



People of Post Grants Guidelines 2025

Important dates

14 Jan – 10 Feb 2025

Nominations open
Australia Post Workforce Participants nominate a local not-for-profit organisation for a grant of up to \$2,000

18 Feb – 18 Mar 2025

Applications open
Eligible nominated not-for-profits invited to submit their grant application

May 2025

Grant recipients announced
Nominators and applicants advised of the organisation's application outcome

Email: grants@auspost.com.au

Website: ourpost.com.au/popgrants

Book an interpreter or get 24-hour calling assistance.

Don't speak English?

Contact us via the TIS, tisnational.gov.au

Hearing or speech impaired?

Contact us via the NRS, relayservice.gov.au



About the People of Post Grants Program

Supporting a not-for-profit organisation making a difference in the community

The People of Post Grants program gives Australia Post Workforce Participants the opportunity to nominate a local not-for-profit organisation they're passionate about for a grant of up to \$2,000, supporting projects which will deliver impact in at least one of our four strategic community focus areas:

- Mental health (specifically connection of people for positive mental health outcomes)
- Disaster support and resilience
- Indigenous children's literacy and learning
- Environment and sustainability

**Nominated not-for-profit organisations must have an eligible project supporting at least one of the above focus areas otherwise the application will not be able to progress and will be ineligible.*

**See pages 5 and 6 and the Terms and Conditions for full eligibility criteria.*

How the program works

Australia Post Workforce Participant

Step 1 Contact the organisation you wish to support

Step 2 Complete the nomination form

Step 3 Watch your inbox

See page 4 for details

Nominated Organisation

Step 1 Receive an email inviting you to complete an application

Step 2 Complete the application form

See page 5 for details

Grant recipients will be announced in May 2025

Important

- Limit of one nomination per Workforce Participant per year
- Organisations are eligible to receive only one grant per year
- Nominated organisation's project must support at least one of the four strategic community focus areas
- Check to see if you need to declare your relationship with the organisation you nominate under Australia Post's **Group Conflicts of Interest Policy**, which can be located on Isaac.

People of Post recipients

Projects aligning to Australia Post's four community focus areas funded in 2024.



Picture: Faiza Shakori with group member from Afghan Women Support Association

MENTAL HEALTH

Grant recipient: Afghan Women Support Association
Project: Yoga for Mental Wellbeing
Amount funded: \$2,000
Nominator: Faiza Shakori, Refugee Inclusion Partner

“...they play a crucial role in supporting isolated and lonely Afghan women, especially newly arrived refugees. The group collaborates with local organisations to provide health information in their language and organises various activities such as women-only swimming classes, yoga, mother language and children's education classes, as well as food, furniture, and clothing donations.” — Fazia

DISASTER SUPPORT AND RESILIENCE

Grant recipient: Koroit Fire Brigade
Project: Handheld Radios
Amount: \$1,300
Nominator: Darcy Giblin, Software Engineer

“The Koroit CFA provide a wide coverage of support not only in regard to fires but also helping out the local schools, clubs and other events within the area.” — Darcy

“Handheld radios are currently being used by Koroit Fire Brigade members at roadside burns, turnouts and training.” — Stephen Giblin, Captain Koroit Fire Brigade.



Picture: Koroit brigade with new portable radios

INDIGENOUS CHILDREN'S LITERACY AND LEARNING

Grant recipient: Stonnington Toy Library
Project: Indigenous Resources Project
Amount funded: \$2,000
Nominator: Bhavana Chhagan, Head of International Affairs

“...there were a number of initiatives which the Toy Library was working on that would align with the People of Post Grant Program, but the Indigenous children's literacy and learning was the one that we agreed would best support our community. The focus area allows both children and parents to learn about our indigenous history.” — Bhavana



Picture: Bhavana Chhagan and children at the library



Picture: Adam Clifford and his son helping to flatten the gravel in a new wicking bed

