

Guidelines



Who we are

Our company, Arrow Energy (Arrow), is an integrated coal seam gas (CSG) company that explores and develops gas fields, produces and sells CSG and generates electricity. The company has been safely and sustainably developing CSG since 2000 and supplying it commercially since 2004, delivering almost 20 per cent of Queensland's gas from its five CSG fields in the Bowen and Surat basins. Arrow is working to meet the growing international demand for cleaner burning fuels through a gas supply for liquefied natural gas export. Arrow is owned by a joint venture company between Shell and PetroChina (50/50).

Brighter Futures

Brighter Futures is Arrow's community investment program which supports the sustainable development of communities in our operational footprint.

We understand our long-term success is closely linked to the social wellbeing of the communities in which we live and operate.

Brighter Futures allows us to work in conjunction with local organisations and service providers to supply funding for projects and initiatives that will develop stronger, more sustainable communities.

Areas of focus

Applicants need to demonstrate how their project/initiative or event aligns with at least one of these areas of focus:

- **Health and safety:** promoting Arrow's commitment to safety, healthy lifestyles and a liveable community
- **Education:** building sustainable learning and employment opportunities
- **Environment:** environmental awareness and initiatives that sustain and improve the environment.

The program also places significant importance on the inclusion of Indigenous projects and initiatives.

Communities of interest

Brighter Futures supports applications that benefit the communities where Arrow has operations or project activities. These include:

- Bowen Basin
- Surat Basin
- Brisbane region
- Other project activity areas

Funding types

There are two (2) types of funding:

1. Community funding grants

- small scale investments to meet community needs
- assist local organisations with one-off events or projects.

2. Sponsorships

- moderate scale investments supporting community projects and events
- build relationships through supporting community initiatives
- create one-off and short-term shared value opportunities.

Funding timeframes

Brighter Futures has three funding rounds per year that close on:

- Round 1: first Friday of March
- Round 2: first Friday of June
- Round 3: first Friday of September.

Applications are assessed against the eligibility criteria by Arrow Energy's Community Benefit Committees. The committees will assess and prioritise applications and make recommendations for funding. Applicants are notified within eight (8) weeks of the round closure date.

The Brighter Futures team typically advises applicants to apply one funding round ahead of their event.

Eligibility requirements

Preference is given to applications that:

- build skills or capacity in the local community
- provide opportunities for community involvement
- address an identified area of need in the community
- continue to provide benefits after the project is complete and continue to be sustainable
- provide opportunities for Arrow recognition and/or employee involvement
- address all questions in sufficient detail.

The Brighter Futures program does not fund the following:

- applications from individuals for private endeavours
- applications perceived to be delivering a political or religious message
- organisations who have already received support from Arrow in the same calendar year
- requests for funding for large capital works or equipment. Capital works refers to major structural facilities or infrastructure such as buildings, roads, sewers etc. However we will consider requests for minor capital works or equipment that have a direct health and safety, educational or environmental benefit and do not require ongoing maintenance, upgrades or associated items such as software.
- ongoing running costs including insurance or employee salaries
- accommodation, uniforms, transport, catering or entertainment
- non-tied cash donations including prize money.

Supporting documentation

It is a requirement that your organisation provides the following documentation to support your application:

- letterhead with details of the organisation's name, address and ABN
- evidence of your organisation's legal structure, board or executive committee members or governance documentation
- copy of your organisation's latest audited financial records or latest treasurer's report covering a 12 month period
- a detailed budget
- proposed communications plan to support your application
- copy of your organisation's certificate of currency for public liability insurance (if you are hosting an event).

Code of Conduct

Arrow adheres to a Code of Conduct and is subject to international anti-bribery and corruption laws and must comply with these laws. To assist in achieving compliance, organisations that apply for funding must declare the names of government/public officials who are involved with their organisation. A government/public official is defined as an official or employee of any:

- members of State and Federal Parliament, government department or authority and candidates for a political office
- international public organisation
- fully or partially state owned/state controlled company
- political parties or the political party itself
- 'government official' also relates to immediate family members such as spouse, dependent child or dependant household member, of officials or employees as defined above.

The declaration of a government/public official by an organisation will not impact your application for Brighter Futures funding. The declaration assists Arrow to ensure that the Brighter Futures program is transparent.

Please note: your application must be signed by your organisation's accountable officer (CEO or chairperson, president etc).

Communication plan

You should detail in your application how you will:

- promote the initiative (e.g. print and/or online advertising, social media content such as posts and photos or digital e.g. TV, radio coverage).
- recognise Arrow's support beyond the logo placement
- involve Arrow employees with the initiative.

If your organisation intends to use the Arrow logo on any promotional material, please contact your region's Community Information Centre for the guidelines and approval process or email brighterfutures@arrowenergy.com.au for assistance.

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Feedback and evaluation

If your application is successful, it is a requirement that your organisation submits a feedback form and close out report on the Brighter Futures template within six weeks of your project/initiative. These forms will be provided at that same time you are notified of your approved funding.

Our contact details

For further information about Brighter Futures, or to submit your application form:

- **Phone:** 1800 038 856
- **Email:** brighterfutures@arrowenergy.com.au or
- **Mail:**
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