

# Moorabool Wind Farm Community Fund Guidelines

December 2019



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## 1. Introduction

The Moorabool Wind Farm Community Fund (MWFCF) gives financial support to community groups, organisations and projects that provide a benefit to a broad proportion of the local community.

MWFCF will provide \$2,500.00 per installed wind turbine annually.

This is divided between MNWF, \$125,000 and MSWF \$135,000.

The funding will begin at practical completion of each section of the wind farm and will continue on similar dates each year. Dates will be advertised in advance of each round.

This document sets out the Guidelines for applying for funding through the MWFCF.

## 2. Key Aims

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

The Community Reference Group (CRG) has been appointed to evaluate all applications and to determine how best to distribute 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 Moorabool Wind farm.
- CRG will hold 6 monthly presentation meetings to receive funding where successful applicants will be required to attend.

### Notes:

- The number of applications for funding may exceed the total funds available. Therefore, not all projects may be successful in receiving support.
- Applications with a dollar for dollar contribution or with in kind support will be favourably considered.
- The CRG recommends successful applicants and the final amount of funding is at Moorabool Wind Farms discretion.

### 3. Fund Area 2019/2020

Communities supported by MWFCF are to be within a 10km radius of the Moorabool Wind Farm Project boundary. Priority will be given to areas within the 10km radius, 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 Area within 10km radius. 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](http://www.abr.business.gov.au))

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

## 6. What will not be funded by the MWFCF?

- Individuals
- Political organisations or campaigns
- Religious activities
- Private / commercial entities
- Irresponsible use of alcohol / drugs / gambling
- Repayment of Debts or loans
- Salaries and wages
- Administration expenses
- Overseas travel
- Applications seeking retrospective funding
- Operational costs, rent etc
- Government projects

## 7. Selection and Assessment Criteria

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

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

## 8. When and How to Apply

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

Information and training sessions will be held 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 timeframe
- 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 3 months of the closing date
- Funds will be dispersed as soon as possible after this time

To begin an application please visit [www.mooraboolwindfarm.com](http://www.mooraboolwindfarm.com)

For help or to ask questions please contact [info@mooraboolwindfarm.com](mailto:info@mooraboolwindfarm.com), 1800 019 660 or call in to 120 Inglis Street, Ballan, 3342. Please see website for opening times.

## 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 Reference Group for formal assessment.
4. CRG 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 CRG recommends successful applicants and the final approval is at Moorabool Wind Farms discretion.
7. Applicants will be notified of the outcome of the application by email and or telephone.
8. Successful applicants will be sent a letter of offer and a **Community Fund Participation Agreement (CFPA)**. This contract is between the MNWF & MSWF and the applicant outlining the approved funding and payment terms and conditions. A draft copy of the CFPA can be seen in Appendix 2 of this document.
9. Once this is signed and returned with banking details and a tax invoice, funds will be transferred via EFT within 30 days.



## 10. Implementation of Project after Funding

It is a requirement that all projects must 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 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 CFPA. If a variation is not requested or unable to be provided, all unspent funds must be returned to Moorabool wind farm 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 Moorabool wind farm within 30 days.

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.mooraboolwindfarm.com](http://www.mooraboolwindfarm.com) or by request to [info@mooraboolwindfarm.com](mailto:info@mooraboolwindfarm.com)

## 13. Contact

For further information please contact:

