

Moorabool Wind Farm

Community Fund: Scholarship Guidelines

March 2022

Version History

Version	Issue Date	Changes
1	22 nd March 2022	Draft issued GWA Management for approval.
1b	12 th April 2022	Final version, following legal review

1 Introduction

Moorabool Wind Farm (MWF) Community Fund (the Fund) gives financial support to community groups and projects that provide a benefit to the local community. A portion of the Fund is dedicated to scholarships, to support the costs of attending and undertaking education (e.g. course costs, study related materials or tutoring). Applications will be welcomed from any age, for any level of education (e.g. high school, tertiary or upskilling) and will be award based on eligibility and selection criteria below.

In 2022, \$16,853.47 will be dedicated to scholarships. A maximum single scholarship award will be \$8,500.00.

This document sets out the guidelines for applying for scholarships.

Guidelines for the Community Fund are provided in the *Community Fund Guidelines* document available on the project website.

2 Eligibility

Applicants must:

- Be an Australian Citizen or have permanent resident status.
- Have a permanent address in or have relocated for study from within the Moorabool Shire LGA and Meredith postcode 3333 (priority will reflect proximity to the project).
- Be commencing or continuing their studies within 12 months of grant award.

Individuals can only make one scholarship application per funding round. Moorabool wind farm will assess each application within each round. Parents/guardians can make multiple applications provided each application is for a separate child.

Applicants are welcome to reapply if unsuccessful in a previous funding round. Successful applicants must wait three years before reapplying.

Eligible courses should be:

- Provided by an Eligible Provider, either a registered training organisation (RTO) registered with the Australian Skills Quality authority (ASQA) (check at www.training.gov.au) or a higher education provider registered with the Tertiary Education quality and Standards Agency (TEQSA) (check at www.teqsa.gov.au/national-register).
- Be for a maximum of six years.
- Either remote or face-to-face learning but must be undertaken in Australia with the exception of exchange experiences.
- Full or part time.

3 Selection Criteria

Selection will be based on merit irrespective of financial need. Examples of merit include, but are not limited to:

- Academic merit;
- Sporting merit;
- Artist merit;
- Barriers to accessing further education, e.g. speciality educational assistance;
- Leadership qualities; or
- Community contributions or local business capabilities that would be enhanced by further study.

Applicants must:

1. Submit a personal statement (500 words maximum) outlining:
 - Your education path for the following year and how the scholarship contributes to this.
 - What influenced and motivated you to choose your intended study program or field of study.
 - How you see yourself using your education in the future and any career aspirations.
 - How any current community involvement supports your chosen education path and how in the future the education will benefit your community.
2. Provide evidence of merit, leadership qualities, community/business capabilities or requirement for specialty assistance e.g.
 - A school report card, academic results, sporting achievement.
 - A letter from school principal, community leader or business owner outlining achievements or assistance requirements.
 - Evidence of involvement in relevant extra-curricular activities.
3. A letter of support from an independent member of the community e.g. a teacher, councillor, or other community member. The letter should outline the relationship with the applicant – e.g. professional reference, friend or family member.
4. Provide evidence to show you have a permanent address in, or have relocated to study, from within the MSC LGA or Meredith postcode 3333.
5. Provide details of any funding received from other programs towards your chosen education path, e.g. scholarship or bursary.

Consideration will also be given to applicants who are an Aboriginal and/or Torres Strait Islander person of Australia.

4 Participation Reporting and Payment Criteria

4.1 Courses of less than six months duration

Payment of funding will be within six weeks of signing of the Scholarship Agreement.

Successful applicants will need to provide evidence of successful completion of their course.

4.2 Courses of more than six months duration

Applicants participating in courses for more than six months duration will be required to provide a short Participation Report including for example evidence of mid year pass grades or progress made. Funding will be in two installments, one within six weeks of signing the Scholarship Agreement, the second when the Participation Report is provided.

4.3 Deferring

Scholarships may be deferred, dependent on circumstances. Individual deferrals will be assessed by The Assessment Panel as required.

5 When and How to Apply

MWF will advertise the timeframe for application in local papers, website, newsletters and to the local Councils. Application windows will be annual.

- Applications must be received before the closing date.

