



Cattle Hill Wind Farm

Community Benefit Fund Guidelines

The following guidelines are designed to assist groups and organisations who wish to apply for funding for an initiative, project or event within the catchment area of the Cattle Hill Wind Farm.

Introduction

The Cattle Hill Wind Farm Community Fund (CHWFCF) provides financial support to community groups, organisations and projects that benefit the broader local community.

Funding is an important part of the wind farm's community benefit-sharing strategy. This strategy aims to support community organisations, individuals and community-based private entities through a simple and accessible application process outlined in these Community Fund Guidelines.

To ensure funding is allocated fairly and delivers the greatest benefit to local communities, the Community Fund Assessment Panel (CFAP) has been appointed to assess all applications and determine the allocation of available funding. The objective is to maximise long-term benefits for communities within and surrounding the wind farm.

To be considered for funding, applications will be assessed against the following criteria:

- Delivers social, cultural, economic or environmental benefits to local communities.
- Addresses an identified community priority.
- Strengthens CHWF's presence in the community.
- Are run by groups/organisations with suitable governance structures in place.
- Does not have a detrimental or negative impact on other community facilities and services.
- Applications that have a dollar-for-dollar contribution will be favourably considered, as will those that show in-kind support/contribution.
- Demonstrate that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expensed.
- Capacity to manage funds and deliver the project.

All applicants must be able to provide full financial and legal disclosure on the activity and be subject to independent audit.

Preference will be given to programs that support the following priority focus areas:

1.1 Education and Training

- Advancement of education, research and analysis and the grant of scholarships
- Early childhood and youth education enhancement programs
- Tertiary education/TAFE scholarships
- Apprenticeships and Traineeships
- Programs that promote cross sector skill development
- Work placement programs in partnership with local high schools, prizes for students
- Programs encouraging flexible learning, further education and improved employability

1.2 Community Development

- Promotion of industry, commerce, agriculture, culture and arts
- Renovation and upgrade of community buildings
- Community awareness of environment and sustainability
- Projects that attract government funding
- Projects that encourage local economic development and skill development

1.3 Health/Wellbeing

- Promotion and enhancement of community participation and social cohesion.
- Promotion, enhancement and development of health, health care, childcare, aged care, mental health and assistance to disadvantaged persons.
- Programs/ initiatives that encourage medical and health professionals to practice in the region
- Emergency services support
- Sport and social clubs

1.4 Environment

- Conservation, protection, restoration and/or enhancement of the natural environment
- Programs that support prevention of local environment degradation
- Initiatives that enhance the natural environment of the community

Fund Area

Communities supported by CHWFCF are to be within the Central Highlands Local Government Area. Priority will be given to applications from within that area, and any funding that may be available, may be used for areas outside this demarcation line. This area will be reviewed annually. See Appendix 1 – Map of Eligible Areas.

Applicants eligible to receive funding

- A Not-for-Profit Organisation
- Have a valid Australian Business Number (www.abr.business.gov.au)
- Local small businesses who can demonstrate alignment with the aims of the Fund.

If you do not have an eligible ABN, you will require a Project Partner/Auspice. A Project Partner/Auspice is:

- An organisation who has an eligible ABN and;
- Willing to support and work with you to deliver your project.

What will not be funded by the CHWFCF

- Individuals
- Political organisations or campaigns
- Religious activities
- Private/commercial entities with the exception of local small businesses who can demonstrate alignment with the aims of the Fund.
- Irresponsible use of alcohol/ drugs/gambling
- Repayment of Debts or loans
- Salaries and wages that are permanent, ongoing, core business costs
- Administration expenses that are permanent, ongoing, core business costs
- Applications seeking retrospective funding
- Operational costs, rent etc that are permanent, ongoing, core business costs

How much funding is available?

A total of \$120,000 per year is available through the CHWF Community Benefit Fund. Applicants may request the amount of funding required for their project; however, all applications will be assessed against the fund criteria, the benefits delivered to the community, and the funding available at the time of assessment.

Applicants may receive less funding than the amount requested in their application.

Successful applicants are responsible for all aspects of the project, initiative or event they are delivering. This includes maintaining appropriate safety systems, public liability insurance and any other risk management measures relevant to the organisation or activity.

How to apply?

Applications must be made using the relevant Application Form and be made directly by the organisation (applications on behalf of third parties will not be accepted). The Application Form can be found in the Cattle Hill section of the Atmos website (atmosrenewables.com.au).

