



Community Sponsorship Program
Guideline
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Community Sponsorship Program



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Contents

- Purpose 3
 - Overview 3
- Corporate and Social Responsibility Policy 5
- Eligibility Criteria..... 6
 - Eligible Applicants..... 6
 - Ineligible Applications 6
 - Application Requirements 6
 - How to Apply 7
- Terms and Conditions..... 8
 - General..... 8
 - Sponsorship Funds 8
 - Reporting & Monitoring 9
 - Privacy 9
- Evaluation of Applications 10

Community Sponsorship Program

Community Sponsorship Program

Purpose

Vena Energy Services (Australia) Pty Ltd (Vena Energy) has implemented the Community Sponsorship Program (the 'Program') within Australia for communities that host Vena Energy's infrastructure pipeline. This document, known as the 'Guideline', supports the Program by providing an overview of the assessment process for sponsorship requests, including eligibility criteria and evaluation, as well as the terms and conditions that govern the Program.

The purpose of the Program is to provide a pathway for our host communities to collaborate on the delivery of Vena Energy's long-term Corporate Social Responsibility (CSR) initiatives. The Program's objectives are to deliver community wide benefits by developing and maintaining strong relationships within the communities in which Vena Energy operates.

The Program aims to facilitate Australia's local initiatives and enact on the commitments, and implement the intent of, Vena Energy's Corporate Social Responsibility Policy (CSR Policy, June 2023).

The Program will:

- Build stronger connections within the communities in which Vena Energy operates.
- Collaborate with community groups, organisations, and individuals to support their local initiatives and assist with delivering and achieving their goals.
- Provide support in completing projects, building capabilities, and developing local partnerships.
- Collaborate with local communities to identify and address environmental, economic, and social community needs, inclusive of: undertaking maintenance work and upgrades; providing resources and equipment; and providing training and educational opportunities.
- Align with the strategic outcomes and associated 'actions' or 'objectives' outlined in local or regional strategic documents (for example vision plans, community policies, or regional initiative frameworks).

Overview

- The promotion of the Program will be undertaken via Vena Energy's Australian webpage (www.venaenergy.com.au), social media channels (e.g., LinkedIn, Facebook) and other strategic approaches such as local newspapers or newsletters, local bulletin boards, letter box drop, or mentioned as part of any relevant collateral provided at dedicated engagement events for our projects.
- All applications must demonstrate an alignment with one or more of the CSR Policy Focus Areas (Table 1) for each sponsorship request.
- Preference will be placed on applications that respond to a direct demonstrated need within the community.
- All applicants must complete an application form, available in hard-copy upon request or via the online platform (<https://www.venaenergy.com.au/our-communities/>) or linked through a shared URL or QR code.
- All suitable applications will be subject to an internal approval process facilitated by Vena Energy, in accordance with the CSR Policy.

Community Sponsorship Program

- Sponsorship recipients must complete at least one online progress form during the project period and, within 12 months of receiving sponsorship approval, fully utilise the awarded funds, provide proof of expenditure and photos of completed works, and submit a completion form demonstrating delivery of the sponsored activity.

Focus Areas:



Environmental Conservation

Rehabilitating green spaces
Recycling & repurposing
Sustainable business initiatives



Community Wellbeing

Education supplies
Scholarships & internships
Local event sponsorship
Arts & cultural showcases



Infrastructure Development

Local renewable energy upgrades and installations
Community infrastructure sponsorship

Table 1: CSR Focus Areas.

FOCUS AREA	DESCRIPTION
Environmental Conservation	<p>Promote environmental conservation and protection through initiatives aimed to mitigate climate change, protect ecosystems, and create a more sustainable future for the planet.</p> <p>Environmental CSR activities may include:</p> <ul style="list-style-type: none"> • Conservation and rehabilitation activities in environmentally sensitive areas. • Promoting recycling and waste reduction. • Supporting reforestation efforts. • Conserving water resources. • Preserving biodiversity. • Engaging in sustainable business practices.
Community Wellbeing	<p>Promote health care, education, social welfare, cultural enrichment, and sustainable development within the community.</p> <p>Community wellbeing CSR activities may include:</p> <ul style="list-style-type: none"> • The alleviation of hunger, poverty, and malnutrition. • Provision of drinking water and sanitation support. • Medical donations. • Livelihood and employment enhancement. • Donation of education supplies and materials. • Scholarships and internship opportunities. • Education for special needs and vulnerable population. • Sponsorship of and participation in local community events.

	<ul style="list-style-type: none"> • Disaster relief. • Supporting local arts and cultural organisations.
Infrastructure Development	<p>Support the delivery of infrastructure works to the communities where we operate.</p> <p>Infrastructure related initiatives may include:</p> <ul style="list-style-type: none"> • Construction or repair of access roads, bridges, and foot paths. • Construction or repair of social infrastructure such as schools and medical facilities.

