

WHITE ROCK Wind Farm

Community Fund Grant Application

**Application Pack for Projects Seeking
Over \$5,000**

Closing Date for Applications:

26 April 2019



APPLICATION SUMMARY

Overview

White Rock Wind Farm Community Fund aims to share the benefits of White Rock Wind Farm by investing in the communities around the wind farm. The Funds are intended to provide financial support for community-based initiatives, projects and events that produce lasting community benefit and reflect local priorities.

The Community Fund targets a range of community needs including health and social welfare, safety, environment, education and youth, sport and recreation, culture and heritage, arts and economic development.

Who Can Apply

Applications are open to any not for profit or community-based organisations.

Project Duration

Projects receiving grant funding of \$5,000 or over are required to be completed within 2 years from the date of the acceptance letter.

Assessment Criteria

Applications will be assessed on their merits, based on their benefit to the community, perceived suitability, the background of the applicant, etc. Projects will also be weighted according to their proximity to White Rock Wind Farm with closer projects carrying more weight. Please submit supporting information and a detailed budget for the project as outlined in Parts C and D.

How to Apply

Applicants should complete the application form and complete and sign the checklist. For all enquiries please phone Anna Watt on 02 6730 2317.

Post to:

Attention: Glen Innes Severn Council
WRWF Community Fund Application
c/- Glen Innes Severn Council
P.O Box 61
GLEN INNES NSW 2370

Deliver by hand to:

Glen Innes Severn Council
WRWF Community Fund Application
265 Grey Street
GLEN INNES NSW 2370

Email to:

council@gisc.nsw.gov.au

Subject: WRWF Community Fund Application

All applicants will be notified in writing of their success, or otherwise, after the 14 June 2019. Funds will be issued by cheque to the contact details provided on the application form.

Please Note: Applications received after 4.30pm on 26 April 2019 will not be accepted under any circumstances.

APPLICATION FORM FOR PROJECTS OVER \$5,000



Before completing this form, please read the guidelines attached to this document.

Please write legibly when completing this application form.

A: ORGANISATIONAL DETAILS

1. Name _____

2. Postal Address _____

3. ABN: _ _ _ _ _

4. Are you registered for GST? Yes No

5. What do you do? (brief description of who you are and what you do)

B: WHO DO WE TALK TO REGARDING THIS APPLICATION?

1. Name of Contact for this Application _____

2. Position of Contact within the Organisation _____

3. Contact Details Work Phone _____

Mobile Phone _____

Email Address _____

C: SUPPORTING INFORMATION

Grants requested for over \$5,000 are likely to require a greater amount of organisation, time and money to complete. Projects of this scale have no upper funding limit as long as it falls within the annual amount of money available from the Community Fund. Projects cannot be allocated funds from succeeding years.

Due to the scale of some of these projects, this application should be supported with detailed supplementary information to demonstrate the capabilities of the applicant in justifying and carrying out the project.

It is expected this supplementary information would contain, but not be limited to:

1. Does your Application require Development / Landowner Consent, and have you discussed your Project Plans with Council? If so please attach a copy of the Plans / Reference No.
2. A Detailed Budget including all Income and Expense items, GST inclusive.
3. Do you have or need any match-funding, or equivalent, which is required to carry out the Project?
4. Provide recent, verifiable quotes for carrying out the Project.
5. Proposed Timeline for the Project (noting the work must be completed within 2 years).
6. How will the contribution from the WRWF Community Fund be acknowledged?
7. Any additional information in support of your Grant application (letters of support, media releases, historical information, etc).

The more information you provide, the easier it will be for the Committee to assess your application.

Projects approved for funding but which require Development / Landowner Consent will not have funds released until such consents are in place.

The committee may seek clarification or request further information about the Project in order to help make its decision. Failure to provide the information in a reasonable timeframe will result in the application being rejected.

D: PREDICTED BUDGET (ALL FIGURES MUST INCLUDE GST)

Please complete the following template or attach a separate budget sheet.

Income	\$ Value (incl GST)
Money provided by your organisation	
Income from other sources	
Funding from the WRWF Community Fund	
In Kind Contributions	
Materials	
Volunteer Labour	
Total Project Income	\$
Expenses	
Materials	
Labour	
Promotion	
Printing	
Other (please list)	
Total Project Expenses	\$

Note: Income and Expenses must equal each other.

CHECKLIST

Have You	Yes	No
Attached quotes for your project (if required)?		
Identified the goal/s your project supports?		
Identified the aim/s your project meets?		
Organised for the bottom of this checklist to be signed and dated by the head of the organisation?		
<p>If you have ticked “no” to any of the above please explain why.</p>		
<p>I hereby confirm that Information contained in our application is correct and accurate at the time of submitting for approval.</p>		
<p>Signed:</p>		
<p>Name:</p>		
<p>Position in Organisation:</p>		
<p>Date:</p>		

ACQUITTAL STATEMENT BY GRANT RECIPIENT

The Acquittal and Feedback Forms are to be completed and returned only once the project has been completed.

Organisation	
Project	
Amount Received	

Certified by an authorised officer of the grant recipient organisation.

I confirm that:

An amount equal to the total Grant paid (\$) has been expended on the Project in accordance with our original application and the WRWF Community Fund Guidelines.

AND

A complete set of financial records, or equivalent, relevant to the project have been maintained and are attached to this acquittal together with photos of the completed project.

I hereby certify that I have the authority to sign this Acquittal Form on behalf of the recipient organisation.

Date:
Signature:
Name:
Position:

Please return the Acquittal and Feedback Forms to:

Post: Glen Innes Severn Council, WRWF Community Fund Acquittal Form, PO Box 61, GLEN INNES NSW 2370

Email: council@gisc.nsw.gov.au (Subject: WRWF Community Fund Acquittal Form).

FEEDBACK FORM

Did you have any problems completing the project on time/budget?

Were there any unforeseen complications with the project?

Can you suggest any improvements to the process of applying for funds?

Were the applications forms and requested information too complex?

Any other comments or suggestions?

Thank you for any feedback you can provide, it is very helpful!