
Cattle Hill Wind Farm Community Fund Guidelines

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1. Introduction

The Cattle Hill wind farm Community Fund (CHWF CF) gives financial support to community groups, organisations and projects that provide a benefit to a broad proportion of the local community.

Cattle Hill Wind Farm takes pride in the vast number of community projects we have been a part of over recent years.

Funding is an essential part of the wind farm's community benefit sharing strategy. This strategy strives to develop and deliver funding for community organisations, individuals and community based private entities by creating an easy process with these Community Fund Guidelines.

Applications will be funded which satisfy the requirements of the Guidelines, following necessary documentation is provided, are recommended for approval by the Community Fund Assessment Panel and approved by CHWF.

Dates will be advertised in advance of each round annually.

This document sets out the Guidelines for applying for funding through the CHWF CF.

2. Key Aims

The key aim is to enable local not-for-profit groups or organisations and local small businesses to make a positive and enduring contribution to the local community.

Cattle Hill Wind Farm has a commitment to work with projects that have a specific and impactful community purpose, in line with the Community Fund Guidelines.

The Community Fund Assessment Panel (CFAP) has been appointed to evaluate all applications and to determine how best to allocate funds. The aim is to maximise long term benefits for communities within and around the wind farm.

All applications must align with the following:

- Substantial positive and long-term benefits to the local community, including social, economic and environmental,
- Strengthen the local community and aim for better connections between groups/areas,
- Promote the local awareness of the Community Fund and Cattle Hill wind farm.

Notes:

- Applications with a dollar for dollar contribution or with in kind support will be favourably considered.
- The CFAP recommends successful applicants and the final amount of funding are at Cattle Hill wind farm's discretion.

3. Fund Area

Communities supported by CHWFCF are to be within the Central Highlands Local Government Area. Priority will be given to applications from within that area, and any funding that may be available, may be used for areas outside this demarcation line. This area will be reviewed annually.

See Appendix 1 – Map of Eligible Areas. The Fund area may be revised in future years to incorporate a larger geographical area.

4. Applicants eligible to receive funding

- A Not-for-Profit Organisation
- Have a valid Australian Business Number (www.abr.business.gov.au)
- Local small businesses who can demonstrate alignment with the aims of the Fund.

If you do not have an eligible ABN, you will require a Project Partner/Auspice.

A Project Partner/Auspice is:

- An organisation who has an eligible ABN and;
- Willing to support and work with you to deliver your project.

5. What Projects will be supported?

Area	Example
Public Health and Wellbeing	Activities to encourage a healthy lifestyle, community participation, emergency services support.
Environmental Sustainability	Conservation, protection and rehabilitation projects, enhancement of the natural environment, energy saving projects.
Skills and Education	Supporting skills development and providing access to adult or early childhood education locally, scholarships, apprenticeships.
Recreational and Cultural Activities	Events and activities to promote a diverse community, sporting activities, renovation or upgrade of community buildings.

6. What will not be funded by the CHWFCF?

- Individuals
- Political organisations or campaigns
- Religious activities

- Private/commercial entities with the exception of local small businesses who can demonstrate alignment with the aims of the Fund.
- 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
- Applications seeking retrospective funding
- Operational costs, rent etc that are permanent, ongoing, core business costs
- Funding requests in consecutive years by the same group (funding requests over non-consecutive years will be welcomed).

7. Selection and Assessment Criteria

All applications will be evaluated by the CFAP. Selection criteria may include:

Project Benefits	<ul style="list-style-type: none"> • Direct and Indirect community benefits • Quality of life/community enhancement • Project operation efficiency • Demographics reached • Long term benefits 	25%
Targeted Community Need	<ul style="list-style-type: none"> • Outline specific need within the community and how the project aims to meet that need • Council/community support for Project • Who will benefit? 	25%
Project viability and success	<ul style="list-style-type: none"> • Background of applicant, organisation size, prior experience • Duplication of existing projects • Prior Funding of applicant • Demonstration of need for financial assistance e.g. treasurer reports, bank statements, project quotes, budget and financial plan for use of funding • Collaboration with other groups and other funding sources • Ability to complete project • Dollar for dollar contribution or “in-kind” work 	25%
Alignment with Key aims	<ul style="list-style-type: none"> • Substantial positive and long-term benefits to the local community, including social, economic and environmental • Strengthen the local community and aim for better connections between groups/areas • Promote the local awareness of the Community Fund and Cattle Hill wind farm 	25%

8. When and How to Apply

Cattle Hill wind farm will advertise the timeframe for applications. Dates will be advertised via local papers, website, via post to interested parties and to Local Council.