Only one application may be submitted from each organisation for each annual round of Funding.

Applicants are advised not to include original documents, videos or models with their application. Where relevant however, supporting materials, reports or other publicity may

be included with the application. CHWF will not be responsible for loss or damage to any documents, information or items which are included as part of an application.

Completed and signed applications, together with all supporting documentation, must be submitted by email to **info@cattlehillwindfarm.com** and copied to:

- oriana.infante@atmosrenewables.com.au
- lachlan.scott@atmosrenewables.com.au
- laura.aguilar@atmosrenewables.com.au

Assessment of Applications

Applications will be administered once a year. The application process will generally follow the timeline below:

Activity	Date
Application window opens	September
Application window closes	November
CHWF application evaluation	November
Applicants notified if successful/unsuccessful	November
Funds distributed	November/December

The assessment process is as follows:

1. Applications are recorded and acknowledged upon receipt.
2. Applications are assessed against the eligibility criteria. Applicants whose submissions do not meet the criteria will be notified as soon as practicable.
3. Eligible applications are forwarded to the Community Fund Assessment Panel (CFAP) for formal assessment.
4. CFAP members review all eligible applications and convene an assessment meeting to determine funding recommendations.
5. The CFAP recommends successful applicants.
6. Final funding decisions are made at the discretion of Cattle Hill Wind Farm.
7. Applicants are notified of the outcome of their application by email and/or telephone.

Application Evaluation Criteria

Applications will be assessed based on their ability to address the selection criteria as well as the perceived benefit to the local community. All applications must meet the eligibility criteria and comply with the CHWF Community Benefit Fund Guideline conditions. General selection criteria may include:

1.5 Project benefits

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

1.6 Target community need

- Outline specific need within the community and how the project aims to meet that need
- Council/community support for project
- Who will benefit?

1.7 Alignment with key aims

- Substantial positive and long-term benefits to the local community, including social, economic and environmental
- Strengthen the local community and aim for better connections between groups/areas
- Promote the local awareness of the Community Fund and Cattle Hill wind farm

1.8 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
- prior funding to applicant
- demonstration of need for financial assistance
- Collaboration with other groups and other funding sources
- Ability to complete project
- Dollar for dollar contribution or “in-kind” work

Funding

Funding will be distributed to successful applicants in accordance with the funding amount approved by CHWF, which may differ from the amount originally requested in the application. Funding may be provided as a one-off payment at the commencement of the project or as milestone-based payments, subject to the satisfactory completion of agreed milestones.

Where applicable, GST will be paid in addition to the approved grant amount upon receipt of a valid tax invoice.

Expenditure of the funds granted must be completed within twelve months of the grant, unless otherwise arranged and approved.

The Recipient must maintain accurate and complete records relating to the use of grant funding, including invoices, receipts and any other supporting documentation evidencing project expenditure.

Upon completion of the project, the Recipient must submit:

- a completed Evaluation Form detailing the outcomes, achievements and community benefits delivered by the project; and
- copies of relevant invoices, receipts and expenditure records demonstrating how the grant funds were spent.

The Evaluation Form and supporting expenditure documentation must be provided to CHWF within four weeks of the project completion date.

Submission of a completed Evaluation Form and supporting expenditure documentation is a mandatory condition of funding. Failure to provide these documents within the required timeframe will result in the Recipient being ineligible to apply for future Community Benefit Fund grants unless otherwise agreed by CHWF.

The Recipient must repay any portion of the grant that remains unspent, unless otherwise agreed in writing by CHWF.

What acknowledgement of support is required for approved applications?

CHWF's funding to the Recipient's project must be acknowledged, regardless of the amount of funding. The Recipient must display the CHWF logo, and state in writing that CHWF has funded the project.

All advertising, signage, media releases and other promotional material that contains the CHWF (or Atmos Renewables) logo must be submitted and approved by CHWF prior to its production and release.

CHWF may promote the Community Benefit Fund program and any organisation that is awarded funds. Successful applicants agree to be included in various promotional, media and marketing material and will cooperate with CHWF in promoting the Community Benefit Fund.

What happens if the project does not go ahead, and funds have been accepted from the CHWF Community Benefit Fund?

All funds are to be returned to CHWF Community Benefit Fund for reallocation if the project does not go ahead.