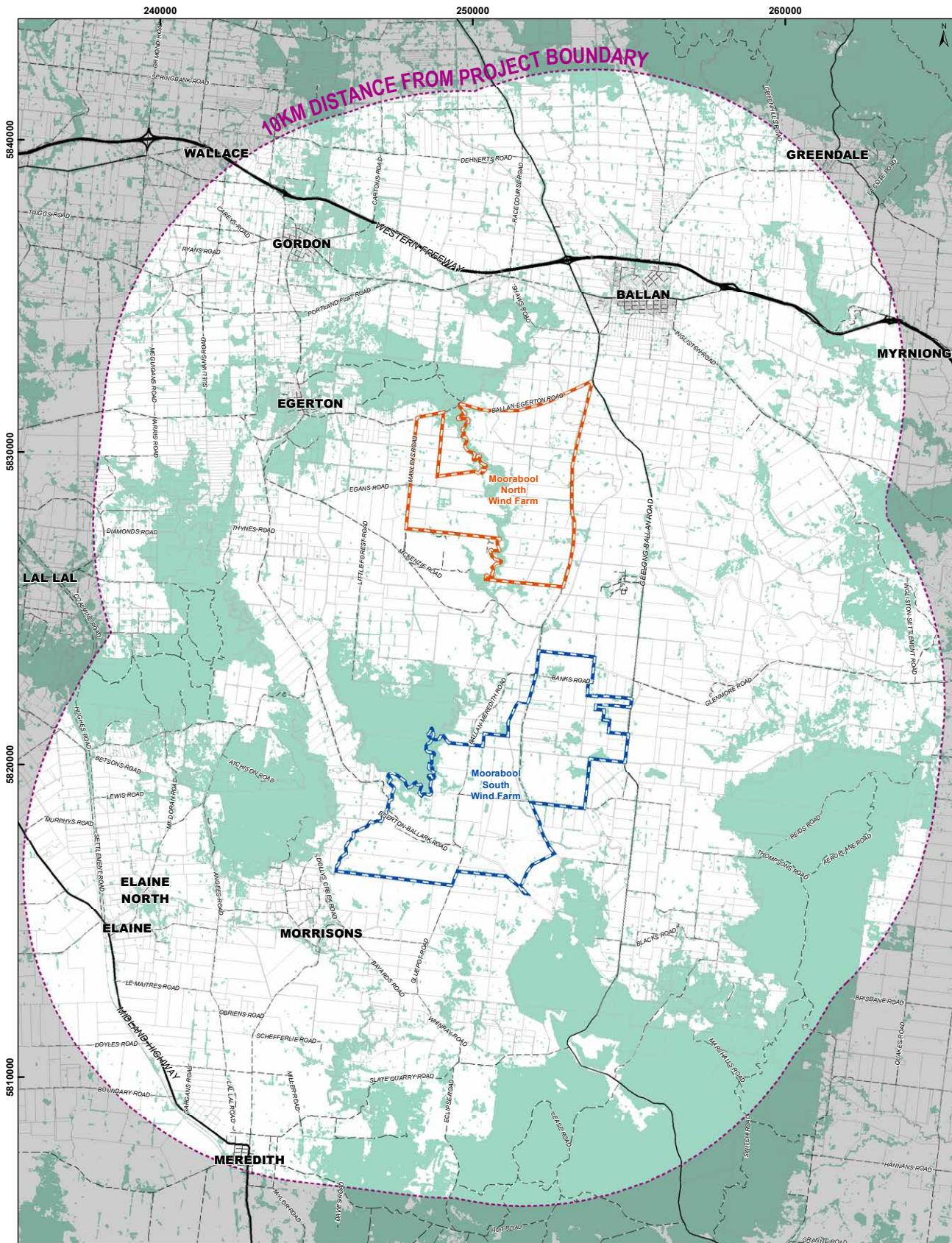
**Freecall:** 1800 019 660

**Email:** [info@mooraboolwindfarm.com](mailto:info@mooraboolwindfarm.com)

**Information Centre:** 120 Inglis Street, Ballan. See website for opening times.

**Web:** [www.mooraboolwindfarm.com](http://www.mooraboolwindfarm.com)

Appendix 1 – Map of eligible Areas



## Appendix 2 - Draft CFPA

### Community Fund Participant Agreement

Project Title

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Organisation name

---

Primary Contact Name

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Email

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Phone

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Project Start Date

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Project Completion Date

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The applicant agrees to the terms outlined in this document.

Signed by an authorized representative of the Applicant:

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Print Name:

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Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Community Fund Participation Agreement - TERMS

1. This community fund participation agreement (**Agreement**) is deemed to be made at Melbourne upon the acceptance of the applicant (**Applicant**)'s funding application (**Application**) by Moorabool Wind Farm Pty Ltd and Moorabool South Wind Farm Pty Ltd (collectively "Moorabool Wind Farm" or "MWF") and the Applicant's execution of this agreement between the Applicant and MWF, and shall be governed by the laws of Victoria.
  2. The Applicant:
    - a. warrants that all information provided in his / her application is correct;
    - b. acknowledges that he / she has read the Moorabool 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 MWF. Such alterations must be in writing and signed by the duly authorised management and no other employee.
  4. MWF will provide the successful Applicant(s) (**the Recipient**) with funding for a one off period in the amount determined by MWF in its sole and absolute discretion. MWF 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 MWF.
  7. If the project is delayed or the Recipient is unable to implement the project as described in the Application it must either:
    - (1) seek MWF's approval of a revised timeline; or
    - (2) notify MWF that it is unable to implement the project.
- MWF will not entertain applications to amend the scope of an approved project.
8. If approval from MWF is not received to an application under item 7(1), any remaining unspent amount of the grant monies must be returned to MWF by the end of the project completion period.
  9. If the Recipient is unable to implement the project in accordance with item 7(2), any remaining unspent amount of the grant shall be returned to MWF within two weeks of it becoming apparent.
  10. If the Recipient receives an extension in accordance with item 7(1) 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 MWF within 30 days of the revised project completion date.
  11. The Recipient will provide MWF an acquittal form outlining the outcomes of the project with adequate proof of expenditure. This report shall be provided to MWF 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 MWF at the time of providing the acquittal form unless the Recipient has been given approval by MWF 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, MWF 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 MWF;
    - (3) return funds on receiving a request from MWF in accordance with these Terms and Conditions; or
    - (4) provide a quarterly acquittal form with adequate proof of expenditure.
  15. If the Recipient becomes ineligible to apply for further funding under item 14 above or his / her obligations under this Agreement are not met, MWF may require the Recipient to return the grant monies in full, at its discretion.
  16. The Recipient is required to sign and return the agreement before funds are distributed.
  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, MWF 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, MWF 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. MWF'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 MWF's financial assistance, the Applicant must display the MWF or its nominated entity's logo, or state in writing that MWF has funded the Applicant's project at MWF's written request (for example, erecting a "proudly supported by Moorabool Wind Farm" plaque in close proximity to the project). MWF must be acknowledged, in a manner and form acceptable to MWF for the duration of the activity/project. MWF may not be referred to for any purposes outside of the activity/project. MWF reserves the right to refuse requests for permission to use MWF logos or written acknowledgement of MWF. Acknowledgement guidelines and logos will be supplied by MWF.
  19. All advertising, signage, media releases and other promotional material that contains the MWF logo must be submitted to and approved by MWF prior to its production and release.