

COMMUNITY GIVING PROGRAM - GUIDELINES

Comacon is committed to building resilient and connected communities and providing opportunities for people to participate in their communities and the decisions that affect them.

In line with our vision and corporate values, our Community Giving Program provides funding and/or in-kind contributions for opportunities that allow us to build relationships with our many stakeholders and the wider communities in which we operate, and assist residents to achieve their goals.

Our Community Giving Program includes:

- individual sponsorships
- community sponsorships
- donations and in-kind support
- the Ellen Rigby Memorial Scholarship

About our program

Each year we allocate a set amount of funding to be spent across our Community Giving Program. We accept applications for both individual and community sponsorships and will prioritise applications in order of submission date and time and determine the amount of funding based on their merits. Once we have spent the budget allocation, we will not approve further applications.

The application process for the Ellen Rigby Scholarship is managed by Western Sydney University, however these guidelines include general information about the scholarship, criteria and eligibility.

While there are different eligibility requirements for each component of the Community Giving Program, in general, we will not fund or support:

- activities that may cause reputational damage to Comacon or expose us to criticism due to controversial issues (for example, political or cultural sensitivities)
- activities that we do not align with Comacon's core values
- activities that promote the business of gambling, alcohol, smoking or drugs
- activities that lead to the destruction of our environment
- activities that promote socially divisive issues or events e.g. beauty pageants or sports that may be linked to animal cruelty.

We have also selected charities which we donate to and do not accept requests for donations.

Individual sponsorships

Our individual sponsorships aim to support people living in the communities in which we work to achieve their goals and reach their full potential.

Criteria and Eligibility

Sponsorships are open year-round to individuals who:

- are Australian citizens or permanent residents; and
- live in the Sydney and Melbourne metropolitan areas; and are competing or performing at a state, national or international level in the following areas:
 - sports and recreation (includes competitors, umpires, adjudicators)
 - extracurricular educational and leadership activities (eg science and technology competitions, debating, public speaking, youth parliament)
 - performing and visual arts
 - environmental and/or humanitarian initiatives.

Applicants are not eligible to receive an individual sponsorship if:

- the activity has already been completed
- the activity is related to ongoing work/career development
- Comacon has already provided a sponsorship for the same competition or event
- the applicant is being paid to take part in the activity (excluding prize money)
- the applicant intends to use the funds for membership expenses.

Benefit

There is no set funding amount for this sponsorship. We will determine the level of funding based on the merits of your application, how you plan to use the sponsorship money and the amount of funds we have available.

You can apply for sponsorship money to help meet travel and participation costs.

A parent or guardian must support applications for individuals under 18 years of age. We will pay the sponsorship funding directly to the parent or guardian.

Application process

- Please complete our Individual Sponsorship application form which will ask you for more information about the event or activity and how it aligns with our values.
- Please attach a letter or other official documentation from the organising body to show you been selected or personally invited to take part in the event, activity or competition.
- There is no closing date for individual sponsorships, however, we will give preference to applications that are submitted at least two months before the start of the planned competition or activity.
- We will assess applications within a month from the date we receive them.
- We will advise you of the outcome in writing as soon as possible after we have assessed your application.
- Submission of an application does not guarantee funding.
- We may prioritise applications based on travel distance.

Conditions

- If you are successful, please allow about 30 days from the date of notification of the funding decision to receive your sponsorship money.
- You must provide proof of purchase/expenditure within 3 months of the expenditure or within 12 months from receipt of the sponsorship, whichever is the earlier.
- After you have completed your event or activity, you must provide Comacon with a short statement about how you spent the grant money and what the outcomes of the event/activity were, along with one image. We will use this this statement and image when promoting our Community Giving Program.
- If you withdraw from the competition, activity or event for any reason, or the competition, activity or event for which funding has been awarded is cancelled, you must reimburse Comacon the full amount awarded.

Community sponsorships

Comacon provides community sponsorships to organisations or groups that provide avenues to promote our key messages and the work we are doing in the community.

