

BANGO WIND FARM Enhancement Fund Guidelines

Document Author	Hilltops Council and Squadron Energy
Authorised by	Bango Wind Farm Community Enhancement Fund Committee
Applicable to	Persons interested in applying for funding. The Bango Wind Farm Community Enhancement Fund Committee and Council staff administer the funding.
Purpose	To provide applicants with clear information and guidance prior to applying. To provide the Bango Community Enhancement Fund Committee with a framework for decision making and administration.
Frequency	Applicable during the Bango Wind Farm Community Enhancement Fund program.

DEFINITIONS

Term	Description
Squadron Energy Pty Ltd	The company responsible for the Bango Wind Farm project, and sole provider of the funding
Bango Wind Farm	The infrastructure project subject to the state government conditions of consent
Project	Installation of new or upgrade / repair of existing infrastructure in each budget and time frame
Event	Fundraising or social community event
Item	An individual article / purchase of equipment.
\$50	Discretionary amount applied to unspent funding

Purpose

The Bango Community Enhancement Fund Committee recognise the valuable contribution of the community in undertaking projects or events. The guideline is intended to ensure that applicants are supported in providing a successful application.

What is the Community Fund?

The Bango Wind Farm Community Enhancement Fund has been established by the Bango Wind Farm to sponsor local projects and organisations that benefit the regional community during the construction and operation of the Bango Wind Farm.

The Bango Wind Farm has a genuine interest in supporting the communities in which it operates. The Bango Community Enhancement Fund Committee (The committee) has been appointed to assess all applications and to help determine how best to allocate funds and in-kind contributions to maximise benefits for communities within and around the wind farm.

The key objective of sponsorship is to provide financial support to not-for-profit community groups and organisations that are working to make a positive and lasting contribution to regional communities in close proximity to the Bango Wind Farm.

Who allocates the community fund?

A committee has been formed to inform the distribution of funds. The committee consists of 4 members, 2 Boorowa community representatives, the mayor, or a Councillor to deputise on their behalf, and a Squadron Energy representative.

The committee has been established to select community representatives. Nomination of community members by the subcommittee is reported to the Council for approval.

Appointments to the Committee remain for a period of 2 years.

Who can apply?

The Bango Community Enhancement Fund Committee will consider funding locally run initiatives for not-for-profit Community groups, projects/programs or facilities that are located within, or provide a direct benefit to, the community within 20km of the Bango Wind Farm boundary (see Figure A – Bango WF 20km Buffer)



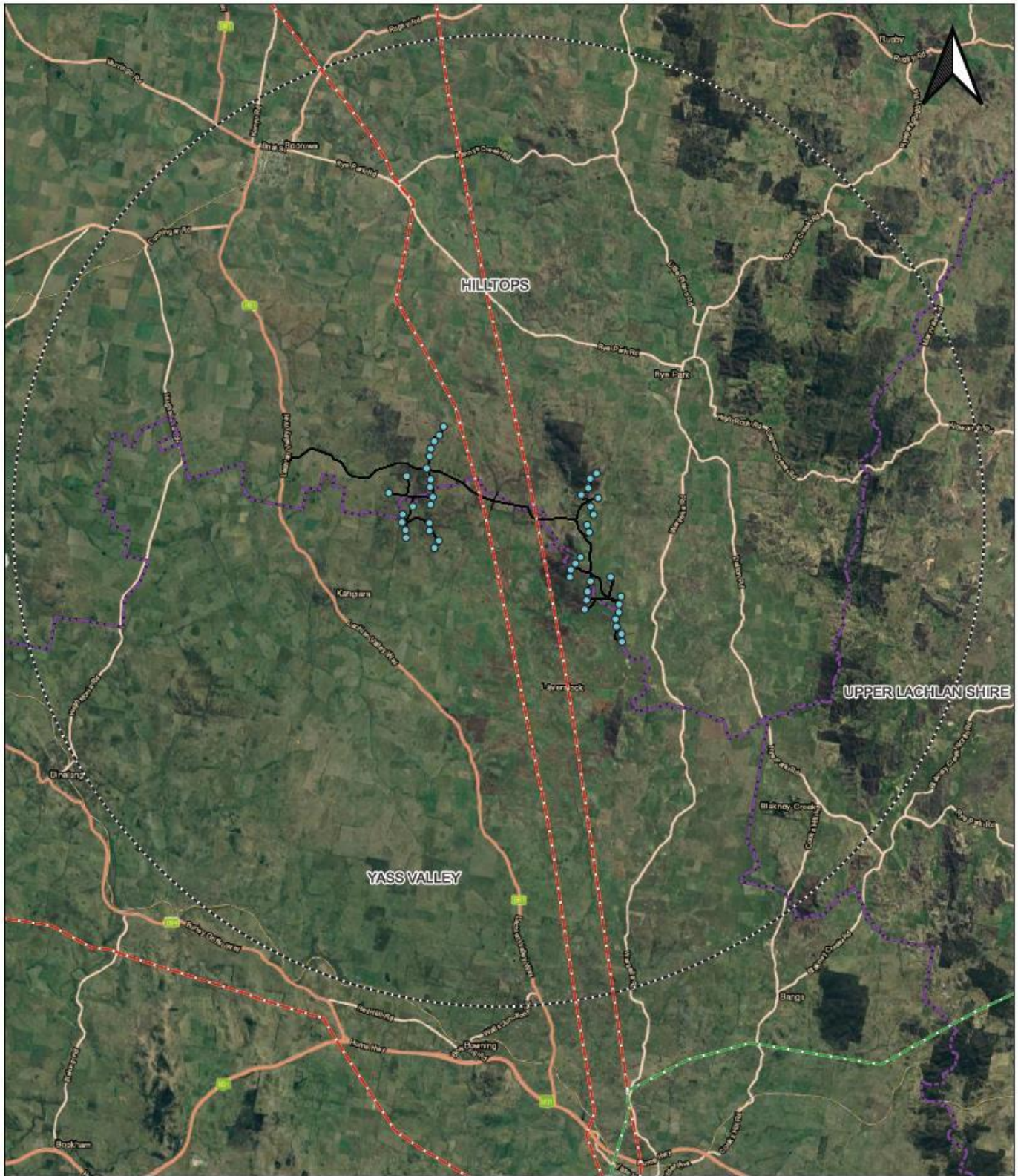


Figure A – Bango Wind Farm - 20km Buffer

How do I apply for funding?

