possibilities of the Pilbara to the world, so our customers and communities thrive.

Pilbara Ports is a unique organisation because it is only successful when the communities it operates in are successful. Through the community grants program, Pilbara Ports is committed to supporting eligible not-for-profit groups to make lasting and significant changes in the community.

Grants may be allocated to projects that align with the five values and four pillars under the Pilbara Ports Community Investment Framework.

## 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.

## FOUR PILLARS

- **People:** Bringing people together through arts, sports, and cultural activities.
  - Greater social inclusion and belonging.
  - Better mental and physical health.
  - Heritage and culture are respected and embraced.
- **Resilience and prosperity:** Support the development of vibrant and thriving communities.
  - Improved quality of life and standard of living.
  - Improved educational achievement.
  - More resilient communities.
- **Social capacity:** Address disadvantage and inequity so everyone can participate in work and society.
  - Raised community involvement and participation in diversity and inclusion.
  - Reduced vulnerability and disadvantage.
  - Safer communities.
- **Planet:** Support the community to protect and care for the environment
  - Impact on the environment is reduced.
  - Waste avoidance, reduction, and reuse.
  - The marine environment is protected.

## ELIGIBILITY

Community grant applications will be assessed on the criteria below:

### 1. VALUE ALIGNMENT

The present and past activities of an applicant's organisation, or its associates, **must not** conflict, or be perceived to be in conflict, with Pilbara Ports organisational vision, values, pillars, policies, or community, legal, and ethical standards.

To maximise your funding opportunity, ensure your proposal demonstrates how your organisation aligns with Pilbara Ports values and vision for a thriving Pilbara community.

### 2. NOT-FOR-PROFIT ORGANISATIONS

Not-for-profit organisations must be able to provide evidence of their not-for-profit status such as:

- A Certificate of Incorporation, or
- A web link to a Registration on the Australian Charities and Not-for-profits Commission website, or
- Deductible Gift Recipient (DGR) registration, or
- A copy of governing documents with a clause stating:
  - that the assets and income of your organisation shall be applied solely to further your organisational objectives, and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation, and
  - in the event of your organisation being dissolved, all assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes, which is charitable at law, and which has rules prohibiting the distribution of its assets and income to its members.

### 3. SCHOOLS, UNIVERSITIES, COLLEGES, STATE GOVERNMENT AGENCIES AND LOCAL GOVERNMENTS

Schools, universities, colleges, state government agencies, and local governments must provide written confirmation from the Principal or Chief Executive Officer on an official letterhead that any contribution from Pilbara Ports **will not be used** on general overheads associated with the delivery of core business and instead will be used to support students and/or the community to thrive.

### 4. PERSONAL ACCIDENT AND PUBLIC LIABILITY INSURANCE

All applicants must be able to provide a Certificate of Currency for Personal Accident and Public Liability Insurance of at least \$20 million that is current for the duration of the proposal.

## NOT ELIGIBLE

Proposals **will not** be considered if they:

- Involve products, brands, or companies that conflict with the Pilbara Ports values, and vision to connect the possibilities of the Pilbara to the world, so our customers and communities thrive.
- Present a reputational risk for Pilbara Ports including the promotion or encouragement of gambling, substance abuse, alcohol/tobacco consumption, modern slavery, political pursuits, or religious pursuits.
- Intend to provide or support individuals with private profit or gain, salaries, or wages.
- Commercial and for-profit organisations are **not eligible** to directly benefit from a Pilbara Ports Community Grant.
- Are requesting funding that would go towards
  - salaries,
  - professional consultancy fees for strategic or business planning, and
  - travel to destinations outside the Pilbara for events, training, workshops, etc.
- All requirements from previous Pilbara Ports funding needs to be fulfilled including evidence provided that Pilbara Ports has been acknowledged for its contribution before future funding will be considered.

## HOW MUCH AND WHAT CAN BE APPLIED FOR?

The maximum amount of funding that can be approved through the Community Grants program is \$25,000 for any single application. However, as a guide, Community Grants funding for specific activity items is limited to the following amounts, and requests for higher amounts must be spread over multiple activity categories.