Corporate and Social Responsibility Policy

Vena Energy’s CSR Policy is a commitment to society and the communities in which Vena Energy operates and proposes to share in the long-term value created by its projects and operations, including through local CSR initiatives.

The key values of the Vena Energy CSR Policy are as follows:

Ethical Standards and Corporate Governance – Integrity

- Operate ethically and with integrity. Employ clear and transparent standards of corporate governance in the selection, execution, and management of CSR Programs.

Human Rights – Respect

- Respect fundamental human rights and the dignity of people by actively promoting equal opportunity, equality, and diversity irrespective of race, ethnic or national origins, gender, sexuality, disability, marital status, and religious beliefs.

Accountability and Transparency – Trust

- Be accountable and transparent. Report Vena Energy’s performance and experiences in relation to the management of our social impacts, using internationally recognised principles for sustainability reporting.

Stakeholders – Interdependence

- Understand the direct and indirect impact of Vena Energy’s operations and continuously strive to improve and minimise negative impacts.
- Engage with and continuously build trust with stakeholders by providing open channels of communication.
- Continue to create innovative opportunities to engage, inform and educate stakeholders on a diverse range of sustainability issues through a wide range of platforms and channels.

Community Sponsorship Program

Eligibility Criteria

Eligible Applicants

- Eligible applicants include for-profit organisations, not-for-profit organisations, an individual or group. Not-for-profit organisations are to be registered with the Australian Charities and Not-for-Profits Commissions.
- The details of the applicant are to be outlined on the online application form. The applicant must state during the application process whether the sponsorship is to be provided to a not-for-profit organisation or registered charity.
- All applicants must disclose whether they are registered to accept goods and services tax (GST).
- All applicants must have an Australian Business Number (ABN) or Australian Company Number (ACN). If the applicant is an individual, they must be in partnership with an entity with an ABN or ACN.
- An applicant may submit more than one application provided that each application is different (i.e., purpose, covering different CSR Focus Area or monetary value).
- All applicants and recipients of the sponsorship funds must be based in or support the relevant local community.

Example: An application has been made on behalf of several groups to undertake maintenance work to a community facility that is used by community groups, individuals and the local schools and individuals. Details in the application should include individuals or groups who would benefit from the maintenance works.

Ineligible Applications

- Initiatives that result in a direct benefit to a business or an individual (i.e. contribution to an individual's salary or an organisation's profits).
- Initiatives which benefit a political party.
- Strategic, business or community plans, feasibility studies or any other study that does not result in a direct outcome to the community.
- The purpose of the funding is religious in nature. The purpose of the initiative can be associated with a religious entity, however, cannot be for religious purposes. See example below.

Example: A religious entity requesting funding to purchase resources such as advertising material for events directly affiliated with the religion would be an ineligible initiative. However, the applicant would be eligible if the purpose of the sponsorship funding would be to assist with contributing to an event that is open to the community (regardless of religious affiliation), which is hosted at a location that may have religious affiliations such as a church or a mosque.

Application Requirements

The applicant must demonstrate the following:

- Alignment with Vena Energy's CSR Focus Areas – environmental conservation, community wellbeing, and infrastructure development.

Community Sponsorship Program

- The positive outcome and objective of the sponsorship request, including who will benefit from the sponsorship and to what degree. This should demonstrate the communities need for the intended outcome or perceived value for the community.
- Outline the budget of the sponsorship request. It is recommended that any vendors or resources be locally sourced.
- Applications exceeding \$5,000 AUD: A mandatory Microsoft Teams meeting will be scheduled between the applicant and Vena Energy to review and discuss the application in detail.
- Applications under \$5,000 AUD: Vena Energy may, at its discretion, request a Microsoft Teams meeting with the applicant to review and discuss the application in detail.
- All initiatives are commenced and completed within a 12-month timeframe.
- The information provided must be completed in the application form. Any additional information or attachments to support the application are also encouraged to be submitted.

How to Apply

- All applicants must complete an application form located on the relevant Vena Energy's webpage (<https://www.venaenergy.com.au/our-communities/>) or linked through a shared URL or QR code.
- A hard-copy of the form can be provided to a prospective applicant via email if preferred.

Community Sponsorship Program

Terms and Conditions

General

- The applicant has undertaken an adequacy review against these terms and conditions. The submission of an application is deemed to be in acceptance of these terms and conditions.
- The sponsorship funds are being used for its intended purpose and timeframes outlined in the application form and any subsequent written correspondence (if relevant).
- The information provided in the application form and any subsequent written correspondence to Vena Energy is true and correct. If the information is found to be incorrect, Vena Energy may request the sponsorship funds be returned in full.
- The Community Sponsorship Program is only granted to applicants located within a local community in which Vena Energy operates.
- The commencement and completion of the initiative must be within a 12-month timeframe from the award of sponsorship. The award of sponsorship will be issued by Vena Energy to the applicant via email.
- Vena Energy is not liable for any loss or damage which is suffered or for any personal injury suffered or sustained in connection with funded initiatives. It is the responsibility of the recipient that the relevant insurances are obtained and maintained for the activities carried out by the recipient.
- All applicants must disclose whether they have been a past recipient of CSR sponsorship funds.