Information will be provided prior to the opening of each round, locally. The application form will be available to preview at this time.

- Applications must be received within the allocated time frame

- Applications must be completed online using **SmartyGrants**
- Applications must be received before the closing date. No late applications will be accepted
- Applications will be acknowledged immediately, and applicants will be notified of the status of their application within 2 months of the closing date
- Funds will be dispersed as soon as possible after application being successful.

To begin an application please visit www.cattlehillwindfarm.com

For help or to ask questions please contact
info@cattlehillwindfarm.com, or 1800 002 070.



9. Assessment of Applications

The process for the assessment of all applications for funding is as follows:

1. Applications recorded and acknowledged immediately.
2. Applications then assessed for eligibility against the criteria. Applications that do not meet the criteria will be notified as soon as possible.
3. Applications meeting the criteria will then be forwarded to the Community Fund Assessment Panel for formal assessment.
4. CFAP members will be given 4 weeks to review applications before a special assessment meeting will be convened to determine applications.
5. Applications will be assessed against the assessment criteria.
6. The CFAP recommends successful applicants.
7. Final funding decisions and approval is at Cattle Hill wind farm's discretion.
8. Applicants will be notified of the outcome of the application by email and (or) telephone.
9. Successful applicants will be sent a letter of offer and a **Community Fund Participation Agreement (CFPA)**. This letter of offer includes an Agreement between the CHWF and the applicant outlining the approved funding and payment terms and conditions. A copy of the terms of the CFPA can be seen in Appendix 2 of this document.
10. Once this is signed and returned with banking details and a tax invoice, funds will be transferred via EFT within 30 days.

Note:

It may be determined by the CFAP and CHWF that the funding offered is to be split across multiple funding rounds. The funding and outcomes are therefore spread across two or more years with a requirement to report progress annually.

10. Implementation of Project after Funding

It is a requirement that all projects are required to be implemented within 12 months of receiving funding or an alternative timeframe outlined within the CFPA. A required completion date will be notified within the CFPA.

It is anticipated that all projects will be implemented as per the application.

If it becomes apparent that a project cannot be completed and funds are not distributed or are returned, those funds can be carried over to the subsequent Round of the Fund or utilised for community sponsorship purposes at the discretion of CHWF.

If the project is delayed, a revised timeframe must be requested in writing. This will be reviewed and where possible a revised timeframe will be provided by variation to the CFP. If a variation is not requested or unable to be provided, all unspent funds must be returned to CHWF within 30 days from notification.

Revisions to a project or applications to amend a successful project will not be allowed. If the project cannot be implemented as per the application any unspent funds must be returned to CHWF within 30 days from notification.

Successful applicants can reapply for funding in subsequent rounds if they have successfully completed past projects and all reporting requirements. Failure to comply with this requirement may impede future applicants from applying for funding under future rounds.

11. Reporting and Evaluation

An Acquittal form will be required to be completed online. A copy of this will be provided to all successful applicants at the time funding is provided.

This must include sufficient evidence of expenditure (receipts etc).

