

Local Grant Application Form 2021

QBE Insurance (Australia) Limited ABN 78 003 191 035 AFSL 239 545

The Australia Pacific QBE Foundation works to create positive change by partnering with like-minded charities to build strong, sustainable and inclusive communities.

Our local grants are a way for us to provide meaningful support for community initiatives addressing specific areas of need.

In 2021, we are seeking initiatives creating change in the following categories:

- Climate action
- Diversity, equality and inclusion
- Financial inclusion and resilience

A fourth category - QBE Employee Choice - invites QBE employees based in Australia to apply for a local grant in collaboration with a charity they're involved with. Applications for this category must be working to address areas of need relating to the 17 United Nations' Sustainable Development Goals.

A minimum of three grants of up to AUD \$25,000 each will be awarded per category.

Eligibility criteria

Eligibility for an Australia Pacific QBE Foundation local grant is based on the conditions below. Please take note and ensure your application meets all criteria before applying.

Charity eligibility

To be eligible for a QBE Foundation local grant, the organisation:

- Must be a registered 'not-for-profit' (or non-profit) with the Australian Charities and Not-for-Profit Commission (ACNC)
- Must have Australian Tax Office endorsement of DGR 1 or 2 status
- Must not be affiliated with a political party or union, or take an overtly political stance in the focus of their work
- May have a religious basis, but any program or initiative supported by QBE must not incorporate religious teaching into the delivery of the program or initiative
- Must be based in Australia, although initiatives working in Australia, New Zealand or the Pacific will be considered.

Note QBE Foundation charity partners are not eligible to apply.

Application suitability and alignment

Only applications working to address issues in our local grant categories will be considered. You will need to clearly demonstrate the relevance of your initiative to the category, so please consider this before applying.

You can only apply once per project or initiative. Please do not submit multiple applications for the same project or initiative across different categories.

QBE Foundation local grants are intended for high impact community initiatives. Requests for funding for "business as usual" activities will be considered less favourably than specific initiatives.

We understand that some initiatives require support from multiple funders. If this is the case, please outline clearly in your application where other funding is coming from, any funding expected in the future or due to end in the coming 12 months, and how you plan to report on the QBE Foundation portion of the total funding.

The organisation must be based in Australia, although initiatives working in Australia, New Zealand or the Pacific will be considered

The Australia Pacific QBE Foundation works across Australia, New Zealand, Papua New Guinea, Solomon Islands, Vanuatu, French Polynesia, New Caledonia and Fiji. While this grant program is primarily Australia-based, and therefore requires that the charitable organisation be based in Australia, we will accept applications seeking to make a positive impact in any of these countries.

Unfortunately, feedback on individual applications or reasons why your organisation was not provided with a grant cannot be provided. If an application does not meet initial eligibility criteria for any reason, we are not able to contact you before applications close. Please take the time to ensure you only submit an application if you meet all the conditions listed.

It is at the discretion of Australia Pacific QBE Foundation whether to make a grant to your organisation and to determine the value of that grant.

Grant categories

Climate action

Initiatives that help communities reduce their climate impact, prepare for the impacts of climate change or respond to climate-related disasters. This could include supporting education or taking action on climate adaptation and mitigation measures, helping communities become more resilient to climate impacts, or other mitigation, adaptation, conservation or impact reduction initiatives.

Diversity, equality and inclusion

Initiatives that advocate for greater equality and inclusion for all members of our community. Programs or initiatives could seek to help people connect, support or advocate for inclusion, provide education or mentoring, as examples. These initiatives can be working in areas such as mental health, gender equality, family domestic violence, disability, LGBTIQ+ inclusion and reconciliation outcomes.

Financial inclusion and resilience

Initiatives that focus on building financial literacy and resilience. This could include educational programs focusing on anything from general literacy to understanding of risk management, the development of tools and resources for people working with financially vulnerable people, programs to offer flexible and affordable financial products, or initiatives helping people to get back on their feet after a disaster.

QBE Employee Choice

This category is reserved for QBE employees based in Australia to apply for a grant in collaboration with a charity they work with or feel passionately about. Initiatives must be working to address areas of need relating to the **17 United Nations' Sustainable Development Goals**. Employees will be asked to provide details of their experience with the charity.

Grant assessment

Grants will undergo an initial assessment and a shortlist will be created by the QBE Foundation Committee and subject matter experts. Shortlisted grants will then be further assessed, reviewed and voted on by Australia-based QBE employees. Charities will be informed of outcomes in Sept 2021.

