
Guidelines for applicants

Date:	18 November 2020
Subject:	Document C: Collector Wind Farm – Collector Wind Farm Community Trust Guidelines for applicants
Stakeholders	Publicly available

1. Acceptance of terms and conditions

The terms and conditions in these guidelines apply to the application process for the Collector Wind Farm Community Trust (**Fund**) and any financial support granted by the Fund. In submitting an application to the Fund, applicants are deemed to have accepted these terms and conditions applying to the application process and any subsequent funding which may be granted from the Fund.

2. Objective of the Fund

The Fund was established by the operators of the Collector Wind Farm (**CWF**) to provide assistance and financial support to not-for-profit community groups, clubs, associations and individuals that are working to make a positive and lasting contribution to the Collector Community.

The Fund will be administered by a Trust. For a project to be eligible for funding under the Fund, it must meet the Objects of the Trust. An Advisory Committee comprising residents of the Collector Community will make recommendations to the Trustee regarding applications to be supported. The Trustee is Collector Wind Farm (Holdings) Pty Ltd.

2.1. Objects of the Trust

The Objects of the Trust set out what the Fund may be used for. Listed in no order of priority, these are:

- providing assistance in whatever form to persons, schools, universities and other registered training organisations within the Collector Community, to enable students to develop the knowledge and skills in life to be self-sufficient;
- providing assistance in whatever form to persons, schools, universities and other registered training organisations to make education more accessible to the Collector Community;
- promoting awareness and respect in the Collector Community of the art, culture and history of Indigenous people within the Collector Community who have a cultural connection to the land;
- promoting awareness and respect in the Collector Community of the art, culture and history of the Collector Community;

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- providing infrastructure and other facilities to the Collector Community to build community resilience and to provide additional resources to assist with improving the Collector Community's social wellbeing;
 - providing financial assistance to the Collector Community to allow investment in medical facilities and hospitals located within the Collector Community;
 - providing assistance in whatever form to the Collector Community to promote, encourage, allow or carry out environmental or sustainability initiatives within the Collector Community;
 - providing assistance in whatever form to the Collector Community to enable the provision of Community Respite¹;
 - engaging in any other ancillary activities which benefit the Collector Community and enable the Trustee to fulfil the Trust Objects listed above; or
 - all such other things that are incidental, ancillary or conducive to furthering the purposes of the Trust set out above.

2.2. Who is considered part of the Collector Community

The Collector Community means collectively:

- (a) the group of people residing or owning land within a 10 kilometre radius of the Collector Wind Farm project site;
- (b) any person or group of people who, while not residing within the above parameters, has an Indigenous cultural connection with the Collector Community.

3. **Eligible applicants and eligible projects**

3.1. Examples of eligible applicants

Examples of eligible applicants:

- (a) not-for-profit organisations, e.g. registered charities, deductible gift recipients;
- (b) community-based clubs, associations or groups based or active within the Collector Community i.e. sporting clubs, community shows, cultural events or service clubs;
- (c) educational groups; and
- (d) private individuals – e.g. students or community members, who can gain experience(s) or contribute to benefit the Collector Community.

If a project benefits any of the groups listed in section 3.2 as ineligible recipients, the project may still be eligible for funding if the applicant demonstrates that the project will predominantly benefit the Collector Community as a whole.

The Advisory Committee can accept applications from outside of the Collector Community if the applicant demonstrates that the Collector Community benefits from the project.

The Fund may advertise its application process in various ways including by placing advertisements in local newspapers and social media groups, issuing information directly to community groups, providing details on the CWF or RATCH-Australia (**RAC**) website and mail outs.

The Fund and Advisory Committee encourage applicants to use local suppliers and materials wherever possible.

¹ As defined in the Trust Deed, **Community Respite** refers to emergency respite or community respite care and specifically, to a situation where a member, or group of members, of the Collector Community require relief, financially or otherwise, where assistance is not available from established programs, as determined by the Trustee in its discretion.

3.2. Ineligible applicants

Apart from the bodies listed in section 3.1 above, government agencies, departments, business or for-profit groups are not eligible to apply.

The Fund will also not support projects where the only beneficiaries are:

- (a) RATCH entities (including CWFPL or the Trustee);
- (b) a landowner who owns any land used for the Wind Farm and all associated and ancillary purposes or associated and ancillary infrastructure for the Wind Farm; or
- (c) a person who receives a financial benefit from a beneficiary described in paragraphs (a) or (b) (whether directly or indirectly, for example a family trust).