12. Privacy

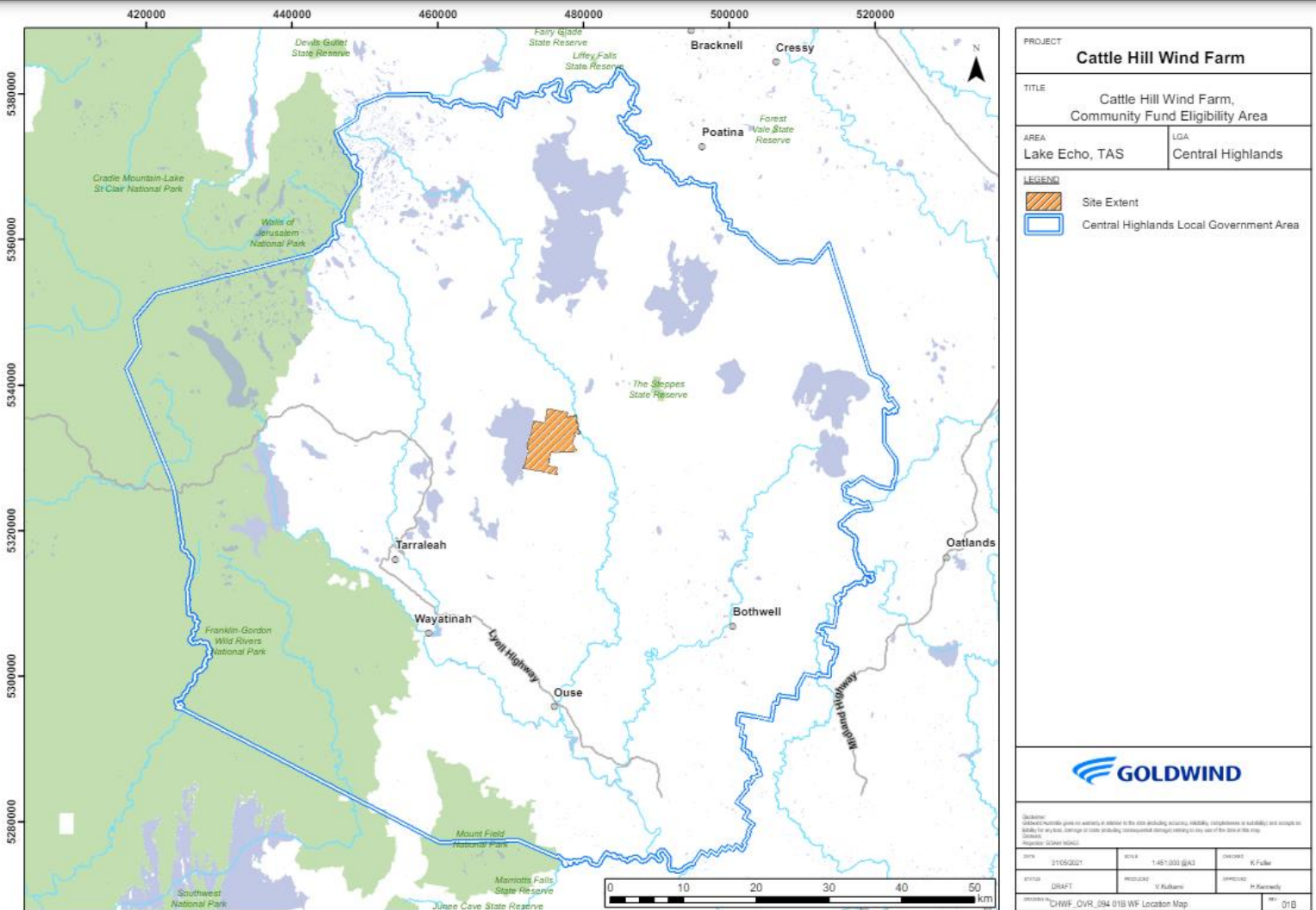
Please refer to the GWA Privacy Policy available at www.cattlehillwindfarm.com or by request to info@cattlehillwindfarm.com

13. Contact

For further information please contact:

- Freecall: 1800 002 070,
- E: info@cattlehillwindfarm.com,
- Web: www.cattlehillwindfarm.com

14. Appendix 1 – Map of eligible Areas



15. Appendix 2 - Community Fund Participation Agreement Terms

1. This community fund participation agreement (Agreement) is deemed to be made at Hobart upon the acceptance of the applicant (Applicant)'s funding application (Application) by Cattle Hill wind farm Pty Ltd ("Cattle Hill wind farm" or "CHWF") and the Applicant's execution of this agreement between the Applicant and CHWF and shall be governed by the laws of Tasmania.
2. The Applicant:
 - a) warrants that all information provided in this application is correct,
 - b) acknowledges that he / she has read the Cattle Hill Wind Farm Community Fund guidelines (Guidelines) and agrees that the application is bound by the terms of the Guidelines,
 - c) agrees that by making this application, he/she is bound by the terms of this Agreement, and the application form constitutes a binding letter of offer for the purpose of the Guidelines.
3. This Agreement may be altered only by CHWF. Such alterations must be in writing and signed by the duly authorised management and no other employee.
4. CHWF will provide the successful Applicant(s) ('the Recipient') with funding for a one-off period in the amount determined by CHWF in its sole and absolute discretion. CHWF shall not be required to provide reasons for refusal to make a grant or the amount that is agreed to be granted.
5. The funding amount must be used and applied solely for the purpose of the project stated in the Application.
6. Expenditure of the funds so granted, and the implementation of the project shall be completed within twelve months of grant, unless otherwise agreed by CHWF.
7. If the project is delayed or the Recipient is unable to implement the project as described in the Application, it must either:
 - I. seek CHWF's approval of a revised timeline; or
 - II. notify CHWF that it is unable to implement the project.CHWF will not entertain applications to amend the scope of an approved project.
8. If approval from CHWF is not received to an application under item 7(I), any remaining unspent amount of the grant monies must be returned to CHWF by the end of the project completion period.
9. If the Recipient is unable to implement the project in accordance with item 7(II), any remaining unspent amount of the grant shall be returned to CHWF within two weeks of it becoming apparent.
10. If the Recipient receives an extension in accordance with item 7(I) above and is still unable to implement the project within the agreed timeframe, it will be required to return any remaining unspent amount of the grant monies to CHWF within 30 days of the revised project completion date.