ENVIRONMENT AND SUSTAINABILITY

Grant recipient: Croxton Community Garden Inc
Project: Additional Garden Beds
Amount funded: \$2,000
Nominator: Adam Clifford, Test Portfolio Manager

“...the local community garden supports the community growing food, eco-sustainability, sharing activities, fun and learning together giving back fresh organic locally grown produce to its volunteers.” — Adam

How Australia Post Workforce Participants can nominate

Step 1

Contact the organisation you wish to support

Check that the organisation is an eligible not-for-profit and has an eligible project. If it does and would be happy to be nominated, ask for;

1. The name/description of the project that would benefit from a grant of up to \$2,000; and
2. Details of the relevant contact at the organisation (phone and email); and
3. The organisation's ABN.

Let the organisation know that, if deemed eligible by Australia Post, it will need to complete an online application form which will be shared via a link in an email from Australia Post inviting it to apply.

See page 6 and the Terms and Conditions for full eligibility criteria.
Contact us at grants@auspost.com.au if you need any assistance.

Step 2

Complete the nomination form

Complete the nomination form at ourpost.com.au/popgrants by **10 February 2025**.

You'll need:

1. Information about you
 - a. Your contact details, including your email address (either work or private email address);
 - b. Your employment details, including your manager's name and contact details and your APS/WFID number (if you have one).
2. Information about the organisation
 - a. The registered name of the organisation you're nominating;
 - b. The organisation's ABN;
 - c. The name/description of the project that would benefit from a grant of up to \$2000; and
 - d. Details of the relevant contact at the organisation (phone and email).

Step 3

Watch your inbox

If your nomination is deemed eligible, we'll invite your nominated organisation to apply.

You should receive an email in March 2025 advising whether your nominated organisation was eligible and has progressed to the next stage.

The assessment will be finalised at the end of April with successful applicants notified in May, along with Workforce Participants who nominated the successful applicants.

We may reach out to you to confirm some details about your nomination, so keep an eye out for emails from grants@auspost.com.au, including in your junk or spam folders.

How Nominated Organisations can apply

Step 1

You've received an email inviting you to complete an application

Congratulations, your organisation has been nominated for a 2025 People of Post Grant.

Make sure you read all the information in these Guidelines, including the eligibility criteria and the Terms & Conditions.

Step 2

Complete the application form

To be considered for a grant, you must complete and submit the application form by **18 March 2025 (11:59pm AEDT)**.

Your email inviting you to apply includes the link to the application form.

To complete the application, you'll need:

1. The name of the Australia Post Workforce Participant who nominated you for the grant. (You'll find this in the original email we sent to you);
2. Your organisation's details, including your organisation's ABN;
3. A project contact from your organisation;
4. A description of your project, and how it will support your community;
5. Specific details about how your organisation will use the grant funds if successful; and
6. Bank account details including visual evidence of bank account details or bank statement extract (for depositing grant funds if awarded). This must be a bank account associated with your organisation - funds will not be deposited into an individual's bank account.

In completing an application, nominated organisations are required to accept these Guidelines, including the Terms & Conditions.

Contact us at grants@auspost.com.au if you need any assistance.

Step 3

We'll stay in touch

The grant announcements will be made in May 2025.

Keep an eye out for emails from grants@auspost.com.au, including in your junk or spam folders.

How we select successful recipients

We receive many nominations for, and applications from, organisations doing great work in their community. Unfortunately, we're not able to fund every application we receive.

With strong governance embedded into the program, we use a comprehensive assessment process to identify projects that meet our eligibility criteria and will benefit the community. This process includes consideration of organisation and project eligibility, and project assessment against key criteria.

Applications must clearly demonstrate all of the following:

1. Delivering a project supporting one of our four strategic community focus areas:
 - Mental health
 - Disaster support and resilience
 - Indigenous children's literacy and learning
 - Environment and sustainability
2. An effective project approach.
 - Why is the project needed, and how will the project address this need?
3. Local community involvement and connections.
 - How will your project bring the community together?
4. A clear budget and explanation of how the funds will be used.
 - How can the project be achieved within the set time frame, and using the funding requested?

