

How the BHP Billiton Corporate Community Program works

The BHP Billiton Corporate Community Program manages a key group of partnerships with Australian and International community and environment not-for-profit organisations and includes the administration of the BHP Billiton Community Trust.

In addition to the key partnerships, a small number of national projects from not-for-profit organisations in Australia are selected for support each year. These projects generally fall in the range of **AUS\$50,000 - AUS\$200,000** although a longer-term project could receive this amount annually for up to three years.

If your program is relevant to or only benefits one region please contact the relevant local BHP Billiton community relations office as listed on the intranet.

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1. Who is Eligible?

Applications for funding will be considered from a not-for-profit organisation that:

- is pursuing objectives of significant and demonstrable benefit to the Australian or International community in the focus areas;
- has a proven track record of achievement and satisfactory project management, or is otherwise able to demonstrate the capacity to achieve its stated aims and objectives; and
- can provide satisfactory information on its management and financial status.

2. Support Period

Financial support can be offered for 1-3 years.

3. Reporting and Evaluation

All successful applicants are required to evaluate their program against objectives and performance indicators at the conclusion of the funding period and provide a report including the evaluation to BHP Billiton. A third party evaluation is actively encouraged and should be included within the program budget.

An applicant organisation that receives three-year funding is required to supply a report annually and continued funding will depend on the progress of the project.

4. Program Preferences

Each application will be considered on its merits along with all other applications.

The number of organisations applying for funding will always exceed the funds available and worthwhile projects cannot be guaranteed support, regardless of their merit.

In general, preference is given to projects that:

- Are national/international and will benefit communities in regions where BHP Billiton operates (generally 3 or more)
- Are directed at solving problems in a sustainable way rather than providing short-term relief from symptoms or long-term dependency

- Will become self-sustaining over a period of time, or will continue to provide benefits to the community after the project is completed and funding has ceased
- Provide opportunities for involvement of BHP Billiton employees
- Will have a significant impact in addressing an issue or make a real difference to the community

5. Priority Areas

Projects that will provide sustainable long-term social or environmental benefits to Australian or International community are preferred. These may be in the areas of:

Area	Types of Projects	Current Examples
Arts/Culture	<ul style="list-style-type: none"> • Touring arts or cultural projects that benefit rural and remote communities • Indigenous arts or cultural programs 	<ul style="list-style-type: none"> • Bell Shakespeare Company - Actors at Work Education Program • Musica Viva - 'Countrywide' Program
Education, Training and Leadership	<ul style="list-style-type: none"> • Programs for primary, secondary and tertiary students in science, technology, enterprise or business • Leadership programs for young people 	<ul style="list-style-type: none"> • BHP Billiton Science Awards in conjunction with CSIRO • Melbourne Business School - Indigenous MBA Scholarships • Reach Foundation - Leadership Program • The Smith Family - 'Learning for Life' program
Community Capacity Building	<ul style="list-style-type: none"> • Early intervention programs for disadvantaged young people • Training programs • Disaster relief in areas where BHP Billiton has employees; • Development programs for indigenous communities 	<ul style="list-style-type: none"> • Melbourne CityMission - Wheels program • Reconciliation Australia - Indigenous Governance Program • Young Achievement Australia 'Business Skills' Program
Medical Research and Health	<ul style="list-style-type: none"> • Leading edge projects in clinical medical research • Research into Occupational Health and Safety 	<ul style="list-style-type: none"> • Medicines for Malaria Venture - Research into new malaria treatments • Royal Women's Hospital - Ovarian Cancer Research • Royal Flying Doctors Service - RFDS on the Road • Garvan Institute of Medical Research - Reversing Noise induced hearing Loss • McComb Foundation - Primary care of burns and other injuries
Environment	<ul style="list-style-type: none"> • Community-based conservation and rehabilitation programs 	<ul style="list-style-type: none"> • Conservation Volunteers Australia - 'Revive our Wetlands' program • Zoos Victoria - Waterways Community Program

6. Program Exclusions

Generally, the following will **not** be considered for funding:

- Capital appeals for purchase or buildings, vehicles or equipment or for refurbishment of such items;
- Applications from individuals - including those seeking support for:
 - Academic studies towards a degree
 - Overseas travel for any purpose
 - Raising funds on behalf of charitable or other organisations
- Applications from political organisations or campaigns;
- Applications from religious organisations for religious purposes;
- Conference organisers or potential attendees at conferences or symposia;
- Fundraising events such as dinners, cultural events, or sporting activities;
- Sporting events or activities or arts festivals
- Organisations producing, distributing or seeking advertising in audio-visual media including print or electronic media;
- Projects that, in the opinion of the Panel are the operational responsibility of Federal, State or Local government.

