



Clarke Creek Wind Farm Community Fund: Scholarship Guidelines



171-173 Mounts Bay Road
Perth WA 6000

CCWF-OO-OO-CC-PM12-0028
10/10/2023 V4

October 2023

Revision Details

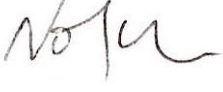
Document Information

	Information
Document Number and Name	CCWF-OO-OO-CC-PM12-0028 - Community Fund Scholarship Guidelines
Document Owner	Squadron Energy
Version:	4.0
Issue Date	10/10/2023

Document History

Version	Issue Date	Changes
1.0	18 May 2021	Draft issued to CCC for discussion
2.0	24 June 2021	Changes as discussed at May21 CCC meeting
3.0	10 May 2022	Changes as discussed at April 28 CCC meeting
4.0	10 Oct 2023	Changes as discussed at 9/10/23 CCC Meeting

Document Approval

Role	Name	Signature	Date
Checked	Noel Fordyce Community & Stakeholder Engagement		10 May 2022
Authorised	John Burke General Manager Construction		
Authorised	CCC		16 Oct 2023

Distribution

This document has been issued as a controlled document to the holders as shown in the Table below:

Details of Controlled Copy Holders			
Issue Date	Version	Copy Holder Name	Title & Company Name

1 Introduction

Clarke Creek Wind Farm (CCWF) 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.

The Fund provides \$200,000 per annum, with \$50,000 dedicated to scholarships. A maximum single scholarship award will be \$10,000.

The Fund begins at the commencement of construction and will continue throughout the project lifetime.

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

Squadron are committed to diversity and inclusion.

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 50km of the CCWF Stage 1 turbines.
- Be commencing or continuing their studies within 12 months of grant award.

Individuals can only make one scholarship application per funding 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 school or education provider, 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

- Training;
- 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 50km of the CCWF Stage 1.
5. Provide details of any funding received from other programs towards your chosen education path, e.g. scholarship or bursary.

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 Committee as required.

5 When and How to Apply

CCWF 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 0483 915303 or email clarkecreek@squadronenergy.com.

6 Assessment of applications

The CCC, or a sub-committee thereof (The Committee), has been appointed to evaluate all applications and determine how best to distribute funds.

Scholarship administration will be undertaken by a third party on behalf of the CCWF and the Committee.

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 CCWF.
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 CCWF 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 Privacy Policy available at [Squadron Energy](#) or by request to clarkecreek@squadronenergy.com

9 Contact

For further information please contact:

- Phone: 0483 915303
- Email: clarkecreek@squadronenergy.com
- Web: [Clarke Creek Wind Farm | Squadron Energy/](#)

Appendix 1: Map of Eligible Areas