We strive for geographic distribution of grant recipients amongst metro and regional/remote communities, and also look to support projects assisting particularly vulnerable groups.

These grants are not intended as an ongoing source of funding. When determining grant recipients, we may take into consideration whether your organisation has been awarded a People of Post Grant previously.

Eligibility

Nominator Eligibility

Workforce Participants (Australia Post Group staff member or contractor, including StarTrack staff members or contractors, Licensed Post Office licensees and their employees, contractors, and community postal agents) are eligible to nominate a project/organisation.

A maximum of one nomination per Workforce Participant will be eligible for consideration and a maximum of one grant per nominated organisation may be awarded per year.

Organisation Eligibility

To be eligible to apply, **nominated organisations** must meet all of the following criteria:

1. Be a not-for-profit organisation;
 - Individuals, sole traders, and educational institutions are not eligible to apply. We do not accept auspice arrangements.
2. Have a valid Australian Business Number (ABN) with a not-for-profit status;
 - Organisation details must be correct and up-to-date on the Australian Business Register (<https://abr.business.gov.au>) on the date the application is submitted.
 - It is the applicant's responsibility to ensure its details are correct and up-to-date when the application is submitted.
 - Organisations will be deemed ineligible if their ABN status on the Australian Business Register does not indicate not-for-profit status on the date the application was submitted.
3. Be located in and providing services within Australia.
4. Have a project that aims to deliver support in one or more of Australia Post's four strategic community focus areas - mental health, disaster support and resilience, Indigenous children's literacy and learning, and environment and sustainability.

Government entities are not eligible to apply unless they are managed by community representatives for community use and benefit (such as Country Fire Authority branches).

If you believe your organisation may fall within this category, please contact the Australia Post Grants Team at grants@auspost.com.au before applying.

*Government entities may have an alternative ABN status.

Project Eligibility

What we may fund

We are seeking projects that deliver community benefit.

Projects will need to commence after 1 June 2025 and be completed no later than 31 May 2026.

Items and activities that may be funded include:

- Communications, including website setup, online forums, newsletters and advertising
- Equipment, supplies or materials, including electronic equipment (e.g. tools, computers, and tablets)
- Refreshments (excluding alcohol)
- Skills development, training and workshops
- Venue hire, including furniture hire/purchase

What we won't fund:

Some projects will not be eligible for funding, including projects that involve any of the below activities or project outcomes:

- Capital works or improvements (major improvements to fixed assets, buildings, or grounds) e.g. renovation to club rooms, built in sinks, ducted air conditioning unit.
- Clinical medical health interventions, treatment, or medical research
- Scholarships, fundraising appeals, or sponsorship activity
- General donations
- Emergency relief or disaster appeals
- High-risk events or activities
- Benefits only an individual or a limited group of individuals
- Damaging or harmful to the environment
- Political, religious, gambling, weaponry, or military pursuits
- Alcohol, drug or tobacco use (as a primary activity)
- Discrimination or exclusion of members of the community
- Projects implemented outside of Australia
- Projects with a total cost of \$5,000 or more
- Projects undertaken for commercial gain or benefit

Grant funds cannot be used for certain expenses, including:

- Postage and delivery/courier services
- Expenses that have already been incurred or that will have been incurred before 1 June 2025 or after 31 May 2026
- Budget deficits, bequests, endowments, or loans of business finance
- Ongoing costs associated with running a group or organisation (like rent, power, wages and salaries, staff training costs) which are not directly associated with the project

Eligible projects may involve these expenses; however the expenses must be met by another funding source.

Important information

Announcements

Recipients will be announced in May 2025.

We will contact all nominators and applicants for the People of Post Grants via email to inform them of the outcome in May 2025.

Grant awards and payment

We award grants of up to \$2,000. Grants are awarded through one-off payments for the project specified.