If funds are left over, the following steps should be applied:

- Discuss the situation with the CHWF Community Engagement Manager.
- If there is another part of the project that follows the community benefit fund guidelines, these funds can be directed accordingly.
- Receipts still need to be provided along with the completion of the evaluation form, outlining how the money was spent.
- Failure to follow these steps may preclude your organisation from applying for funds in the future.

Insurance

The Recipient must keep and maintain adequate insurance (including public liability insurance) for activities carried out as part of the project that has received funding.

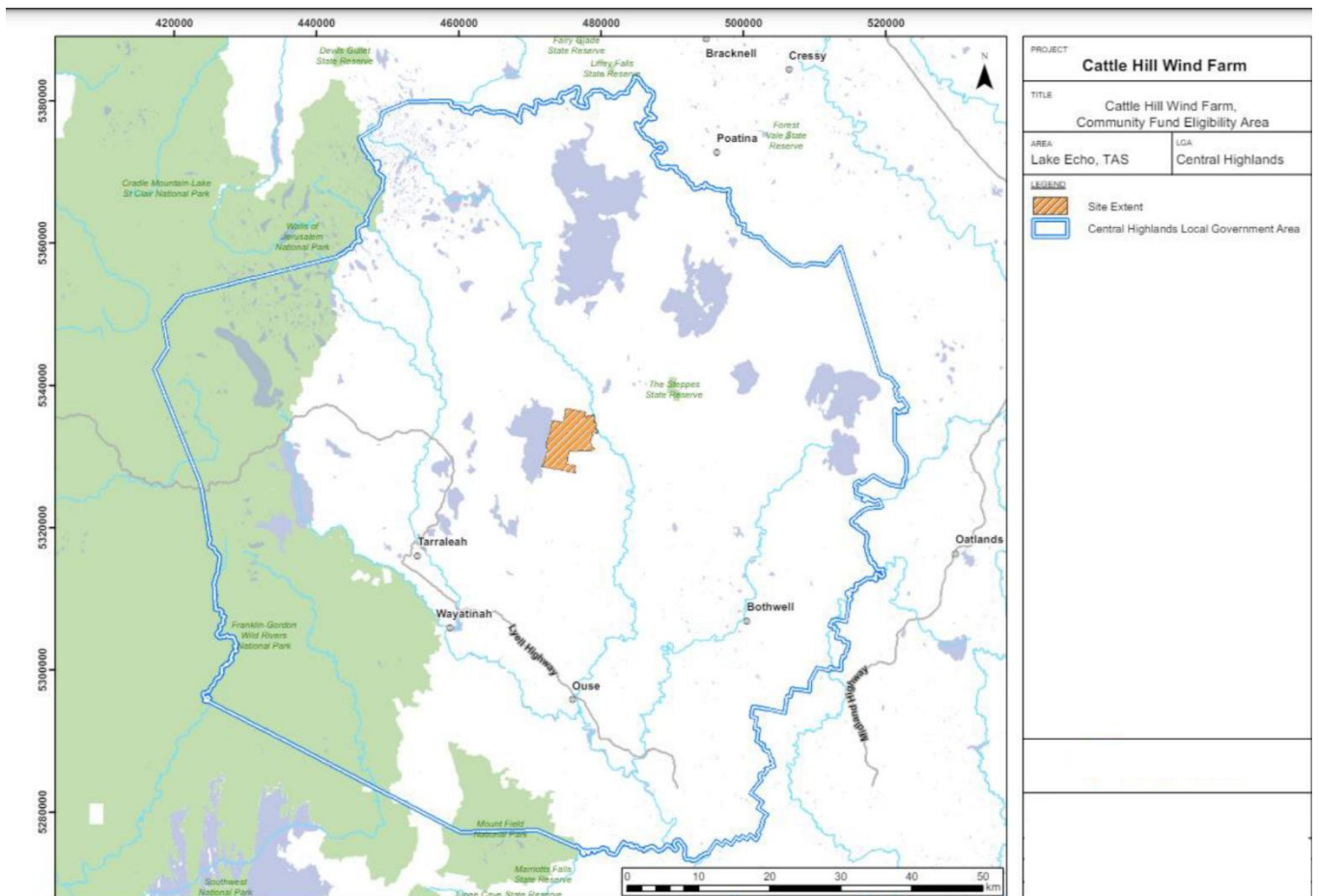
Contact

If you would like additional information on the CHWF Community Benefit Fund, please contact us at the details below.

Telephone: 1800 548 559

Email: info@cattlehillwindfarm.com

Appendix 1 – Map of eligible Areas





Atmos
RENEWABLES