

# **Clarke Creek Wind Farm Community Fund**

## **Expression of Interest for Administration Services**

### **Information Pack**

July 2020

## 1 Introduction

Clarke Creek Wind Farm (CCWF) is seeking expressions of interest (EOI) from local organisations and individuals that can demonstrate the necessary capability and experience to administer the Community Fund (the Fund).

The Fund gives financial support to community groups and projects that provide a benefit to the local community. The key aim of the fund is: *To provide funds to enhance and enrich community initiatives throughout the local community.*

The Fund provides \$200,000 per annum (increasing with CPI). It begins at the commencement of construction and will continue throughout the project lifetime.

Guidelines for the operation of the Community Fund have been drafted in consultation with the CCWF Community Consultative Committee (CCC) (Appendix A). The CCC, or a sub-committee thereof (The Committee), has been appointed to evaluate all applications and determine how best to distribute funds.

The closing date for EOIs is 5pm, 25<sup>th</sup> September 2020.

## 2 Scope of Work

The scope of work to establish and administering the fund includes, but is not limited to, the following:

- Work in collaboration with CCWF to refine the necessary materials (forms etc.) for the Community Fund, prior to commencement of the fund. A number of documents have already been drafted by CCWF.
- Administer the Fund in accordance with the principles outlined in the Guidelines (Appendix A). This may include, but not limited to:
  - Deal with enquiries of an administrative nature in relation to the fund.
  - Assist in arranging local advertising the fund.
  - Receive and ensure appropriate record keeping of all applications and general correspondence.
  - Process applications to ensure their eligibility against the criteria.
  - Compile and distribute applications and supporting documents to the Committee.
  - Assist to compile ranking information from Committee members prior to meeting.
  - Attending Committee meetings to record decisions on Community Fund applications.
  - Undertake relevant administration in relation to advising all successful and non-successful applicants of the results of the funding round.
  - Undertake relevant administration in relation to disbursing funds to successful applicants.
  - Undertake relevant administration in relation to ensuring successful applicants report on financial and project outcomes.
- Provide ongoing progress reports to CCWF and the Committee, including an annual report covering Fund outcomes.
- Undertake intermittent internal reviews and make necessary changes to ensure the Community Fund is functioning efficiently and effectively.
- Arrange and undergo an annual audit of the Community Fund by an independent assessor and implement any recommendations.
- Liaise with CCWF regularly regarding the status of the Fund, outcomes of internal reviews and external Audits and other relevant matters as required.

### 3 How to submit an EOI

Please provide us with the following information in no more than two pages:

- Name of organisation or individual making the submission.
- Contact information (if an organisation then please include the contact person).
- Summary of relevant qualifications or experience in administering funds:
  - Why you believe you are suitable to manage the fund.
  - And if you are an organisation, please provide information on the personnel you plan to use to administer the fund.
- Cost to administer the fund.

Please email your submission to [info@clarkecreekwindandsolar.com.au](mailto:info@clarkecreekwindandsolar.com.au) before 5pm, 25<sup>th</sup> September 2020.

### 4 What happens next?

CCWF will review all EOI submissions. We may contact you to provide further information or clarification. After the review has been completed, we will contact organisations or individuals who have been shortlisted and ask to meet to discuss their EOI in greater detail.

### 5 Further Information

For more information please contact us:

- Phone: 1800 974 882
- Email: [info@clarkecreekwindandsolar.com.au](mailto:info@clarkecreekwindandsolar.com.au)
- Web: [www.clarkecreekwindandsolar.com.au](http://www.clarkecreekwindandsolar.com.au)
- Local Information Centre: 18 Railway Street, Marlborough (opening hours Fridays 9am - 1pm or by appointment).

## Appendix A – Community Fund Guidelines

**Clarke Creek Wind Farm**  
**Community Fund Guidelines**

July 2020

## 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 (increasing with CPI).

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

This document has been drafted by Goldwind Australia in consultation with the CCWF Community Consultative Committee (CCC) and sets out the guidelines for applying for funding.

## 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 75km radius of the CCWF turbines (see 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 out with 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, scholarships, apprenticeships or transport to school camps.
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 1800 974 882, [info@clarkecreekwindandsolar.com.au](mailto:info@clarkecreekwindandsolar.com.au) or the local Information Centre at 18 Railway Street, Marlborough.

## 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 GWA Privacy Policy available at [www.clarkecreekwindandsolar.com.au](http://www.clarkecreekwindandsolar.com.au) or by request to [info@clarkecreekwindandsolar.com.au](mailto:info@clarkecreekwindandsolar.com.au).

## 13 Contact

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## Appendix 1 – Map of Eligible Areas