- If successful in receiving a grant, organisations will need to incur all project expenses between 1 June 2025 and the project be completed no later than 31 May 2026.
- We will transfer the funds by electronic funds transfer only into a bank account associated with the nominated organisation.
- Funds are not transferable and can be used only for the purpose stated in the application.
- The grant is not intended to attract GST. But it's best to check with a taxation adviser to make sure of the rules that apply. If advised that GST is deemed payable in connection with the grants, the amount granted will be considered as inclusive of GST.

If any circumstances change, grant recipients need to let us know as soon as possible by emailing grants@auspost.com.au

Acquittal Report

Grant recipients will need to complete an acquittal report within one month of project completion. In the report recipients will be asked what was achieved, and who benefited. Recipients will need to include evidence that they used the grant funds as per the application.

We may ask grant recipients to provide original receipts of purchases made – it's the recipient's responsibility to keep a complete set of records. If recipients don't complete an acquittal report as required, they may be ineligible to apply for Australia Post grants in the future. We reserve the right to ask recipients to return any unspent funds, in accordance with the Terms and Conditions.

Media and promotions

In addition to the acquittal requirements, we may ask grant recipients to share with us photos showing people connecting because of its project, volunteers getting involved and helping out or the community being supported.

We may also ask nominators and/or grant recipients to take part in media activities (such as photo opportunities, media calls), or provide a quote for inclusion in a media release so we can share some of these stories with our employees, customers, partners, and networks.

Please note: In submitting their application, applicants consent to Australia Post using the information disclosed (other than personal information) and other publicly available information, when promoting the People of Post Grants program.

Ready to submit your application?

Make sure:

- | | |
|--|--|
| <input type="checkbox"/> You have read the 2025 People of Post Grants Guidelines, including the Terms and Conditions | <input type="checkbox"/> Your application clearly states how your organisation will use any granted funds |
| <input type="checkbox"/> Your organisation is a not-for-profit organisation | <input type="checkbox"/> You have checked that all contact details (including email addresses) are correct |
| <input type="checkbox"/> Your organisation has an ABN | <input type="checkbox"/> You have checked that the bank details provided are correct |
| <input type="checkbox"/> Your organisation is located within Australia, and provides services within Australia | |
| <input type="checkbox"/> Your project supports one or more of Australia Post's four strategic community focus areas | |

Terms and Conditions

The following terms and conditions apply to the 2025 People of Post Grants Program.

