



# SAPPHIRE WIND FARM COMMUNITY FUND PROJECT GUIDELINES

## **1. THE COMMUNITY FUND**

### **1.1 General Guidelines**

#### **What is the Community Fund**

The Sapphire Wind Farm Community Fund (Community Fund) is one of the commitments by Sapphire Wind to give back to the community in a tangible and long term way. The Community Fund is intended to provide funds from Sapphire Wind Farm to enhance and enrich community initiatives throughout the local community.

The Community Fund will provide financial contributions to community projects and initiatives such as equipment purchases, facility construction, renovation/rehabilitation projects, new programs or special funding that will enhance the community's quality of life and wellbeing.

#### **Who administers the Community Fund**

A committee has been appointed to administer the Community Fund. This committee is made up of members of the community, representatives of Inverell Shire Council as well as representatives of Sapphire Wind Farm. The community representative appointments to the Committee will be made by Council for a period of four years (commencing September 2016).

Names of the community and wind farm representatives as well as the total funds for any one year are available by contacting Inverell Shire Council.

#### **How do I apply for funding?**

Application forms will be made available on the Inverell Shire Council website and can be requested at any time at Council's offices. Applications should be sent to Inverell Shire Council via email or post. Incomplete application forms will be returned.

#### **Who can apply for Community Fund funding?**

Incorporated or Not for Profit Community based groups, funds, projects/programs or facilities that are located within, or provide a direct benefit to, the community within the Inverell Shire Council local government area.

#### **Who can not apply for Community Fund funding?**

Individuals  
Government Agencies  
Maintenance Works that would normally be funded by Council

#### **How often will applications be processed during the year?**

Applicants will be informed of decisions after the end of the applicable review period. This will include feedback as to whether the application has been successful or not and relevant rationale.

Community Fund:

- Applications will be administered on a biannual basis. The application process will adhere to following timelines:

## Round 1

- January – March - requests for applications,
- April - the Committee to review and prioritise the applications,
- April – prioritised applications forwarded to Council and the Company for ratification and endorsement,
- May - Committee approval of applications and notification of applicants, and
- July - funds released.

## Round 2

- June – August - requests for applications,
- September - the Committee to review and prioritise the applications,
- September – prioritised applications forwarded to Council and the Company for ratification and endorsement,
- October - Committee approval of applications and notification of applicants, and
- December - funds released.

Application processing and funding allocation will consider the funding cycle for other programs.

### **What criteria will be used to evaluate applications?**

Due to the limited funds available all requests that meet the established criteria may not be approved. General selection criteria may include:

#### Project benefits

- direct and indirect community benefit
- quality of life/community wellness enhancement
- program/ project operational efficiencies
- demographics served

#### Target community need

- public safety/improved access
- provide a direct service to the community
- Council/community support

#### Availability of funding

- prior funding to applicant
- demonstration of need for financial assistance

#### Project/ program viability

- background of applicant (i.e. organisation size/ representation, prior experience)
- the extent to which project or program duplicates other available facilities or programs in the area

In addition to the above, applications must satisfy the following criteria:

- The target community shall be within the Inverell Shire Council local government area
- Aim to improve the quality of life for the people in the Target Community
- Aim to provide facilities and services for the target community
- Incorporated or Not for Profit entities

- Provide full financial and legal disclosure on the activity and be subject to independent audit
- The project must not have a detrimental or negative impact on other community facilities and services
- Projects funded as part of the Sapphire Wind Farm Community Fund may be subject to conditions which may include but not be limited to compliance with relevant safety or Australian Standards, as deemed appropriate by the Committee

Programs or projects with benefits beyond the target community will be considered based on their capacity to benefit those people within the target community.

All eligible applications from Incorporated or Not for Profit Entities meeting the selection criteria will be reviewed and considered by the Committee. The Committee will meet to discuss and determine, through consensus, the successful application(s). Given that the final funding decisions are to be endorsed by both Inverell Shire Council and the Company, if there is a discrepancy between Inverell Shire Council's and the Company's desires for the direction of funding and that of the Committee, then the application will be referred back to the Committee for further discussion and resolution.

Applications for retrospective funding will not be considered.

### **Is the information in my application protected?**

The *Privacy and Personal Information Protection Act 1998* applies to information that is provided to the Committee. Personal information provided in the application form will be used for the purpose of administering the Community Fund only.

This information may be disclosed in response to an access request under the *Government Information (Public Access) Act 2009*, subject to applicable exceptions under the Act.

Once an application has been approved and funding issued, the recipient, project, amount funded and fiscal year will be a matter of public record.

### **How will I know if my application is successful?**

All applications lodged will receive a response from the Committee, via email or post, advising of the success or otherwise of their application. In addition, successful applications will be publicised through the Inverell Shire Council website, and any other media deemed applicable by Inverell Shire Council. All applications are treated as public documents. Should applicants not want details or components of their application made public, this should be stated clearly within the application.

When an application has been approved the Committee will make the necessary payment arrangements.

### **What if the project applied for changes once the funding has been approved?**

If the scope of the project applied for changes, the applicants must request, in writing to the Committee, approval for changes. The scope of the program or project funding may only be adjusted with written approval from the Committee.

### **What happens if the actual costs are less than the approved funding?**

If actual costs are less than the approved funding the applicant may:

1. Submit a written request to change the scope of the project, and if approved, apply the unexpended funds for this purpose.
2. Send a cheque, made payable to the Community Fund, for the remaining unexpended funds once the final amount has been confirmed by the Committee. Repayments must be submitted to the Community Fund.

### **Acknowledging the Sapphire Wind Farm**

In order to promote the Sapphire Wind Farm as a source of funding for the Inverell community, successful applicants are required to acknowledge the support provided by the Sapphire Wind Farm. The specific mechanism for this acknowledgement may be part of a special condition included with the grant agreement or notification of sponsorship or donation. Common methods for recognising the Sapphire Wind Farm include plaques, signage, acknowledgment in newsletters and media releases, and displaying logos in project material. Any costs for signs, plaques, etc must be covered in the project costs. The Sapphire Wind Farm must approve the final wording and layout of any acknowledgement.

## **1.2 PROJECT/PROGRAM REPORTING**

### **What reporting is required for approved applications?**

Reporting on completed projects is required to ensure that the community and the Committee can be confident that allocated funds have been used effectively.

Standard templates will be provided to all successful applicants. Applicants must submit final reports using these templates. Funding recipients must permit a representative of the Community Fund to examine records relating to the expenditure of funds to determine if the grant has been properly spent.

### **When will the report on completed programs/projects be due?**

Timing will be agreed at the application approval stage. Agreed project delivery timing will be decided upon on an individual project basis and will follow guidelines stipulated by the Committee.

### **Can the final reporting date be extended?**

Yes. If a project/program is not completed within the required timeframe the applicant may request, in writing, an extension. All extension requests must be submitted to the Committee.