ACTIVITY	MAXIMUM	EXAMPLES
Infrastructure and equipment	\$25,000	Shade structures; plumbing; ICT; solar panels; furniture; air conditioning; vehicles.
Indigenous projects	\$10,000	Early childhood; health; support services; education; arts.
Youth development programs	\$10,000	Mental health; disadvantage; resilience; leadership development.
Once off events	\$5,000	Sporting events/competitions; community festival events; award ceremonies; festivals; photography awards.
Training and development programs	\$5,000	Volunteer training.
Community projects	\$5,000	Community development and engagement; fundraisers; social inclusion; diversity; community safety; waste avoidance, reduction, and reuse; ecosystem protection, and community art.
Community Health	\$5,000	Therapy equipment.
Consumables items	\$2,000	Pilbara accommodation, stationery, sporting equipment such as balls or uniforms; travel to the Pilbara for visiting coaches, and artists, and delivery of community-based workshops.

## APPLICATION PROCESS

### PHASE 1: PROJECT INITIATED:

There are four community grant funding rounds per year. No specific limit is reserved for each round and Pilbara Ports will allocate the funding based on the merit of applications received in each round. Applications must be received by the following dates to be considered:

- Round 1: 17 August 2025
- Round 2: 9 November 2025
- Round 3: 1 February 2026
- Round 4: 17 May 2026

The applicant access the web link to the Community Grants guidelines and application form [Pilbara Ports website](#).

The applicant completes an application form and submits it to email:

[communitygrants@pilbaraports.com.au](mailto:communitygrants@pilbaraports.com.au).

### PHASE 2: PROJECT ASSESSMENT

All eligible applications for Community Grants funding will be assessed by Pilbara Ports Community Grants advisory group based on how well the proposal aligns with Pilbara Ports vision, values, and four pillars.

Pilbara Ports retains absolute discretion over decisions regarding community grant funding and the final funding allocation per application. Pilbara Ports decision on Community Grants funding applications is final.

### PHASE 3: FUNDING AGREEMENT

If the community grants committee has approved the funding in full or in part, Pilbara Ports will advise the applicant via email, clarifying:

- The application has been successful and the amount of funding that has been approved by the community grants committee.
- The process for receiving payment from Pilbara Ports.
- An agreed process for providing Pilbara Ports with an acknowledgment for its contribution. This will be based on the proposal provided within the application.
- Approved use of the Pilbara Ports logo. A variety of electronic logo formats will be made available. Any use of the Pilbara Ports logo must be approved by the Pilbara Ports Corporate Affairs team.

If the application has been declined Pilbara Ports will provide advice in writing informing that the application has been unsuccessful.

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### PHASE 4: PAYMENT

Successful external applicants will be required to submit a:

- Pilbara Ports Sponsorship Bank Verification form, and
- Tax invoice before any money is paid.

Community Grant funding is subject to agreement that funds allocated by Pilbara Ports are to be used specifically for the project outlined in the application form. Any unspent Community Grant funds not used to complete the project are required to be discussed with Pilbara Ports.

Pilbara Ports may:

- Approve a reallocation of funds for an aligned purpose, or
- Request that unspent funds be returned to Pilbara Ports.

### PHASE 5: PROJECT EVALUATION AND FINANCIAL ACQUITTAL

Successful applicants must complete and return an acquittal of all funds provided by Pilbara Ports. Independent audits are not required. However, a statement of expenditure of the funds, signed by the CEO/President and Chief Financial Officer/Treasurer of the organisation, should be included.

The applicant will need to provide the Pilbara Ports evidence that the acknowledgment commitment has been fulfilled. Future allocations of Community Grants funding are contingent on the applicant providing a satisfactory financial acquittal and an acknowledgement of sponsorship as agreed to within the Community Grants application and offer.

The applicant will have indicated in their proposal how Pilbara Ports will be acknowledged for its contribution to the project. This could include:

- Photos and/or videos featuring Pilbara Ports branding.
- Media clippings or audio recordings of a radio interview/podcast.
- Other documentation relating to publicity for the project and acknowledgment of Pilbara Ports.