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# COLLGAR COMMUNITY FUND

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## GUIDELINES



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## 1 COLLGAR COMMUNITY FUND

Collgar Wind Farm Pty Ltd (Collgar) has a genuine interest in building the capacity and long-term sustainability of the communities in which it operates. The Collgar Community Fund (CCF), established by Collgar, provides funding to local initiatives that benefit the Shire of Merredin and surrounding areas. Through the CCF, Collgar supports initiatives that strengthen the local community through programs that make a positive and lasting contribution and enhance the Merredin region and surrounding areas.

A Grants Committee has been appointed to assess applications and determine how best to allocate funds and in-kind contributions to maximise benefits for the community.

## 2 ELIGIBILITY

Applicants must be one of the following:

- Not-for-profit organisation;
- Local government;
- Educational department or group; or
- Incorporated community-based organisation.

Initiatives should be “project ready”, and organisers should provide “hands-on” support.

Applicants must be from Merredin or the surrounding shires and must be able to demonstrate support from the local community or locally based organisations.

## 3 INELIGIBLE

Organisations and initiatives that will not be supported include the following:

- Government agencies or departments other than local government, schools or educational departments;
- Individuals or initiatives for personal gain;
- Businesses or for-profit groups or initiatives for commercial gain;
- Applications from political organisations or for political campaigns;
- Applications for religious purposes;
- Applications seeking retrospective funding, i.e. for costs already incurred before approval of funding is given;
- Applications seeking to fund ongoing operational costs;
- Applications to cover the costs of alcohol, drugs, gambling or other illegal or unethical activities; or
- Applications for initiatives that involve activities with significant inherent risks, such as extreme sports.

CCF prefers not to fund capital works or make commitments longer than three years in duration.



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### 4 PRIORITY AREAS

Preference for sponsorship will be given to initiatives that fall into one of the following priority areas:

Priority Area	Specific Examples
<b>Education &amp; Training</b>	Educational programs or tours, educational resources, scholarships or donations towards prizes for students.
<b>Community Development</b>	Initiatives that promote industry, commerce, agriculture, culture and arts or improvements to community assets and infrastructure.
<b>Health &amp; Wellbeing</b>	Support for emergency services, initiatives that promote or enhance healthy living, health care, aged care, mental health, child care or assistance to any disadvantaged groups and donations towards sports and social clubs.
<b>Environment</b>	Initiatives that enhance the natural environment, or prevent the degradation of the environment including conservation, protection or restoration programs.

### 5 CONDITIONS OF DONATIONS AND SPONSORSHIPS

Successful applicants of CCF will be required to:

- Recognise the contribution made through a method agreed by Collgar. Common methods for recognising CCF include plaques, signage, acknowledgement in newsletters and media releases, and displaying logos in advertising material. Any costs for signs, plaques or advertising material must be covered in the total cost of the initiative. Collgar must approve the final wording and layout of any acknowledgement.
- Ensure that funds are utilised for the specific activities and within a specific timeframe as outlined in the approved funding application or approval letter.
- Provide a close-out report once the initiative is complete.
- Have all planning approvals in place as required by local planning regulation.
- In certain circumstances, execute a Release and Indemnity Agreement or Grant Agreement.
- Ensure that invoices are made out to **Collgar Community Fund – ABN 40 603 253 650**

### 6 CCF APPLICATIONS

There are three types of CCF applications. Application types and the deadlines for these applications are as follows:

Application Type	Funding Value	Closing Dates	Notification Period	Approval Required	Examples
<b>Level 1 - Donations</b>	Up to \$2,500	Monthly, End of Month	14 days after closing date	*CCF Manager	Sporting clubs, community shows, cultural events, small sponsorship requests.
<b>Level 2 - Sponsorship</b>	\$2,500 - \$10,000	Quarterly; 31 Jan, 30 Apr, 31 July and 31 Oct.	30 days after closing date	Grants Committee	Local community initiatives or educational programs and scholarships.
<b>Level 3 - Partnership</b>	Over \$10,000	Six-monthly; 31 Jan and 30 Jun	30 days after closing date	Grants Committee	Initiatives that source a portion of total costs from other sponsors or partners (guideline of 50% funding already sourced).

*\*The Community Fund Manager may decide to defer the application to the Grants Committee for approval. In such cases, the application will be reviewed at the next Grants Committee meeting and the Notification Period will be delayed.*

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## 7 ASSESSMENT OF CCF APPLICATIONS

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- To be considered for funding, applications must be submitted using the CCF Application Form and contain all required information ([www.collgarwindfarm.com.au/community-fund/](http://www.collgarwindfarm.com.au/community-fund/)).
- Additional supporting documentation and information that may assist the success of your application includes; proposals, plans, budgets, information demonstrating satisfactory financial management and company status, letters of support etc.
- The application must be submitted to Collgar via email [enquiries@collgar.com.au](mailto:enquiries@collgar.com.au) or by mail to PO Box 957, West Perth WA 6872 and addressed to the Community Fund Manager.
- Applications are assessed shortly after the closing dates, and successful applicants will be notified in writing. In some instances, it may be necessary to obtain additional information from applicants to assist in the assessment.
- Once the Grants Committee (or Community Fund Manager) is satisfied that all conditions have been met, the applicant must submit an invoice to [accounts@collgar.com.au](mailto:accounts@collgar.com.au) for the approved amount.

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## 8 LIABILITY

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Successful applicants are wholly responsible for the insurance and professional indemnities required. Collgar is not liable for any accidents or negligence resulting in a claim or demand arising from a sponsored initiative. Volunteers involved in any sponsored initiatives must be covered by the organisation's insurances and organisations may be asked to provide details of insurance cover as part of the sponsorship application.

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## 9 CHANGE

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These guidelines have been developed by CCF and are subject to modification from time to time.