

CWHF Community Fund Round Two - APPLICATION

Form Preview

Guidelines and Checklist

Please ensure that you read the [Community Fund Guidelines](#) prior to commencing your application. Please note the Terms & Conditions outlined in Appendix 2.

To be considered for funding, your group/project must be located within the **Central Highlands LGA**.

If you require assistance or have any questions regarding this application, please contact us: info@cattlehillwindfarm.com or 1800 002 070.

For one-on-one assistance, we are also running online Q&A sessions. Book into a time [here](#), or by calling or emailing, to meet with a Cattle Hill team member and discuss your application in more detail.

Checklist

Please ensure you include all the information and documentation in the list below with the application. **If the required information is not provided correctly when the application is submitted, the application will be considered ineligible and will not proceed to the assessment phase.**

- Documentation to demonstrate your organisations non-profit status (ABN and/or incorporation number)
- If Auspiced, a letter of agreement with the Auspice Organisation
- Link to your entry on the Australian Charities and Not-for-profits Commission website OR copy of your constitution/rules
- A current (Audited) Statement of Income & Expenditure and Balance Sheet, or Financial Report as presented at the Group's last Annual General Meeting (AGM)
- A copy of your organisations or groups most recent main bank statement
- One (1) letter of support from an individual or representative of a community group or organisation relevant to your application
- Two (2) quotations for services or catalogue prices for goods required by the project
- Relevant evidence of permits and consents

Please note that the following will not be funded by the CHWF Community Fund:

- Individuals
- Political organisations or campaigns
- Religious activities
- Private/commercial entities
- Irresponsible use of alcohol/ drugs/gambling
- Repayment of debts or loans
- Salaries and wages that are permanent, ongoing, core business costs
- Administration expenses that are permanent, ongoing, core business costs
- Overseas travel
- Applications seeking retrospective funding
- Operational costs such as rent, that are permanent, ongoing, core business costs

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- Government projects
- Projects that do not demonstrate a broad community benefit.

Applicant Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation Name

Street Address *

Address

Postal Address

Address

PO Address

Address

Organisation Primary Email *

Website

Must be a URL.

How many current members? *

Must be a number.

Why was the Group established and what are the primary services to the community? *

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Does the Organisation have an ABN? *

- Yes No

Is the Organisation GST Registered? *

- Yes No

Organisation Structure

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Organisation Category *

- Incorporated Association
 Unincorporated (Voluntary) Association with an ABN and a formal constitution
 Co-operatives (not-for-profit)
 Committee of Management
 Company Limited by Guarantee

If you select "Other" please provide name of volunteer group

Auspice Information

If your Organisation does not have an ABN, you will require an Auspice to support the application for funding.

An Auspice Agreement template can be found [here](#).

Name of Auspice Organisation *

Organisation Name

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Auspice ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Auspice Primary Phone Number *

Must be an Australian phone number.

Auspice Primary Email *

Must be an email address.

Letter of Agreement With Auspice Organisation *

Attach a file:

Not-for-profit Status

Please provide either a link to your entry on the [Australian Charities and Not-for-profits Commission website](#), or a copy of your organisation's constitution/rules:

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Organisation's Constitution / Rules *

Attach a file:

ACNC Entry *

Enter n/a here if you have attached your constitution/rules instead.

Primary contact for this application

Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

Phone Number *

Must be an Australian phone number.

Email *

Second contact for this application

Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

Phone Number *

Must be an Australian phone number.

Email *

Project Details

* indicates a required field

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Name of Project *

Short Project Description *

Word count:

Must be no more than 100 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

Start Date *

End Date *

Duration of project *

Project Eligibility and Rationale

Project Category *

- Community Facilities and Buildings
- Public Health and Wellbeing
- Environmental Sustainability
- Skills and Education
- Recreational and Cultural Activities

Project Location

Where will the project be located? If an upgrade to a building or facility, where is it located? If it is the purchase of equipment, supplies, etc. where will these be stored when not in use?

Communities supported by CHWFCF are to be within the Central Highlands Local Government Area.