11. The Recipient will provide CHWF an acquittal form outlining the outcomes of the project with adequate proof of expenditure. This report shall be provided to CHWF at the completion of the project.
12. Should the actual project costs be less than the proposed project costs, the Recipient must repay the difference to CHWF at the time of providing the acquittal form unless the Recipient has been given approval by CHWF for an appropriate extension of scope to cover the remaining funds.
13. Should the actual total project costs be more than the proposed project costs, CHWF will not be responsible, nor obliged to pay, any monies additional to the notified fund amount.
14. The Recipient will:
 - 1) deliver the project as described,
 - 2) implement the project within 12 months, or within the alternate timeframe agreed with CHWF,
 - 3) return funds on receiving a request from CHWF in accordance with these Terms and Conditions,
or
 - 4) provide an acquittal form with adequate proof of expenditure.
15. The Recipient is required to sign and return the agreement before funds are distributed.
16. If the Recipient becomes ineligible to apply for further funding under item 14 above or his / her obligations under this Agreement are not met, CHWF may require the Recipient to return the grant monies in full, at its discretion.
17. The Recipient will keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Recipient in relation to this project, against any claims for loss or damage to property and injury or death to persons. At any time before or after determining the Application, CHWF is entitled to request verification of the Recipient's insurance and the Recipient must comply with such a request. If the Recipient does not have or maintain adequate insurance, CHWF reserves the right to refuse the Application, terminate the project and / or require the Recipient to return the grant monies in full, at its discretion.
18. To the extent permitted by law CHWF has no liability for any loss or damage suffered by the Recipient in relation to the project stated in the Application Form and CHWF is not responsible for any misuse of the funding.
19. CHWF's financial assistance to the Applicant's activity / project must be acknowledged, regardless of the amount of funding. This is a condition of the Recipient's funding. To acknowledge CHWF's financial assistance, the Applicant must display the CHWF or its nominated entity's logo, or state in writing that CHWF has funded the Applicant's project at CHWF's written request (for example, erecting a "proudly supported by Cattle Hill Wind Farm" plaque in close proximity to the project). CHWF must be acknowledged, in a manner and form acceptable to CHWF for the duration of the activity/project. CHWF may not be referred to for any purposes outside of the activity/project. CHWF reserves the right to refuse

requests for permission to use CHWF logos or written acknowledgement of CHWF. Acknowledgement guidelines and logos will be supplied by CHWF.

20. All advertising, signage, media releases and other promotional material that contains the CHWF logo must be submitted to and approved by CHWF prior to its production and release.
21. This Agreement shall be read together with the Guidelines and the Application Form. They will all form the terms of the agreement between yourself and Cattle Hill.
22. The Recipient shall issue a valid invoice if CHWF requests so before CHWF transfer the funds to the Recipient's bank account.

16. Appendix 3 – Frequently Asked Questions

Question	Response
Is there a limit on how much one application can request?	No, not currently, that may change in future rounds.
Can one group submit more than one application?	Yes, if the group has a number of different projects. However, it might be useful to consider only submitting the most important project first and submit further projects in subsequent rounds. That would likely increase the chance of success.
What about GST?	Total amount requested should be exclusive of GST.
If successful do we need insurance?	<p>Yes, before funds are released to successful applicants, we need to receive a signed contract, tax invoice, relevant and adequate insurance details including Public Liability Insurance and bank details.</p> <p>A Certificate of Currency or a Letter of Offer of Insurance is required to be uploaded within the application form.</p> <p>Further details on Insurance requirements can be seen in Appendix 2 of the Fund Guidelines.</p>
What is the value we should use for Volunteer Support?	<p>The latest information from the Australia Bureau of Statistics should be used.</p> <p>https://www.fundingcentre.com.au/help/valuing-volunteer-labour</p> <p>For 2020 the figure was \$41.72 per hour</p>
Do you have a template for an Auspice Agreement?	Yes, this is available on the Fund website.