



# FY26 COMMUNITY SPONSORSHIP PROGRAM - CRITERIA

1 March 2025



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## Introduction

The Port of Portland (POPL) Community Sponsorship Program reflects POPL's commitment to supporting the local community by funding initiatives that align with its values and contribute to regional development.

## Aim

The Port of Portland Community Sponsorship Program provides financial assistance to not-for-profit and community organisations within the Glenelg Shire, with a focus on education, community welfare, environmental sustainability, and inclusive sporting activities. By supporting local initiatives that align with its values, the program aims to foster community engagement and help deliver projects that create meaningful and lasting benefits.

## Funding Categories

We will consider sponsorship that supports the following categories:

- **Local education programs** aimed at giving young people opportunities for self-development and community service
- **Community welfare programs or initiatives** that assist disadvantaged groups
- **Environmental improvement initiatives** particularly, but not limited to, those relating to the local Portland area
- **Sporting club and events** that particularly but not limited to encouraging people of all ages and abilities to become more active (this excludes individual sponsorship\*)

*\* For applications targeted towards individual sponsorship for young people aged 12-25 years in the categories of sport, arts and culture, please visit the Port of Portland website for the ELEVATE Sponsorship Program.*

### What will not be funded:

- Political or religious activities
- Individuals seeking support for personal projects
- Applications by private profit-making organisations
- Activities of a hazardous nature
- Activities/events that have already taken place
- Activities/events that have already been funded through other programs or activities or another grant and sponsorship program or organisations / community groups that have outstanding acquittal reports or unspent funds from previous grants rounds

## Funding Criteria

Applicants must meet all the following primary criteria:

- Be a not-for-profit or community organisation
- Be relevant or connected to the region in which POPL operates
- Ability to acknowledge POPL on its website, newsletter, social media or any other media opportunities
- Funds for sponsorship are provided for residents/clubs/community that reside in the Glenelg Shire
- Complete the POPL [Community Sponsorship Application](#) and lodge by 30 June 2025

## Application Requirements

Applicants must provide the following details in their application:

- Name and description of the organisation (maximum 30 words)
- Category of the initiative (e.g., Education, Community, Environmental, Sporting)
- Name, date, and description of the initiative
- Previous sponsorship history with Port of Portland (if applicable)
- Funding amount requested with a detailed cost breakdown
- Proposed use of the funds and expected benefits to the Portland and district community
- Plans for recognising Port of Portland if the application is successful (e.g., social media, signage, newspaper)
- Contact information, including name, postal address, email, and phone number

## Terms and Conditions

- The Port of Portland Community Sponsorship Program opens on 1 April 2025
- Applications up to the value of \$5,000 will be considered
- Community Sponsorship applications must be lodged by 30 June 2025 for consideration for funds allocation in FY26
- Organisations must submit their grant application on the POPL Community Sponsorship Program [Application Form](#) online or via hard copy
- Priority may be given to community groups and organisations that have not received previous funding
- Applications are assessed after 30 June 2025 and successful applicants will be notified of outcome by POPL
- If successful, you will be required to provide POPL with an invoice
- A New Vendor Form will be supplied for completion. *All new vendors will be subject to a verification process through Eftsure*
- The completion of an acquittal form within four weeks of initiative occurring
- The funding must be used within the financial year 1 July 2025 to 30 June 2026

All sponsorship applications will be assessed by POPL's Sponsorship Committee to ensure alignment with this document. The committee reserves the right to request additional information and to approve or decline applications at its discretion. The final decision to approve an application rest with POPL.

## Acquittal

Successful applicants are required to:

- Provide periodic updates on the progress and impact of the sponsored initiative
- Work with Port of Portland on a promotional opportunity, recognising Port of Portland by way of social media post, signage at event, newspaper article, newsletter, etc
- Submit a final form upon the completion of the initiative, detailing outcomes and how sponsorship funds were utilised
- Include evidence of funds utilisation, such as receipts or a financial summary, and documentation of community benefits achieved through the sponsorship

Failure to comply will result in applicant being ineligible for future consideration.

**Criteria Review**

This Sponsorship Criteria will be reviewed periodically to ensure it remains relevant and effective in achieving POPL's objectives.

**Privacy Statement**

Port of Portland is committed to responsible and fair handling of your personal information, consistent with the Privacy and Data Protection Act 2014 (Vic). Personal information is collected and used solely for the purposes of administration, communication, and compliance with legal obligations. Information is stored and disposed of confidentially and securely and accessed only by authorised personnel in line with our Privacy Policy.