

Terms & Conditions 2024 Resident Activity Program

1. For the purposes of this Resident Activity Program (**Program**), the promoter is Keyton Management Services Pty Ltd ACN 618 487 504 as trustee of Keyton Management Services Trust ABN 27 588 373 389 of Level 18, 321 Kent Street, Sydney NSW 2000 Australia (**Keyton**).
2. Application period is only open from 12.00am Australia Eastern Standard Time (AEST) 1 March 2024 to 11.59pm AEST 31 March 2023 (**Application Period**).
3. The Program is only open to the residents of a Keyton Village (**Applicants**).
4. The purpose of the Program is to give Keyton residents the opportunity to apply for funding of up to a maximum of \$1,500 to help support an initiative at their respective village or resort. Through these initiatives, Keyton aims to create vibrant and engaged communities where residents feel a sense of belonging.
5. In order to be eligible for the Program, Applicants must fill in an application form providing all required information, either online at www.residentactivityprogram.com, or in a paper form (paper application forms are available from the village or resort team). Completed paper application forms must be returned to the village or resort manager before the end of the Application Period.
6. Applicants must be able to demonstrate how their project will benefit their village or resort and have a positive impact on others living in the village or resort, for example:
 - a. assist start-up of or provide ongoing support to resident group activities or programs;
 - b. connect and strengthen groups within the village or resort;
 - c. educate or up-skill residents;
 - d. support resident led sustainability initiatives.
7. Only one application will be accepted for each project.
8. Group submissions are permitted with a project lead assigned.
9. Review of applications will be conducted by Keyton and will take place from Monday 1 April to Tuesday 30 April 2024.
10. Applications will be assessed based on how well the project aligns with Keyton's social, environmental and economic outcomes, for example:
 - a. number of residents to benefit;
 - b. positive impact the project will have or has on residents and the local community;
 - c. positive health and wellbeing outcomes;
 - d. additional ways to benefit the village or resort;
 - e. positive sustainability outcomes;
 - f. support of indigenous suppliers.

11. Successful and unsuccessful Applicants will be notified by the email used to make the Application by 15 May 2024, and funding will be organised with the project lead and village or resort manager.
12. The amount of funding (up to a maximum of \$1,500) and method of funding will be determined when the Resident Activity Program team reviews applications and this will be communicated to the Applicant.
13. Successful Applicants will need to accept these terms and conditions and provide any supporting documents requested by Keyton.
14. Funding will be reviewed and awarded by the Resident Activity Program team nominated by Keyton and may be subject to special terms and conditions.
15. Funding is to be used for purposes of the successful and approved projects only. Proof of purchase/s for the projects must be provided.
16. Successful Applicants must complete their project within 6 months of the successful notification of the approved funding and provide regular progress reports. Project completion form is due 30 days after the project completion date, including a 'Completion Survey' which will include the opportunity to share photos of what has been delivered and summary of costs.
17. Extension requests will be considered and reviewed on a case-by-case basis. Keyton have the right to decline extension requests.
18. If for any reason a successful Applicant cannot be contacted and a replacement lead cannot be established, Keyton will at its discretion cancel the funding for that project.
19. Keyton reserves the right to cancel the approved funding at any time, in whole or in part. Should Keyton cancel the approved funding, Keyton will advise the project lead.
20. By entering this Resident Activity Program, all Applicants allow their name and their projects and photos to be used by Keyton in connection with its business activities including communication announcing the results of the Competition, any broadcast, print media, point of sale material and newsletters, various marketing activities, including, but not limited to, leasing brochures and business documents, internal communications of Keyton or inclusion in websites which are operated by any member of the Keyton Group of companies without compensation, and assigns any copyright and any other intellectual property in their Applications and projects to Keyton.
21. Keyton may extend the Application Period at its sole discretion. Details of any such extended Application Period will be posted on <https://keyton.com.au/> References in these terms and conditions to the Application Period include any extended Application Period, where applicable.
22. Keyton reserves the right to cancel the Program at any time, in whole or in part. Should Keyton cancel the Program, Keyton will advertise that the Program has been cancelled by placing a notice on <https://keyton.com.au/>
23. Keyton will comply with the *Privacy Act 1988* (Cth) and Privacy Policy in respect of the way we collect, use, disclose and handle all personal information provided. For more information on the Promoter's privacy policies and procedures, please refer to Keyton's Privacy Policy at <https://keyton.com.au/home/privacy-policy>.