If there are any issues with the voting (e.g. if there is a tie), the Australia Pacific QBE Foundation will make the final decision as to who receives the grants.

Assessment of grants will focus on the following:

- Expected outcome and impact of the initiative
- Long term impacts of the initiative
- Need for the initiative within the community
- Eligibility of the charity
- Reputation of the charity and ability to deliver on the initiative
- Ability to show planned use of funds
- Ability to measure and report on outcomes of the initiative
- Alignment with the goals and values of the Australia Pacific QBE Foundation
- Alignment with the chosen category
- Potential for success of the initiative
- Innovation

Applicant information			
Name			
Organisation		Role	
Contact phone	()	Email	
Are you a QBE employee, related to a QBE employee, or have any relationship with QBE? Provide details			
Are you based in Australia? Yes No			
How did you find out about this grant program?			

Charity information			
Organisation name		ABN	
Is the charity endorsed with DGR 1 or 2 status? Yes No			
Can you confirm that you are not a political or union affiliated organisation? Yes No			
Can you confirm that the program or initiative for which you are seeking the grant will not incorporate religious teaching Yes No			
<i>Please note, if you have selected no to any of the above three questions, we are unable to consider your application.</i>			
Provide an overview of your organisation - who you are, what you do and in which locations you work			

QBE employee information - Fill this in if you are a QBE employee working with a charity to submit an application	
Can you confirm that you have worked in collaboration with the charity to complete this application form and you have permission from the appropriate authority within the charity to submit it? Yes No	
Provide a summary of your experience with this charity	
Why do you think the indicated program or initiative should receive a QBE Foundation local grant?	

Initiative	
Which grant category are you applying for?	
<input type="checkbox"/> Climate action <input type="checkbox"/> Diversity, equality and inclusion <input type="checkbox"/> Financial inclusion and resilience <input type="checkbox"/> QBE employee choice (Only QBE employees applying on behalf of a charity may apply for this category)	
<i>Select one category only - you are only able to apply once per project or initiative.</i>	
Describe the initiative you are seeking funding for	

Initiative

What is the need in the community you are seeking to address? Please make specific reference to the grant category you are applying for.

How will your initiative meet the need and benefit the community?

Provide a timeline of the work - please note if work on this initiative is already underway

Define the intended results and outcomes and how these will be measured. Be specific - e.g. give the number of people who may be impacted by this initiative

Address the capability of your organisation to deliver this initiative - are there any resourcing gaps to be considered?

Budget

How much funding are you applying for? (Note this must be between AUD \$15,000 - AUD \$25,000)

\$

Will this amount fund your entire initiative, or just a portion? Entire Portion

If a portion only, how will you obtain the remaining necessary funds?

Provide a detailed breakdown of how you will spend QBE's funding

Reporting

You will be expected to provide QBE with a completed acquittal report by 30 November 2021 and provide a further update on completion of the program or twelve months after the grant is awarded, whichever is sooner.

An example of the data required in our acquittal report can be found on QBE's website. By ticking this box, you are acknowledging that you have reviewed this report and are capable of providing the information required Yes

If you have any concerns about your ability to provide any of this information, please make note of it here.

Terms & Deliverables

This page must be completed by a member of the charity organisation with appropriate authority

By signing and submitting this form, you are agreeing to the following:

Any funding received from QBE will only be used for the purposes outlined in this application

You understand that, while initial assessments of grants will be done by the QBE Foundation Committee to create a short list, final decisions on grants will be made by QBE employee vote

If successful you will make yourself available for 1-2 interviews with QBE's Content & Editorial Team

You provide your consent for QBE to share details of the grant we have provided you and your initiative/s on various communications channels (content will always be shared with you prior to publication)

Any recognition of QBE's funding support will adhere to QBE branding and media protocols, including that QBE has full editorial rights and must sign off on any such press releases, publications and marketing materials before publication or manufacture (further guidance will be provided to successful applicants)

You will provide QBE with a completed acquittal report by 30 November 2021 and provide a further update on completion of the program or twelve months after the grant is awarded, whichever is sooner.

Signature Date (dd/mm/yyyy)

Name			
Organisation		Role	
Contact phone	()	Email	

Please submit your completed application form via email to **foundationgrants@qbe.com** before midday AEST on Monday 7 June 2021. Incomplete applications, or applications via any other means will not be accepted and you will not be contacted.

Our Privacy Policy describes how we collect, disclose, store and use personal information as well as how to access it, correct it or make a complaint. The information you provide will be used for the purpose of this application and in accordance with QBE's Privacy Policy, which can be viewed at www.qbe.com.au/privacy.