- Applications will be notified of the status of their application within three months of the closing date.
- Funds will be dispersed as soon as possible after this time.

For information or help please contact 1800 019 660.

6 Assessment of applications

An assessment panel will be appointed to evaluate all applications and determine how best to distribute funds. The panel will consist of local community members who have expressed a willingness to collaborate with Moorabool wind farm to assist in determining how the scholarship funds are distributed.

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

1. Applications recorded and acknowledged.
2. Applications 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 be forwarded to the Committee for formal assessment.
4. Committee members will be given a reasonable period (e.g. four weeks) to review applications. Each committee member will submit to the Fund Administrators their project ranking, which will be collated prior to a special assessment meeting to determine applications.
5. Applications will be assessed against the preference criteria.
6. The Committee will recommend successful scholarship applications and level of funding for endorsement by MWF.
7. Applicants will be notified of the outcome of their application by email or telephone.
8. Successful applicants will be sent a letter of offer and a Scholarship Agreement (SA). This contract is between MWF and the applicant and outlines the approved funding and payment terms and conditions.
9. Once the Scholarship Agreement is signed and returned with banking details, funds will be transferred via EFT within six weeks.

Unallocated funds will be rolled over but with ability to make donations of unallocated funds as needed or to an emergency relief effort.

7 Evaluation

An annual audit and report on the scholarships will be completed by the Fund Administrator. Successful applicants may be asked to participate in evaluation of the program.

Following evaluation and feedback, aspects of this program may change.

8 Privacy

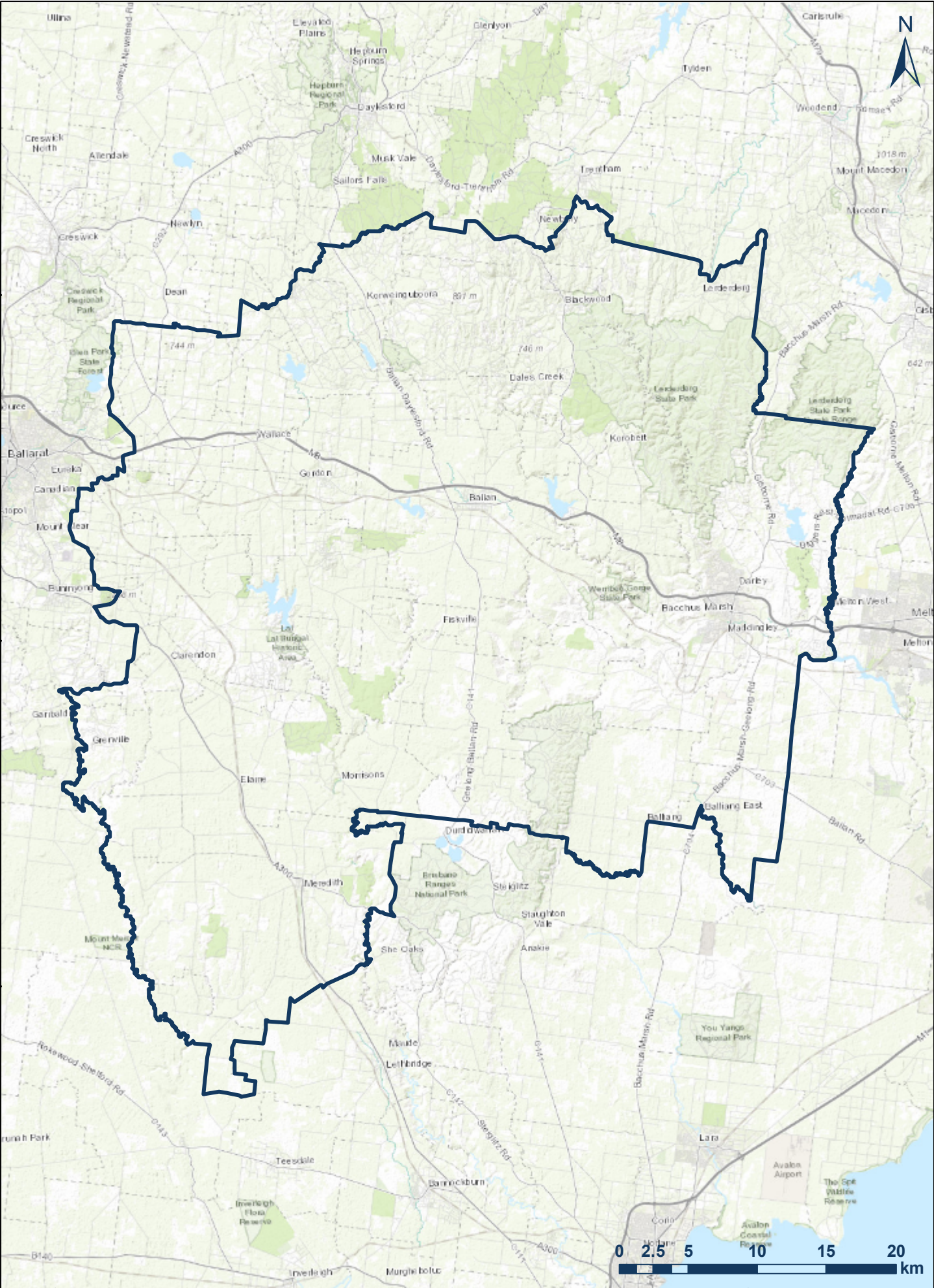
Please refer to the GWA Privacy Policy available at www.mooraboolwindfarm.com or by request to info@mooraboolwindfarm.com

