Atmos RENEWABLES

Kiata Wind Farm

Community Benefit Fund Guideline

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 Kiata Wind Farm.

Introduction

Kiata Wind Farm (KWF) will consider funding locally run initiatives for Incorporated or Not for Profit Community groups, funds, projects/programs or facilities that are located in the vicinity of the KWF (Nhill and Kiata region).

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

- Delivers social, cultural, economic or environmental benefits to local communities.
- Addresses an identified community priority.
- Strengthens KWF'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

How much money can I apply for?

KWF has a limited budget available for the Community Benefit Fund. Applications can specify the amount required and KWF will assess the cost of the initiative in relation to the outcomes achieved for the community, as part of the funding decision process.

Applicants may receive less funding than specified in their application. The value of each application should not exceed $10,000 but in general preference will be given to applications of less than $5,000 to encourage a greater diversity of funding.

Successful applicants must assume all responsibility for the project, initiative or event they are running. This includes having an adequate safety system in place, public liability insurance and any other risk management strategies applicable 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 Kiata 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. KWF 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 supporting attachments must be in writing and sent via e-mail to:

Email: kiatawindfarm@atmosrenewables.com.au

Timing of Application Assessments

Applications will be administered once a year. The application process will generally adhere to the following timelines:

Activity	Date
Application window opens	September
Application window closes	October
KWF application evaluation	October
Applicants notified if successful/unsuccessful	October - November
Funds distributed	November

All eligible applications, from Incorporated or Not for Profit Entities meeting the selection criteria will be reviewed and considered by KWF. KWF will discuss and determine, through agreement with Atmos Renewables (the Asset Owner) all applications it recommends should be funded by the community fund.

Application processing and funding allocation will also consider the funding cycle for other programs applicants may be engaged in and the potential need for more than one funding opportunity to finance the project.

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 KWF 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

1.6 Target community need

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

1.7 Availability of funding

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

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

How will I know if my application is successful?

All applications lodged will receive a response from KWF, via email, advising of the success or otherwise of their application. 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 a Community Benefit Fund application has been approved, KWF will make the necessary payment arrangements.

Funding

Funding will be distributed to successful applicants in accordance with their initial proposed budget plan and will be provided either as a one-off payment at the start of the project or as ongoing payments subject to certain milestones being met to the satisfaction of Kiata Wind Farm.

If the Recipient is registered for GST, the total amount of awarded funding will include the GST amount, once a tax invoice is provided.

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

The Recipient must keep accurate and complete written records relating to the expenditure of the funding granted for the project. Recipients must also provide written reports on the progress and results of the funded project to KWF, including details of funding expenditure.

Funding recipients must also submit receipts and details of expenditure of funds to determine if the grant has been properly spent.

The Recipient must complete and provide to KWF a detailed summary of the outcomes of the project (Evaluation Form). This must be provided within four weeks of the end date of the project.

Failure to supply the Evaluation Form will automatically disqualify the Recipient from applying for funding in future grants program periods.

The Recipient must repay any amounts which are not expended unless otherwise agreed with KWF.

What acknowledgement of support is required for approved applications?

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

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

KWF 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 KWF in promoting the Community Benefit Fund.

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

All funds are to be returned to KWF 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 KWF 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 acquittal 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 KWF Community Benefit Fund, please contact us at the details below.

Telephone: 1800 548 559

Email: kiatawindfarm@atmosrenewables.com.au

Atmos

RENEWABLES