- Capitalised terms in these Terms and Conditions have the following meanings:
“**Application**” means the online form that a Nominated Organisation must complete and submit following a Nomination in order to be considered for a Grant;
“**Australia Post**” means the Australian Postal Corporation (ABN 28 864 970 579);
“**Eligibility Criteria**” means any eligibility criteria for organisations and/or a Project set out in the Guidelines and/or these Terms and Conditions;
“**Grant**” means any funds awarded to a successful Nominated Organisation under the Program;
“**Guidelines**” means the document titled “People of Post Grants Guidelines 2025 published at <http://auspost.com.au/2025-pop-grants-guidelines> that sets out details of the Program including Eligibility Criteria and the application, consideration and awarding process, to which these Terms and Conditions are attached;
“**Nomination**” means the nomination of an organisation by a Workforce Participant for consideration as a potential Recipient;
“**Nomination Form**” means the form a Nominator must complete and submit in order for their Nominated Organisation to be considered as a potential Recipient;
“**Nominator**” means a Workforce Participant who submits a Nomination;
“**Nominated Organisation**” means an organisation that has been nominated by a Workforce Participant as a potential Recipient;
“**Program**” means the 2025 People of Post Grants Program;
“**Project**” means a project, purchase or activity in relation to which a Nominated Organisation submits an Application;
“**Recipient**” means a Nominated Organisation which is successful in being awarded a Grant; and
“**Workforce Participant**” means an Australia Post Group staff member or contractor, including StarTrack staff members or contractors, Licensed Post Office licensees and their employees, contractors, and community postal agents.
- Applications will be considered only from Australian not-for-profit organisations which meet the Eligibility Criteria and in compliance with the Guidelines and these Terms and Conditions.
- To be eligible to participate in the Program, an organisation must be nominated by a Workforce Participant who provides the required information about the Nominated Organisation and accurately completes the Nomination Form. Upon receipt of a Nomination, Australia Post will contact the Nominated Organisation and invite it to complete an Application.
- A maximum of one (1) Nomination per Workforce Participant will be eligible for consideration and a maximum of one (1) Grant per Nominated Organisation may be awarded.
- Workforce Participants may nominate an organisation by completing a Nomination Form between 9.00am (AEDT) Tuesday 14 January 2025 and 11.59pm (AEDT) Monday 10 February 2025.
- Upon receipt of a valid Nomination, Australia Post will verify and review the information contained in the Nomination Form and, if the Nominated Organisation meets the Eligibility Criteria, contact the Nominated Organisation to invite it to complete an Application.
- If a Nominator submits multiple Nominations, Australia Post may:
 - ask the Nominator to select one (1) of those Nominations only for Australia Post to consider; or
 - at its sole discretion, select which of that Nominator’s Nominations to consider and notify the Nominator of that decision,and any additional Nominations by that Nominator will be disregarded by Australia Post.
- In the event more than one (1) Nomination for a particular Nominated Organisation is received, Australia Post will consider only the first / earliest received Nomination. For the purposes of this clause 8, any additional Nominations disregarded by Australia Post under clause 7 above will not be taken into account.
- To be eligible for consideration for a Grant, a Nominated Organisation must submit an Application in accordance with the submission instructions, including providing details of the Project and all other requirements set out in these Terms and Conditions and the Guidelines,

- between 9.00am (AEDT) Tuesday 18 February 2025 and 11.59pm (AEDT) Tuesday 18 March 2025.
- Not every Application that meets the Eligibility Criteria may be awarded a Grant. Decisions as to which Nominated Organisations will receive a Grant and the amount of any such Grant is at the sole discretion of Australia Post acting reasonably and by reference to the Eligibility Criteria. No correspondence will be entered into relating to the decision process or the outcome.
- By providing information in a Nomination Form, the Nominator consents to Australia Post using and disclosing that information (including to third parties) for the purposes of conducting the Program, reviewing, processing and awarding Grants and any other matter connected to the Program. This includes the sharing of information contained in the Nomination Form, and any subsequent correspondence, with Nominated Organisations for the purposes of administering the Program.
- By providing information in an Application, Nominated Organisations consent to Australia Post using and disclosing that information (including to third parties) for the purposes of conducting the Program, reviewing, processing, and awarding the Grants and any other matter connected to the Program.
- Australia Post may consult with third parties for the purpose of reviewing Nominations and Applications and conducting due diligence.
- Australia Post reserves the right, at any time, to verify the validity of Nominations and/or Applications and to disqualify any Nomination or Application that is not in accordance with the Guidelines and/or these Terms and Conditions.
- The Grant must be used and applied solely for the purpose of the Project within the period 1 June 2025 and 31 May 2026.
- Recipients will be required to complete an acquittal report detailing how the Grant was applied to the Project and any other information requested by Australia Post.
- Grant funds will be deposited only into a bank account associated with the Recipient and as approved by Australia Post. Recipients should seek their own advice as to whether they have a GST liability arising in connection with the Grant. Any Grant includes any GST, if applicable.
- Without limitation to clause 19 below, if at any time the Project can no longer be undertaken in the manner described in the Application, the Recipient must promptly advise Australia Post.
- In the event:
 - of payment in error, overpayment and/or misuse of a Grant (in full or in part);
 - the Recipient’s failure to comply with the Guidelines and/or these Terms and Conditions; or
 - the Project cannot be completed in the manner described in the Application,the Recipient must, if requested in writing by Australia Post, repay the Grant to Australia Post in part or in full as per Australia Post’s direction within 30 days.
- The Recipient may acknowledge the Program and Australia Post’s support of the Project in promotional and similar material however is not permitted to use the Australia Post logo or branding unless separate written permission has been obtained. Any proposed media releases regarding the Program must be submitted to Australia Post for review, which will require a minimum of 10 business days.
- The Recipient must not do or say anything or cause anyone to do or say anything that may prejudice or be detrimental to or cause damage to the name and reputation of Australia Post.
- In addition to materials required to be provided as part of the acquittal report, Australia Post may request the Recipient to provide photos and/or quotes in relation to the Program or the Project. In relation to any such materials the Recipient provides to Australia Post, the Recipient:
 - warrants that the provision to, and use by, Australia Post will not breach the intellectual property or other rights of any third party;
 - must obtain and provide a “Talent Release” or similar document in the form required by Australia Post signed by any persons appearing in such photos; and
 - provides an unlimited, irrevocable, royalty-free worldwide licence to Australia Post to use the materials for any internal and external marketing and promotional purposes.