Sponsorship Funds

- All successful applicants will receive approved funding by electronic transfer.
- All applicants must disclose whether they are registered to accept GST.
- The sponsorship funds must be used for the purpose for which it has been provided. If the recipient is unable to fulfil the requirements based on the information provided to Vena Energy, the funds must be returned in full to Vena Energy Australia via electronic transfer.
- The sponsorship funds will be issued via online banking transaction's and paid in appropriate instalments in accordance with the agreement reached between the Applicant and Vena Energy.
- The award of sponsorship does not commit Vena Energy to provide any future financial assistance to the recipient. This includes any shortfalls that may be experienced prior to the completion of any initiative.
- Multiple disbursements may be issued dependent on the nature and delivery of the sponsorship initiative. This must be agreed with Vena Energy prior to the issue of any sponsorship funds.
- The successful applicant must issue Vena Energy a tax invoice reflective of the agreed sponsorship fund amount. The issue of the funds will be made to the nominated account details provided to Vena Energy.
- Vena Energy, at its discretion, can request and pay invoices directly from vendors associated with the successful sponsorship.
- Vena Energy accepts no responsibility for any tax implications that may arise to the recipient.
- Funds will not be issued retrospectively.

Community Sponsorship Program

Reporting & Monitoring

- The sponsorship recipient is to complete an online form upon completion of the initiative to detail the success of the activity, report on the local outcomes and highlight any positive stories or individuals supporting the initiative.
- Vena Energy will issue the online form via email, where a link will direct the recipient to the appropriate location for response within 10 business days.
- Photographs, invoices or other forms of evidence and proof of funding expenditure (if and where appropriate) are to be provided as part of the form's completion.
- If initiatives are delayed, it is the recipient or the nominated contact person's responsibility to contact Vena Energy via email to notify of a delay. Revised timing is to be provided to Vena Energy at the earliest convenience.
- Failure to complete the online form will likely disqualify the recipient from future consideration from the Community Sponsorship Fund.
- The information provided in the form will be utilised to report on the initiatives completed as part of Vena Energy's CSR activities, year on year.

Privacy

- Vena Energy will use the information provided by the recipient to conduct and administer the sponsorship program only.
- Vena Energy reserves the right to publish photographs provided by the recipient for advertising material on various media outlets, including social media platforms.

Community Sponsorship Program

Evaluation of Applications

Applications will be evaluated against the evaluation criteria (**Table 2**) to determine whether the application is ‘suitable for sponsorship’, ‘further information required’ or ‘not suitable for sponsorship’. The criteria will be used to determine the quality of the all the submitted applications.

The evaluation process will be undertaken to ensure the distribution of sponsorship funding is fair and equitable, aligns with CSR Focus Areas, provides a direct community benefit, and is able to be delivered within a realistic timeframe as determined by the applicant and their proposal.

The most suitable applications will be submitted for approval in accordance with Vena Energy’s CSR Policy.

Table 2: Evaluation Criteria

CRITERIA	SUITABLE FOR SPONSORSHIP	FURTHER INFORMATION REQUIRED	NOT SUITABLE FOR SPONSORSHIP
Alignment with CSR Focus Areas.	Outlines a clear link to a CSR Focus Area and provides a genuine brief on how this link will affect the community.	It is unclear whether the ‘purpose’ aligns with a CSR focus area.	The application does not align with a CSR Focus Area.
The ‘purpose’ will provide a direct benefit to the community.	The information provided clearly demonstrates the sponsorship will provide a benefit to the community.	It is unclear that there is a direct benefit to the community.	There is no benefit to the community.
The ‘intent’ of the initiative has the potential to provide in-direct benefits to the community.	The application provides evidence of flow on in-direct benefits to the community by undertaking the initiative.	Doesn’t describe an obvious in-direct benefit but has illustrated flow on impacts that should be considered.	There is no clear intent for the initiative to provide in-direct benefits to the community.
Evaluate the Sponsorship Program Budget.	The funding amount requested by the applicant can be accommodated by the Program.	The funding amount exceeds the program budget.	The requested funding amount exceeds the program budget.
Evaluating the delivery timeframes outlined by the applicant	Demonstrates that the awarded funds and execution of the initiative can be achieved within a 12-month period.	Does not clearly outline timeframes that achieve the delivery of the initiative within 12 months from the award of sponsorship funds.	Does not adequately demonstrate the awarded funds will be utilised in the timeframe.