Application forms are available on the Council's website and can be obtained from Council offices. Applications must address all the required information and be sent to the Council via email, post or can be dropped into one of the offices.

Please note, applications submitted after the closing date will not be considered.

Submission Requirements

Applicants should make use of the application checklist and include all the required information and documents before making a submission.

All documents submitted to Hilltops Council in application and acquittal must be in the forms provided.

Project Plans and Budgets

Applications for less than \$5,000 may provide a simple list of the proposed expenditure.

Applications over \$5,000 will be required to submit a project plan and detailed budget with their application.

- A project plan should outline your projects deliverables and include the following:
 - Key dates; start and finish dates.
 - Any key goals (dates) expected to be achieved prior to completion.
 - Breakdown of the work/tasks required to complete the project.
 - Identify who will complete tasks e.g., contractor, committee, working bee.
 - Identify any constraints that may impact the completion.
- Detailed budgets should include:
 - Itemised expenses
 - Expected income.
 - Subtracted expenses from income.
 - Subtracted expenses from Bango Wind Farm funding.

What is the funding schedule?

Applications are received and reviewed on an annual basis.

What criteria will be used to evaluate applications?

Funding approval is a competitive process with each application reviewed against a set of criteria and weighed against other applications. Due to limited funding not all requests that meet the established criteria will be approved.

Selection criteria	Weighting	TOTAL
Project benefits <ul style="list-style-type: none"> ○ Direct community benefit. ○ Quality of life/community wellness enhancement. ○ Program/ project operational efficiencies. ○ Demographics served: disadvantaged community, people with disability, youth, elderly etc. 	10 10 10 10	40%
Target community need <ul style="list-style-type: none"> ○ Public safety/improved access. ○ Provide a direct service to the community. ○ Council/community support. ○ Benefit to environment ○ Education and training outcome ○ Health and wellbeing outcome ○ Community development outcome 	5 10 5 5 5 5 5	40%
Availability of funding <ul style="list-style-type: none"> ○ Demonstrated need for financial assistance. 	10	10%
Project/ program viability <ul style="list-style-type: none"> ○ Capability of applicant to successfully deliver project (i.e. organisation size/ representation, prior experience). ○ Uniqueness of the project or program - the extent to which project or program duplicates other available facilities or programs in the area. 	5 5	10%

Is personal or private information protected?

All applications are treated as public documents; however, 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 applicants will receive a response advising them of the outcome of their application following the committee meeting. In addition, successful applications will be published on the SMRC website,

Once an application is assessed by the Committee, a recommendation will be made to the council for endorsement. Successful applicants will be provided with a funding agreement and information regarding any conditions of the funding. When the funding agreement has been completed and returned by the applicant, the allocated funds will be released.

What if the project changes once the funding has been provided?

A request to redistribute funding outside of the approved purpose may, at the discretion of the committee, be a new event or project.

A request for any variation to the original purpose must be submitted in writing to the committee. Please note, the committee may not approve variations and require the unspent funds returned.

What reporting is required and when?

An acquittal report must be returned within 30 days of the conclusion of the project/event.

Acquittal reports are required so the Committee can be confident that allocated funds have been used as agreed within the funding agreement. As part of the acquittal process applicants must return receipts for all items purchased with funding along with photos of the project/event. Please note, invoices are not an acceptable substitute for receipts. Applicants must complete the acquittal form provided.

Projects extending beyond 12 months are required to provide periodic progress reports to satisfy the committee that the agreed conditions are being met.

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

If the unspent amount remaining is \$50 or less this may be retained by the applicant.

Unspent funds exceeding \$50 are to be returned to the Council. Following review of the acquittal, an invoice will be issued, and the funds are to be returned to Council within 30 days of the invoice being issued.

Can the final reporting date be extended?

Projects affected by unforeseen circumstances (e.g. weather events or public health orders) may be rescheduled, and the project or event extended until the unforeseen circumstance has resolved. Notice must be provided to the committee.

Projects that extend beyond the original end date must be reported to the committee at the earliest indication. The committee will consider the continuity of the project and approve the extension or request that unexpended funds be returned.

Please note, the committee will not provide retrospective approval of project extension.

Recovery of Funds

Applications are approved for a specific purpose and with conditions as set out in the funding agreement. If the funds are not acquitted in accordance with the agreement the council will commence a process of recovering the funds.

If an acquittal is not completed within the timeframe, you will be asked to return the funds and will be ineligible for funding for 3 consecutive rounds.

SUBMISSION REQUIREMENTS

Ensure you read the application checklist and include all the required information and documents before submitting your application. When submitting your application, follow the naming conventions for all documents shown in the guidelines and on the council's website.

SUBMIT YOUR APPLICATION

When submitting your application by hand or by email the subject/ title must be written as; "**Bango Wind Farm - (organisation Name)**"

VIA

E-mail: submissions@hilltops.nsw.gov.au

Post: Locked Bag 5, Young, NSW 2594

In person: At a Hilltops Council Office

For any further information contact Hilltops Council on 1300 445 586.