

COMMUNITY GRANT PROGRAM APPLICATION FORM



Organisation

ABN/ACN

Address

Name

Email address

Phone

Does your organisation or its members have an association with Waterloo Wind Farm e.g. employee?

Project name

Project description

Provide an overview of your proposal/project?

Project location

What areas/communities does your project impact?

Project outcomes

What are you trying to achieve with your project? What problem /issue are you trying to address?

Criteria outcomes

Explain how the project will deliver against the priority areas:

- A. Community pride
- B. Benefit the environment
- C. Support local economy.

Funding amount

How much funding are you requesting?

Budget and allocations of funds

What is your total budget for the project? Please provide details of how funds from the grant will be used.

Other funding

Is there any other funding available for your project? Have you applied for and/or been granted funding from any other source for this project? Please provide details.

Time frame

Please provide a timeline of actions for the project.

Evaluation

How will you evaluate the success of your project?

Agreement

I acknowledge and agree to the Waterloo Wind Farm Community Grants Guidelines and Terms and Conditions (see below).

Signed

Date

TERMS & CONDITIONS

These Terms and Conditions are to be read in conjunction with the relevant Waterloo Wind Farm Community Grants Program application form provided to you by Waterloo Wind Farm (Application Form). In submitting an application to the Fund, applicants are deemed to have accepted these terms and conditions applying to the application process and any subsequent funding which may be granted by Waterloo Wind Farm from the Fund. For any questions regarding these Terms and Conditions contact us via email: hello@waterloowindfarm.com.au

1. Who is eligible to apply?

Applications will only be accepted from organisations, and not individuals. Applications for funding will be considered from organisations that:

- a. deliver social or environmental projects or services to residents in the community in which Waterloo Wind Farm operates;
- b. pursue objectives of significant and demonstrable benefit to the local or regional community; and
- c. best address the selection criteria outlined in the Application Form.

2. How and when to apply

- a. Applications must:
 - i. be made using the relevant Application Form;
 - ii. be made directly by the organisation (applications on behalf of individuals or third parties will not be accepted);
 - iii. identify specific objectives or problems and present respective plans and solutions;
 - iv. show that the project is planned around an achievable timetable and budget;
 - v. be able to demonstrate that the project is directed at solving problems in a sustainable way rather than providing short-term relief from symptoms or long-term dependency; and
 - vi. build in reporting and evaluation of the project.
- b. Only one application may be submitted for each organisation for each round of funds.
- c. Application opening and closing dates for 2019 are listed in the Application Form (Application Period).
- d. Applicants are advised not to include original documents, videos, audio cassettes or models with their application. Where relevant, however, annual reports or other publicity material may be included with the application. Waterloo Wind Farm will not be responsible for loss or damage to any documents, information or items which are included in or as part of an application.
- e. Applications must be received within the Application Period and must be either emailed or posted. Posted applications must have a date-stamp on or before the closing date of the relevant Application Period. Applications postmarked or emailed after the closing date will not be accepted.

3. Assessment of your application

The procedure for assessing applications is intended to operate as follows:

- a. Formal assessment procedure begins based on funding and eligibility criteria and terms and conditions. This will include establishing that the application:
 - i. meets the eligibility and funding criteria set out in these guidelines; and
 - ii. has been completed satisfactorily and is accompanied by the appropriate documentation.
- b. Any decision to grant or not grant funding from the Fund will be made in Waterloo Wind Farms sole and absolute discretion.
- c. Waterloo Wind Farm will endeavour to notify successful applicants within eight weeks of the applications closing date. Successful applicants will be notified by mail or email. Waterloo Wind Farm may extend the period for considering applications and notifying applicants at its sole discretion and without notifying applicants.
- d. Waterloo Wind Farm will send successful applicants an offer for funding from the Fund (Letter of Offer). Successful applicants may also be required to enter into a separate funding agreement with Waterloo Wind Farm, which will set out additional requirements, obligations and terms and conditions in relation to the funding granted.
- e. Funding will be distributed to successful applicants in accordance with the relevant Letter of Offer (if accepted by the applicant). Waterloo Wind Farm will not be required, and does not intend to provide reasons for any decisions made in relation to any refusal to make a grant or any amount that is determined to be granted. Waterloo Wind Farm reserves the right, in its sole and absolute discretion, to modify the processes outlined in this section or to follow a different assessment process.