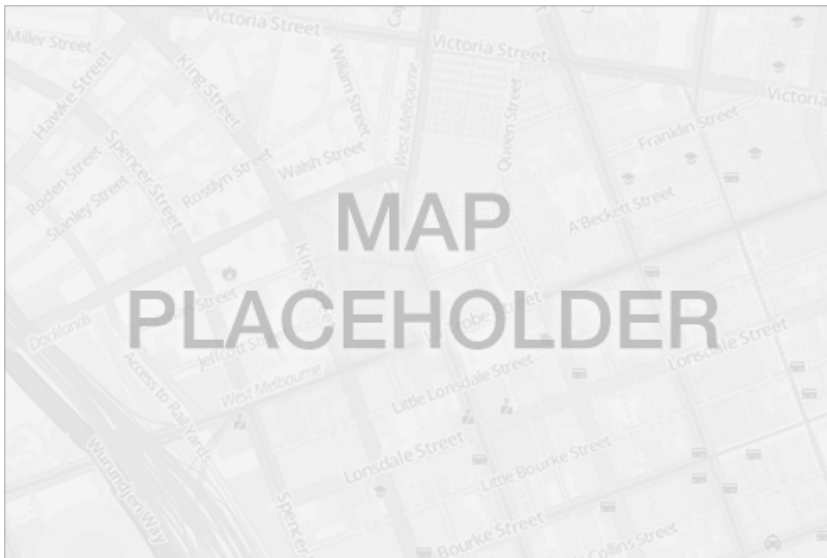
Please see Map within the [Community Fund Guidelines](#).

Location *

Street Address *

Address

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Required Approvals and Permissions

Does the organisation applying for the grant own the building, facility, or property that the project will be completed or stored in? *

- Yes No

Please provide written consent from the Property Owner for the project being applied for. *

Attach a file:

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Are any Council permits or consents required to complete this project? *

- Yes No

Please provide any relevant permits from Council for this application. *

Attach a file:

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If permits have not yet been obtained, please provide evidence that the project has been discussed with Council, with whom, and what permits are required.

Are there any other permits or consents required for this project? *

- Yes No

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Please provide any relevant permits or consents required for this application. *

Attach a file:

If permits have not yet been obtained, please provide evidence that the project has been discussed with the relevant body, a contact within that body and what permits are required.

COVID 19 Compliance

For State Government requirements and updates, [click here](#).

Please detail how funds will be used in compliance with current Covid-19 distancing and safety requirements? *

This includes how activities will be run or equipment will be used in relation to government guidelines on Covid-19.

Project Support

Please provide a letter of support and the contact details of one (1) prominent local organisation or member of your community prepared to speak in support of your project.

Please use the guide and example letter provided [here](#).

Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Letter of support *

Attach a file:

Public Liability Insurance

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All projects that receive financial support from the Cattle Hill Wind Farm Community Fund are required to have sufficient Public Liability Insurance coverage.

Depending on your project, this might be an insurance policy taken out by your organisation, or insurance provided by the venue where your project is being held.

If your application is being auspiced, you may be using the auspice organisation's public liability insurance policy.

You can include the cost of public liability insurance in your budget for this application.

You do not need to provide evidence of insurance with your application. If your project is funded, you will need to provide a copy of the relevant public liability insurance certificate of currency when you return your funding agreement.

Grant funds will not be paid until evidence of sufficient insurance is provided. More information about insurance can be found at [Our Community](#).

I acknowledge that if this application is successful, I will need to provide evidence of current Public Liability Insurance coverage before funds will be released

Yes

Aims and Objectives of the Project

* indicates a required field

Aims and Objectives of the Project

In relation to your project, please provide details on:

- Your project's contribution to the local community (what will it provide).
- The project's aims and objectives.
- Who will benefit from your project.
- What your project will achieve.

The information provided here should align with the Selection and Assessment Criteria (Section 7) within the [Community Fund Guidelines](#) - this will be used to evaluate your project.

Project Benefits *

Word count:

Must be no more than 500 words.

Include information detailing direct and indirect benefits, who will benefit, short and long term benefits, any efficiencies in project delivery and contribution to community enhancement.