7. Grants to Medical Research Institutions

Where applications for funding are made by recognised medical research institutions, these additional principles apply. All proposals must be submitted via the central research approving body of the applicant institution.

The Company supports proposals with the following characteristics:

- Focus on workplace related health problems, i.e. occupational, environmental and relevant community health issues. Examples of areas which are of particular interest to the Company include:
 - Health effects of occupational exposures relevant to our operations. This includes those significant exposures related to production activity – i.e. noise / fume / dust and the potential health effects
 - Health effects related to community based / environmental exposures relevant to our operations. This includes areas such as local disease risk i.e. malaria, TB, HIV, snakebite or health effects related to location / work systems such as altitude, heat, sun exposure or fatigue.
 - Health effects related to common medical problems or global health issues experienced by the wider community, particularly those which could affect Company employees, shareholders and their families

Preference will be given to funding health and medical programs that:

- Are finite in nature or which have a reasonably definite deadline for completion of the program or research activity
- Clearly demonstrate the possibility of useful application of the program or research to the particular health or medical problem within a reasonable time frame
- Are likely to provide benefits with broad potential impact on the general community, or regions where the Company has a significant presence including in particular local indigenous populations
- The research program has been recommended or endorsed by an eminent third party

The Company does not support:

- Recurrent expenditure applications from institutions caused by shortfalls in Government funding;
- Applications which duplicate research or programs already performed by other institutions;
- Miscellaneous appeals by hospitals or medical research institutions including
 - appeals for equipment not connected with approved research projects;

- support for attendance at conferences;
- building appeals;
- Research programs sponsored by individuals;
- Medical treatment for individuals or for equipment or materials for that purpose.

8. How to Apply

An application may only be made in writing – email application is accepted. It should be brief and contain approximately six pages of single spaced typed text. It may be presented in point form. For ease of application and assessment, an application proforma is available in Word format.

According to the Word document proforma, in the application an organisation should:

- Identify specific objectives or problems and present specific plans and solutions.
- Show that the project is planned around an achievable timetable and budget.
- Be able to demonstrate that the project is directed at solving problems in a sustainable way rather than providing short-term relief from symptoms or long-term dependency.
- Build in reporting and evaluation of the project
- Be innovative and present a project idea that may not readily attract funding from traditional sources.

An organisation seeking funding is requested not to include original documents, videocassettes, audiocassettes, works of art or models with its submission. Where relevant, annual reports or other publicity material may be included.

9. When to Apply

The BHP Billiton Corporate Community Programs panel normally meets three times a year, and applications should reach The Community Programs Advisor no later than **1 March, 1 July or 1 November** for it to be considered in the appropriate meeting cycle.

An organisation should indicate in its application whether time constraints apply to its proposed project.

Please note: Where support is declined the Community Programs Panel does not normally advise the reasons for individual decisions.

10. The Procedure for Assessing Applications

The procedure for assessing applications is as follows:

- An application is forwarded in the first instance to the Community Programs Advisor at BHP Billiton's Head Office
- The application will be recorded and the formal assessment procedure begins.
- A check is made that the application has been completed satisfactorily, meets the guidelines and is accompanied by the appropriate documentation. Further information may be sought from the organisation making the submission.
- The application is referred to relevant people for specialist advice, particularly where the application is for medical research funding.
- A panel will review all submissions that meet the criteria three times a year. Meetings will normally held in April, August and December.
- Applicants will receive a response within approximately 10 weeks of application closing date.

11. Where to Apply

Send your application to:

**The Community Programs Advisor
BHP Billiton
GPO Box 86A
Melbourne VIC 3001**

Telephone: (613) 9609 3341

Fax: (613) 9609 4420

E-mail: Nicole.Crook@bhpbilliton.com

If you require any assistance with your application, we encourage you to contact us prior to submission.

Checklist:

Before sending your application have you?

- Read the guidelines
- Checked that your organisation and your project is eligible for support
- Checked the closing dates
- Completed all sections of the attached application form
- Included all required documentation (see below)
- Adhered to all word and page limits
- Kept font sizes to a minimum of 10 point
- Not bound or stapled your application (we need to copy your application)
- Ensured that the application has been signed by an accountable officer (CEO or Chairperson) and if not incorporated has your auspicing body also signed the application

Please ensure you have submitted the following documents (if applicable)

- Copy of certificate of incorporation
- Copy of Deductible Gift Recipient (DGR) status
- Other (please list)