- An authorised Australia Post (or nominee) representative may visit the Project site(s) before, during and/or after the funding period, at reasonable times as agreed by both Australia Post and the Recipient Organisation.
- Australia Post may promote the Program and report on the Project using information in the Application, additional information, and media (including photos and quotes) obtained from the Recipient or otherwise available publicly, to its partners, customers, employees, Australia Post representatives and networks, and the community through internal and external communication channels, including but not limited to online, social media and in Australia Post outlets
- Australia Post is not liable for any additional costs incurred by the Recipient, or any other party associated with the Application, the Project and/or the receipt of a Grant. In the event the total Project costs exceed the forecast amount and/or the notified Grant amount, Australia Post is not responsible or obliged to pay any additional amount.
- While Australia Post has taken care in producing the Guidelines, Australia Post makes no representations in respect of (and, to the extent permitted by law excludes all warranties in relation to) the accuracy or completeness of the information contained therein. To the extent permitted by law (including under the Competition and Consumer Act 2010 (Cth)), Australia Post excludes all liability whatsoever for any loss or damage, howsoever arising out of reliance, in whole or in part, on the information, except where it is caused by Australia Post’s fraud, wilful misconduct or gross negligence.
- Nothing in these Terms and Conditions limits, excludes, or modifies or purports to limit, exclude or modify any applicable statutory consumer guarantees (including those provided under the Competition and Consumer Act 2010 (Cth)). Except for any liability that cannot by law be excluded, Australia Post (and its respective officers, employees, and agents) exclude all liability for any personal injury, loss or damage (including loss of opportunity) whether direct, indirect, special or consequential, resulting from or arising in any way out of the Program, except where it is caused by Australia Post’s fraud, wilful misconduct or gross negligence.
- The Recipient must obtain and maintain adequate insurance (including public liability insurance) for all activities it carries out in relation to the Project, including against any claims for loss or damage to property and injury or death to person.
- Australia Post reserves the right to suspend or terminate the Program at any time. Australia Post will notify Nominators and Nominated Organisation of any decision to suspend or terminate the Program and will also publish a notice on ourpost.com.au/popgrants and auspost.com.au/popgrants. These Terms and Conditions and/or the Guidelines may be amended or replaced at the discretion of Australia Post. Australia Post will notify Nominators and Nominated Organisation of any amendment to or replacement of these Terms and Conditions and/or the Guidelines and will also publish a notice on ourpost.com.au/popgrants and auspost.com.au/popgrants. Copies are available upon request by contacting Australia Post at grants@auspost.com.au.
- Australia Post collects personal information to facilitate the People of Post Grants Program. Personal information provided by Nominators and/or Nominated Organisations may be disclosed to a range of organisations and external industry experts to assist in assessing Applications and Nominations. Personal information is handled in accordance with the Australia Post Group Privacy Statement which outlines how to access and/or correct personal information or to make a privacy related complaint. For more information, please visit <http://www.auspost.com.au/privacy>.