Targeted Community Need *

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Word count:

Must be no more than 500 words.

Include information detailing why this project or event is needed, for whom, how it will meet the need and public support for the project.

Project Viability *

Word count:

Must be no more than 500 words.

Include information to support your application detailing previous successful projects/events, how you will ensure this project/event will be successful, how you will measure success, collaborations with other groups etc.

Alignment with Key Aims *

Word count:

Must be no more than 500 words.

Please detail how the project/event will provide: (1) positive long-term benefits to the local community across social, economic and/or environmental outcomes, (2) stronger community connections.

How will you promote the project to the wider community? *

Word count:

Must be no more than 500 words.

Please detail how you will promote local awareness of your project and the funding received from Cattle Hill Wind Farm.

How will you assess and reduce risks? *

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Word count:
Must be no more than 500 words.

Project Timeline, Delivery and Evaluation

* indicates a required field

Project Timeline and Delivery

Please note, the information provided in this section will be used during the acquittal process to evaluate success.

How do you plan to implement your project? i.e. who will do what and when?

Please provide a simple project timeline, outlining the expected timeframes for key milestones from commencement to full completion and report-back.

You may attach this on a separate sheet if required. All projects must be completed within a 12-month timeframe, unless otherwise agreed.

Would you prefer to upload the project timeline? *

- Yes No

Upload project timeline *

Attach a file:

Who will complete	Milestone	Timeframe

Project Evaluation

How will the organisation evaluate or measure the success of the project? Are there any events or outcomes that will show your project has been successful? *

Is there anything else that we haven't asked that you believe is critical to this application?

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Funding Requested and Project Budget

* indicates a required field

Amount requested from Cattle Hill Wind Farm

Amount Requested, exclusive of GST *

\$

Must be a whole dollar amount (no cents).

What is the total financial support you are requesting in this application, exclusive of GST?

Will the amount of money sought in this application fully fund the whole project?

*

Yes No

Note that applications with a dollar-for-dollar contribution or with in-kind support will be favourably considered.

Other Income

As you have indicated that you are requesting partial funding, please provide evidence that the additional funds have been received or allocated or the applicant has the cash reserves to contribute to the project.

Click on ADD MORE to add another row.

Source/Description	Amount, exclusive of GST	Evidence
Please provide details of the source and description of the income, including whether it is cash or in-kind		
	\$	

Total Income

Total Income, exclusive of GST

This number/amount is calculated.

Expenses

Please describe exactly what are you seeking funding for. Please provide a breakdown of the project and include at least two quotations for each expense.

Click on ADD MORE to add another row.

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Description of each expense item	Cost, exclusive of GST	Two quotes
	\$	

Total Expenses

Total Expenses *

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Total Income - Total Expenses must be zero

\$

Financial Information

Please attach a current (Audited) Statement of Income & Expenditure and Balance Sheet, or Financial Report as presented at the Group's last Annual General Meeting (AGM). *

Attach a file:

If your organisation is not required to audit your financials please provide a profit and loss statement as a minimum and a balance sheet if available.

Please include a current bank statement. *

Attach a file:

Privacy and Declaration

* indicates a required field

Goldwind Australia's privacy policy is available at [Privacy Policy](#)

Privacy statement *

I agree and acknowledge that any personal information disclosed in this application may be used by employees and/or contractors of Goldwind Australia (or its related corporate entities) and members of the Community Fund Assessment Panel for the sole purpose of administering the Community Fund, and will otherwise be dealt with in accordance with Goldwind Australia's privacy policy and in accordance with current privacy legislation. Such personal information will not be disclosed to any third party without your prior consent unless disclosure is required by law.

Declaration *

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I declare that I am a member or representative of the Applicant Organisation named in this application and I will not personally receive any commission or any part of any funding awarded as a result of this application. I have read the Guidelines provided.

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position in Applicant Organisation *

Date *

Must be a date.

Thank you for taking the time to complete this application.

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback on the application process and support provided. Your feedback is highly regarded and welcomed.

Have you spoken to a member of the Cattle Hill wind farm team in the development of your application?

Yes No

Please indicate how you found the online application process:

Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application?

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.