

Clarke Creek Wind Farm

Community Fund Guidelines



October 2023

Version History

Version	Issue Date	Changes
1	July 2020	n/a
2	10/2/21	Fund area changed from 75km to 50km.
3	24/6/21	Minor changes
4	Oct 2023	Changes discussed at CCC Meeting 9/10/2023

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.

The Fund provides \$200,000 per annum, with \$50,000 dedicated to scholarships.

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

Guidelines for Scholarships are provided in the Community Fund: Scholarship Guidelines document available on the project website.

2 Key Aims

The key aim of the fund is:

To provide funds to enhance and enrich community initiatives throughout the local community.

3 Fund Area

Communities to be supported are to be within 50km radius of the CCWF Stage 1 turbines (see map in Appendix 1). Priority will be given to areas closer to the wind farm.

The fund area may be reviewed in subsequent funding years.

4 Applicants eligible to receive funding

Applicants must be one of the following:

- Not-for-profit organisation.
- Have a valid ABN. If no valid ABN applicant needs a project partner or auspice who has an ABN and is willing to support your project.
- Individuals with the backing of an eligible organisation.
- Individual applicants (e.g. for scholarship) must meet set criteria.

There is no limit to how many applications one organisation or group can make.

5 What projects will be supported?

The categories below are provided to assist organisations in determining eligibility. The Committee may consider applications not within these categories but that meet the core aim of the Fund.

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 natural environments, energy saving projects.
Skills and Education	Supporting skills development and providing access to education, apprenticeships or transport to school camps. (Please note the Scholarship program has separate guidelines.)
Recreation and cultural activities	Events and activities to promote a diverse community, sporting activities, the arts, renovation or upgrade of community buildings.

Applicants should tailor their application to one of the following categories, however the Committee will be flexible in allocating funding between the categories depending on applications received in each funding round:

Program Category	Total funding amount	Maximum single grant
Minor grant program	\$50,000	\$5,000
Major grant program	\$100,000	\$100,000
Scholarship program	\$50,000	\$10,000

The number of applications for funding may exceed the total funds available. Therefore, not all projects may be successful in receiving support.

6 Preference criteria

In assessing applications, the Committee will consider a preference for projects (in order of priority):

1. Closely meets aim and one or more of funding categories.
2. Projects closest to CCWF (in physical location or benefiting community).
3. Demonstrated direct and indirect community benefits.
4. Demonstrated collaboration between organisations to maximise benefits.
5. With dollar for dollar contribution or with in-kind support.

7 What will not be funded?

The Fund will not support applications from:

- Individuals (excepting scholarships, or with the backing of an eligible organisation).
- Political organisations or campaigns.
- Religious activities.
- An organisation’s ongoing operational costs (rent, salaries etc.).
- Private companies or commercial entities.
- Activities which encourage the irresponsible use of alcohol/drugs/gambling.
- Activities which are usually exclusively funded by government.
- Activities which provide a direct financial benefit to employees of CCWF, or contractors.
- Applications seeking retrospective funding.

8 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 E: clarkecreek@squadronenergy.com.

9 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.

Fund 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 applicants 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 Community Fund Participation Agreement (CFPA). This contract is between CCWF and the applicant and outlines the approved funding and payment terms and conditions.
9. Once the CFPA is signed and returned, with banking details and a tax invoice, funds will be transferred via EFT within 30 days.

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

10 Implementation of Project after Funding

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

CCWF will look for public acknowledgement of the funding from the successful applicant, e.g. through local media coverage, signage, inclusion of the CCWF logo on material etc. CCWF are happy to assist in this, as required, through provision of graphics files, guidance of media engagement, review of material etc.

It is anticipated that all projects will be implemented as per the application. If a revision to a project is required, CCWF should be notified in writing as soon as possible. Requests for revision will be considered by the Committee and if agreed will be recorded in a variation to the CFPA. If the project, or agreed amendments, cannot be implemented as per the application, any unspent funds must be returned to CCWF within 30 days of notification.

If the project is delayed, a revised timeframe must be requested in writing. This will be reviewed by the Committee and where possible a revised timeframe will be accommodated. This will be recorded in a variation to the CFPA. If a variation is not requested or unable to be provided, all unspent funds must be returned to CCWF 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 applications.

11 Reporting and Evaluation

An Acquittal form will be required to be completed at project completion, including sufficient evidence of expenditure (receipts etc.). A copy of the Acquittal form will be provided to all successful applicants at the time of funding award.

An annual audit and report on the fund allocations will be completed by the Fund Administrator.

12 Privacy

Please refer to the Squadron Energy Privacy Policy available at <https://www.squadronenergy.com/privacy> or by request to clarkecreek@squadronenergy.com

13 Contact

For further information please contact:

- Phone: 0483 915303
- Email: clarkecreek@squadronenergy.com
- Web: <https://www.squadronenergy.com/our-projects/clarke-creek-wind-farm>

Appendix 1 – Map of Eligible Areas