Please also note that:

- (a) previously successful organisations that have failed to supply their Acquittal Form in previous funding rounds are not eligible to apply for funding; and
- (b) an organisation cannot apply for subsequent funding until any previously granted funds have been spent in accordance with the terms of the relevant grant.

3.3. What the Fund is not established to support

The Fund has not been established to support, and will not accept applications from or provide funding or grants for:

- (a) projects that, in the opinion of the Trustee, are the responsibility of Federal, State or local government;
- (b) individuals seeking support for overseas travel for any purpose;
- (c) covering the costs of alcohol, drugs or gambling;
- (d) covering the costs of illegal or unethical activities;
- (e) political organisations or campaigns;
- (f) fundraising events such as raffles;
- (g) religious organisations for religious purposes; (defined as a purpose directly connected with religious worship, teaching or service)
- (h) organisations seeking funds to cover salaries;
- (i) applications seeking retrospective funding i.e. for costs already incurred before approval of funding is given;
- (j) previously successful organisations who have failed to implement their program prior to the current round of funding; or
- (k) projects that, in the opinion of Trustee and/or Advisory Committee, are environmentally, socially or economically unsustainable.

4. **Application process**

4.1. Eligibility

To be eligible for funding:

- (a) the project or request for support must fall within the Objects of the Trust (refer to section 2.1 above);
- (b) be for the benefit of the Collector Community (refer to section 2.2 above); and
- (c) the application must submit a completed Application Form (refer to section 4.3 below), before the closing date of the Application Period (refer to section 4.2 below).

4.2. When to apply

- (a) For at least the first two years² of the Fund, there will be two rounds of applications per year:
 - (i) Round 1 – Application Period runs between 1 February 2021 and 28 February 2021; and
 - (ii) Round 2 – Application Period runs between 1 August 2021 and 31 August 2021.
- (b) The Applicant may submit an application form before the end of the relevant Application Period.
- (c) Applications must be received within the relevant Application Period and must be emailed to communityfund@ratchaustralia.com. Applications received after the closing date will not be accepted for that round, but will be considered for assessment in the following round.

4.3. Submission of Application Form

- (a) Applicants must also note:
 - (i) if required up to 2 pages of text of additional information can be included along with a completed Application Form;
 - (ii) applications must be made directly by the organisation seeking funds (applications from third parties will not be accepted);
 - (iii) applications should identify specific objectives or problems and present plans and solutions that address these;
 - (iv) applicants should demonstrate that the project is planned around an achievable timeframe and budget; and
 - (v) applications should explain how the impact of funding will be measured and reported.
- (b) It is recommended that each applicant keep a copy of its submitted application for its records. Applicants are advised not to include original documents or models with their application. CWF, the Trustee or any affiliates of the RAC group will not be responsible for loss or damage to any documents, information or items which are included in an application.
- (c) To obtain an Application Form, please visit www.collectorwindfarm.com.au or email communityfund@ratchaustralia.com.
- (d) For advice on whether a project is eligible, please email communityfund@ratchaustralia.com

5. Assessment of application

5.1. General procedure

The procedure for assessing applications is as follows:

- (a) after applications are received, the application will be recorded and acknowledged by email within 14 days;
- (b) the Trustee and/or Advisory Committee can request further information to inform the assessment process;
- (c) the Advisory Committee will assess submitted applications against the Objects of the Trust and other applications received in that Application Period to determine how the Fund can best achieve the Objects of the Trust;
- (d) the Advisory Committee will provide a list of applications recommended for approval to the Trustee;
- (e) the Advisory Committee may decide to recommend that individual applications are not approved, approved in part or approved in full;
- (f) the final decision on grants to be made from the Fund will be made by the Trustee;

² The need for two rounds of funding per year will be reviewed after the first two years, depending on demand.

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- (g) the Trustee will notify all applicants in writing of the status of their applications and the outcome of the assessment process;
 - (h) the Trustee will notify successful applicants and set out any funding conditions, additional requirements or obligations in relation to the proposed financial assistance;
 - (i) successful applicants will be required to provide proof that the applicant's bank details correspond to details provided in the application; and
 - (j) the Trustee, in consultation with the Advisory Committee, reserves the right to amend this process to ensure the Fund operates effectively.

5.2. Discretion of the Trustee

- (a) The criteria set out in these guidelines are a guide to matters the Trustee will consider when assessing applications.
- (b) Upon evaluating and assessing applications, the Trustee may do any of the following:
 - (i) decide not to grant funding in relation to any application, including applications that comply with all of the criteria required for a successful application;
 - (ii) decide to grant funding to any application; or
 - (iii) decide not to grant funding for any applications received in an Application period.
- (c) The Trustee's decision to grant, or not to grant, any funding is final. The Trustee will not be required to provide reasons for any decisions made in relation to any refusal to make a grant or any amount that is determined to be granted.