Eligibility and criteria

Our broad areas of focus are events and activities that:

- assist Comacon to engage directly with key stakeholders and communities (eg through a corporate golf day or school events)
- allow information and knowledge sharing with experts in our field (eg through a conference)
- encourage health and wellbeing
- foster community wellbeing and connection
- promote environmental enhancement in the areas in which we operate.

Benefit

There is no set funding amount for this sponsorship. We will determine the level of funding based on the merits of your application, the opportunities available and the benefit they bring to Comacon, and the amount of funds we have available.

Application process

- Please complete our Community Sponsorship application form which will ask for more information about the event or activity, how it aligns with our values, the audience and the amount of funding requested.
- There is no closing date for community sponsorships, however, we will give preference to applications that are submitted at least two months before the start of the planned competition or activity.
- We will assess applications within a month from the date we receive them.
- We will advise you of the outcome in writing as soon as possible after we have assessed your application.
- Submission of an application does not guarantee funding.

Conditions

- If your application is successful, please allow about 30 days from the date of notification of the funding decision, to receive the sponsorship money.
- Community sponsorships are for registered groups or incorporated entities.
- Recipients are expected to appropriately acknowledge Comacon's contribution in media, social media or other public relations opportunities.
- Comacon also reserves the right to receive the following: joint media release opportunities, opportunity for the Managing Director or their representative to speak at the event or occasion, space at the event (table or marquee stall), and tickets to attend the event or occasion.
- You must submit a report within 3 months of the expenditure confirming that the sponsorship has been used for the purpose intended. This may be a copy of the accounts of the organisation supported by an explanation, if necessary.
- After the event or activity is completed, you must provide Comacon with a short statement about how you spent the grant money and what the outcomes of the event/activity were, along with one image. Comacon will use this statement and image when promoting our Community Giving Program.
- In the case that the activity or event for which funding has been awarded is cancelled, you must reimburse Comacon the full amount awarded.

Ellen Rigby Scholarship

Ellen Rigby was a much-loved family matriarch who died on 30 June 2019 at 91 years of age. She immigrated to Australia in 1965, with her husband and five children and settled in Old Toongabbie. After her husband became ill and was unable to work, she went back to work as a cleaner, first at Parramatta Psychiatric Hospital and then at Rooty Hill RSL. She created a bright future for her family through sheer hard work and determination. She was a strong advocate for education and the role of women in society. Ellen proudly attended the university graduations of two of her children, many of her grandchildren and her great grandchildren. She was irreverent, intelligent and determined.

Donna Groves, Ellen's granddaughter, credits Ellen as being the inspiration for everything she has achieved. She believes her grandmother was the best and most admirable person she has known and therefore founded this scholarship in her name.

Hard work, determination, honour, loyalty, a commitment to supporting women and a strong sense of social justice were core components of who Ellen was. Donna and the family would like to see the essence of Ellen in the successful applicants.

Eligibility & Course(s)

Hard work, determination, honour, loyalty, a commitment to supporting women and a strong sense of social justice were core components of who Ellen was and are attributes required of successful applicants.

The scholarship is open to new or continuing students at Western Sydney University, studying any undergraduate degree within the School of Humanities & Communication Arts, School of Social Sciences, and School of Psychology.

Benefits

\$5,000 a year for duration of degree (to a maximum of 5 years)

Criteria

Applicants must:

- be currently enrolled, or intending to enrol, in any undergraduate degree in the School of Humanities & Communication Arts, School of Social Sciences, and School of Psychology
- be female
- be able to demonstrate financial hardship, as per Western Sydney University's Opportunity and Equity Definitions
- live in Western Sydney
- be Australian citizens or permanent residents.

Application process

Western Sydney University manages the application process for this scholarship. Please visit https://www.westernsydney.edu.au/opportunities/scholarships/all_uws_scholarships/ELLENRIG for more information. Successful applicants will be selected based on their application, academic potential (based on GPA, ATAR or previous work experience) and their ability to meet the criteria.