4. Provision and usage of funds

- a. Waterloo Wind Farm will provide the successful applicant(s) (Recipient) with funding from the Fund either in a one off payment or ongoing payments (subject to any milestones determined by Waterloo Wind Farm being satisfied) for the amount determined by

- Waterloo Wind Farm in its sole and absolute discretion. The Recipient must sign and return the Letter of Offer for funding from Waterloo Wind Farm, and any separate funding agreement (if required by Waterloo Wind Farm), before any funds are distributed.
- b. The funding amount must only be used and applied solely for the purpose of the project stated in the application and Letter of Offer from Waterloo Wind Farm.
 - c. The Recipient must keep accurate and complete written records (including financial records) relating to the expenditure of the funding granted on the project (Project Records). Recipients may be asked to also provide written reports on the progress and results of the funded project, including details of funding expenditure. All Project Records must be made available to Waterloo Wind Farm or its authorised representative at all reasonable times for inspection, audit or reproduction for a period of at least seven years from the date of the grant of funding.
 - d. Recipients who receive two or more consecutive years of funding are required to supply a report annually in the form required by Waterloo Wind Farm. Continued funding will depend on the progress of the funded projects and the achievement of stated objectives.
 - e. Expenditure of the funds granted must be completed within six months of the grant, unless otherwise arranged with and approved by Waterloo Wind Farm. The Recipient must repay to Waterloo Wind Farm any amounts which are not expended within this time, unless otherwise arranged with and approved by Waterloo Wind Farm.
 - f. The Recipient must complete and provide to Waterloo Wind Farm a detailed summary of the outcomes of the project (Acquittal Form). The Acquittal Form must be provided to Waterloo Wind Farm within four weeks of the end date of the project or seven months of receiving the grant, whichever is earlier. Failure to supply the Acquittal Form will automatically disqualify the Recipient from applying for funding in future Application Periods.
 - g. If the Recipient is registered for GST, the amount of awarded funding will include the GST amount, subject to a tax invoice being provided to Waterloo Wind Farm.

5. Withdrawal or repayment of funds

- a. Waterloo Wind Farm reserves the right to withdraw funding, in its sole and absolute discretion, if funding criteria are not met by the Recipient.
- b. If the Recipient is in breach of these Terms and Conditions, or it is subsequently determined that the Recipient was not eligible for the Funds, the Recipient must repay to Waterloo Wind Farm any Funds the Recipient had received.
- c. If, at any time, the stated purpose of the project is no longer possible or cannot be completed in the manner described in the application and proposal submitted to Waterloo Wind Farm, the Recipient must advise Waterloo Wind Farm and the Recipient must return any remaining unspent amount of the funding provided to Waterloo Wind Farm within two weeks of this becoming apparent. However, Waterloo Wind Farm may (in its sole and absolute discretion) agree to a variation to the purpose and project provided that the variation of the project still meets the initial funding criteria.
- d. Waterloo Wind Farm will not be responsible for any additional project costs, nor obliged to pay any monies additional to the amount granted from the Fund.

6. Promotion of Recipient and Waterloo Wind Farm

- a. Waterloo Wind Farm's financial assistance to the Recipient's activity/project must be acknowledged, regardless of the amount of funding. The Recipient must display the Waterloo Wind Farm logo, or state in writing that Waterloo Wind Farm has funded the project. Waterloo Wind Farm may not be referred to for any purposes outside of the project. Acknowledgement guidelines and logos will be supplied by Waterloo Wind Farm.
- b. All advertising, signage, media releases and other promotional material that contains the Waterloo Wind Farm logo must be submitted to and approved by Waterloo Wind Farm prior to its production and release. The Recipient must compensate Waterloo Wind Farm for any loss or damage suffered by Waterloo Wind Farm as a result of any unauthorised use by the Recipient of Waterloo Wind Farm's intellectual property (including its logo).
- c. Waterloo Wind Farm may promote the Fund and any organisation that is awarded funds. Successful applicants agree to be included in various promotional, media, communication and marketing material and will cooperate with Waterloo Wind Farm in promoting the Fund.

7. General Conditions

- a. The Recipient must keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Recipient in relation to the project the subject of the funding, against any claims for loss or damage to property and injury or death to persons.
- b. To the extent permitted by law, Waterloo Wind Farm and its directors, officers, employees, and agents, will not be liable for any loss, damage, or personal injury suffered or sustained in connection with an organisation's application or expenditure of Funds.
- c. Applications must not infringe the intellectual property rights of any person or entity and the organisation indemnifies Waterloo Wind Farm against any claim made against Waterloo Wind Farm alleging that Waterloo Wind Farm's use of information provided by the organisation infringed the intellectual property rights of any person or entity.