6. **Successful applications**

6.1. Issue of funding

- (a) The Trustee will provide the successful applicant (**Recipient**) with funding from the Fund either in a one-off payment or ongoing payments for the amount determined by the Trustee.
- (b) The funding amount must only be used by the Recipient solely for the purpose of the project stated in the Application Form.
- (c) The Recipient must keep accurate and complete written records (including financial records) relating to the expenditure of the funding granted on the project (**Project Records**). Recipients must also provide written reports on the progress and results of the funded project, including details of funding expenditure to the Trustee. All Project Records must be made available to the Advisory Committee and the Trustee or their authorised representative at all reasonable times for inspection, audit or reproduction for a period of at least seven years from the date of the grant of funding.
- (d) Recipients who receive two or more consecutive years of funding are required to supply a report annually in the form required by the Trustee. Continued funding will depend on the progress of the funded projects and the achievement of stated project objectives.
- (e) The Trustee reserves the right to withdraw funding if funding criteria in accordance with the Funding Agreement are continually not met by the Recipient.
- (f) If, at any time, the stated purpose of the project is no longer possible or cannot be completed in the manner described in the Application Form submitted, the Recipient must advise the Trustee and the Recipient must return any remaining unspent amount of the funding to the Trustee within two weeks of this becoming apparent. However, the Trustee, following consultation with the Advisory Committee, may agree to a variation of the purpose and project provided that the variation of the project still meets the initial funding criteria.
- (g) Expenditure of the funds granted must be completed within six months of the grant, unless otherwise arranged with and approved by the Trustee. The Recipient must repay to the Trustee any amounts which are not expended within this time, unless otherwise arranged with and approved by the Trustee.

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- (h) The Recipient must complete and provide to the Trustee an Acquittal Form outlining the outcomes of the project within six months of receiving the grant. In cases where applicants have notified a longer period for the completion of the project, Acquittal Forms must be returned within four weeks of the project's end date. Failure to supply the Acquittal Form will automatically disqualify the Recipient from applying for funding in future Application Periods.
 - (i) Should the actual total project costs be more than:
 - (i) the proposed project costs notified in the Application Form; or
 - (ii) the amount of funding granted from the Fund, the Trustee and the Advisory Committee will not be responsible for the additional project costs, nor obliged to pay any monies additional to the amount granted from the Fund.
 - (j) If requested by the Trustee, the Recipient must provide evidence of adequate insurance (including public liability insurance) for the activities carried out by the Recipient in relation to the supported project, against any claims for loss or damage to property and injury or death to persons. The Trustee acknowledges that in certain circumstances, some associations are not required to hold such insurance. If such a scenario applies, it can be discussed with the Trustee accordingly.

6.2. Likely obligations following award of funding

As well as returning an Acquittal Form, a recipient may be required to do one or more of the following:

- (a) provide Project Records to the Advisory Committee e.g. provision of tax deductible receipt if applicable, acknowledgement of receipt of funding or any other financial records;
- (b) provide a report during and at the end of the project as to the steps taken and if the goals of the project have been achieved in accordance with the Funding Agreement;
- (c) attend community event(s) to share learnings and experiences with other community members;
- (d) attend a media session e.g. photo opportunity recognising CWF's contribution to the project³;
- (e) consent to CWF or its nominees publicising the project, including on the CWF website and to third parties; or
- (f) provide demonstrations/presentations of the successful project to inspire future community projects who may benefit from support from the Fund.

6.3. Acknowledging the Fund

- (a) To acknowledge CWF's financial assistance, the Recipient may be required to display the CWF logo (or other logo within the RAC group).
- (b) Common methods for recognising the Fund include plaques, signage, acknowledgment in newsletters and media releases, and displaying logos in project material.
- (c) CWF reserves the right to refuse requests for permission to use CWF logos or written acknowledgement of CWF (or any affiliated corporate entities). Acknowledgement guidelines and logos will be supplied by CWF.
- (d) All advertising, signage, media releases and other promotional material that contains the CWF logo must be submitted to and approved by CWF prior to its production and release.
- (e) The invitation to submit an application to the Fund does not constitute an offer of funding.

³ Prior to the use of any photographs or footage, the Trustee will consult with the Recipient and advise the Recipient about the proposed use of said photographs or footage. If the Recipient has a reasonable concern as to why the photograph or footage should not be used by the Trustee for the intended purpose(s), the Trustee should reconsider the use of the image.

7. CHANGE

These guidelines are subject to modification from time to time.