9 Contact

For further information please contact:

- Phone: 1800 019 660
- Email: info@mooraboolwindfarm.com
- Web: www.mooraboolwindfarm.com

Appendix 1 – Map of Eligible Areas



Appendix 2 – Terms and Conditions

Community Fund Participation Agreement – TERMS and CONDITIONS

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 (at the Application section), 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 (Grant guidelines) and / or the Moorabool Wind Farm Community Fund Scholarship guidelines (Scholarship guidelines) (collectively **Guidelines**) and agrees that the Application is bound by the terms of the Guidelines;
 - c. agrees that by making the Application, he/she is bound by the terms of this Agreement, and this Agreement 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 accordance with the Grant guidelines and up to two instalments in accordance with the Scholarship guidelines, and 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 scholarship or the amount that is agreed to be granted or paid.
5. The funding amount must be used and applied solely for the purpose of the grant and / or Scholarship stated in the Application.
6. Expenditure of the:
 - (1) funds so granted, and the implementation of the project shall be completed within twelve months of the grant, unless otherwise agreed by MWF; and / or
 - (2) funds so granted in relation to the scholarship and the implementation of the course shall be in accordance with the Scholarship guidelines, unless otherwise agreed by MWF
7. If the project and / or course is delayed or the Recipient is unable to implement the project and / or course 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 and / or course. MWF will not entertain applications to amend the scope of an approved project / and or course.
8. If approval from MWF is not received to an application under item 7(1), any remaining unspent amount of the grant / scholarship monies must be returned to MWF by the end of the project / and or course completion period.

9. If the Recipient is unable to implement the project / and or course in accordance with item 7(2), any remaining unspent amount of the grant / scholarship shall be returned to MWF within 30 days 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 / course within the agreed timeframe, it will be required to return any remaining unspent amount of the grant / scholarship monies to MWF within 30 days of the revised project and / or course completion date.

11. The Recipient will provide MWF

(1) in respect of the project the 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; and / or

(2) in respect of a course with a duration of more than 6 months a short report to the satisfaction of MWF evidencing midyear pass grades or course progress made before further funds are advanced

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 and / or scholarship costs be more than the proposed project costs and / or scholarship 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 and undertake the course as described

(2) implement the project within 12 months, and under the course within the agreed Application timeframe, or within the alternate timeframe agreed with MWF;

(3) return funds on receiving a request from MWF in accordance with these Terms and Conditions and the Guidelines; or

(4) in relation to the project provide an end of timeframe 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 and/ or scholarship monies in full, at its discretion.

16. The Recipient is required to sign and return the Agreement (at the Application section) 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 the project and / or course (where relevant) 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 / course and / or require the Recipient to return the grant monies in full, at its discretion.

18. MWF's financial assistance to the Applicant's project / course 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 / course 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 project or course. 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.