OVERVIEW

Q. What is *Side by Side*?
Side by Side is an internal grants program designed to give our people a say in the charities and community groups that Qantas supports.

Eligible Employees can apply for a one-off grant that may consist of funding from AUD $2,500 up to AUD$10,000 to be paid to their Eligible Organisation.

An external provider called *Good2Give* will support Qantas with the administration and distribution of funds to the successful Eligible Organisation.

Q. Who is eligible to apply for a grant?
Permanent full or part-time Qantas Airways Limited Employees are eligible to apply for a Side by Side grant.

This excludes contractors, temporary employees and casual employees who do not hold a contract of employment directly with Qantas.

Q. What about employees overseas?
Employees based outside of Australia are welcome to apply, however they must make sure their chosen organisation meets the criteria listed below.

Q. How will we be funding the Side By Side program, in particular the monetary grants?
Side by Side is funded from the proceeds of the former Qantas Foundation, which closed in 2018.

ELIGIBLE ORGANISATIONS AND CHARITIES

Q. What are the criteria for charities/organisations to be eligible for a Side by Side grant?
To receive a grant, you must be able to:
   • Demonstrate that your Eligible Community Organisation is registered in Australia; and
   • That it can be endorsed as an Item 1 Deductible Gift Recipient (DGR)*
   • Provide evidence that you've supported the Eligible Community Organisation with at least six months of volunteering/work history or six months of fundraising

If you're unsure of your nominated organisations tax status, check with the organisation or the Australian Government's ABN Lookup website at www.abr.business.gov.au.

Please note: *Side by Side grants are not available for operational activities (that is, organisational overheads such as utilities, stationery etc), religious activities, political organisations or pursuits, capital funds and building works, commercial sponsorships or retrospective funding requests. Additionally, Side by Side Grants are not available to organisations that already receive funding from Qantas.*

Q. The charity that I want to nominate doesn't have a DGR Item 1 but has a DGR Item 2 - are they eligible for a grant?
Grants from the Side by Side program can only be made to organisations with DGR Item 1 status.

APPLYING FOR A GRANT

Q. How do I apply?
All applications need to be submitted online at https://qantas.good2givegrants.org. You'll also find the link on The Terminal and qfcrew.com.

Q. Can I get a copy of the application form before I apply online?
The application forms are only available online. If you start an application and need to stop or come back to it later, you'll be able to save your work and review at a later date.

The program criteria and guidelines/Terms and Conditions are also available at the above website.

Q. What is the minimum and maximum amount I can apply for?
Side by Side grants will range from AUD$2,500 to AUD$10,000.

Q. What is the cut-off date for applications?
Closing dates are communicated through internal channels in each round. Late applications will not be accepted.

Q. What details will I be asked to provide in the application?
- Details of the organisation including tax status (specifically DGR Item 1 status) - this can be accessed via the ABN Lookup website
- Your personal involvement with the Eligible Organisation (e.g. fundraising, volunteering), including a letter from organisation confirming your involvement
- Details of the program/project to be funded
- Amount of grant funding sought (from AUD$2,500 to AUD$10,000)
- An outline of how the grant be specifically used, and the anticipated community impact of the grant

Q. Can I attach supporting information such as photos, brochures, testimonials and reports to my application?
The only attachment required with the application is a letter from the organisation confirming your involvement.

Q. Am I able to apply for grants for two different organisations in the same round?
Eligible Employees can only submit one application per round.

Q. Can I apply again if I'm unsuccessful in this round?
Yes. If you're unsuccessful for a grant in this application period you're welcome to apply in a future round.

Q. What happens if multiple employees submit applications for the same charity or Eligible Organisation in the same round?
As long as the applications meet the eligibility criteria and Terms and Conditions, each application will be reviewed on their individual merits.

Q. I was a successful Side by Side grant recipient previously and would like to apply for another grant to support the same service or program - can I do that?
A maximum of one Grant will be awarded per Eligible Employee every two calendar years.

REVIEW PROCESS

Q. What is the review process for Side by Side applications?
Once the application period has closed the Side by Side Review Committee made up of Qantas employees will look at all applications. They'll shortlist projects to the total value of AUD$250,000 for each round.

Good2Give will then verify the applications using an approved due diligence process. Once complete, Qantas will approve the grants and both the successful employees, and their Eligible Organisations will be notified by Good2Give before they administer the transfer of funds.

Good2Give will keep you updated during the process via email.

Q. When will employees be notified if the application has been successful or unsuccessful?
Successful and unsuccessful Eligible Employees will be contacted by Good2Give approximately eight weeks after the application period closes (once judging and due diligence are complete).

Q. How long will it take for the community organisation to receive the funding?
Funds are generally distributed within two to four weeks after the successful Eligible Employees and their respective Eligible Organisations have been notified.

Q. I have further questions – who can I ask?
Send your questions to the team at [Shr Qantas Community.](#)