



# Collgar Community Fund Grant Application Guidelines

[www.collgar.com.au/communities](http://www.collgar.com.au/communities)



**COLLGAR**  
RENEWABLES



**COLLGAR**  
WIND FARM



**COLLGAR**  
COMMUNITY FUND

# Welcome to the Collgar Community Fund Guidelines

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) was established by Collgar Wind Farm and provides funding to local initiatives that benefit the Shire of Merredin and surrounding areas. Collgar supports initiatives that strengthen the local community through programs that make a positive and lasting contribution and enhance the Merredin region and surrounds.

The fund is administered by the Collgar Renewables CCF Grants Committee, who has been appointed to assess applications and determine how best to allocate funds and in-kind contributions to maximise benefits for the community.

## Eligibility

Eligible applicants must be one of the following:

- *Not for profit organisation*
- *Local government*
- *Education department or group*
- *Incorporated community-based organisation*

Initiatives should be project ready, and organisers to demonstrate in their application how they intend to contribute to the project/initiative by way of hands-on support. Applicants must be from Merredin or the surrounding shires and be able to demonstrate support from the local community or locally based organisations.

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; Organisations 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.*

The CCF prefers not to fund capital works or make commitments longer than one year in duration.

All applications must be submitted using the Collgar Community Fund application form, which is available from our website ([www.collgar.com.au/communities](http://www.collgar.com.au/communities)).

Please include any additional documentation and information to support the application, such as proposals, plans, budgets, community letters of support and/or financial management and company status letters.

Applications to be submitted via email at [enquiries@collgar.com.au](mailto:enquiries@collgar.com.au) or by mail PO Box 7522, Cloisters Square PO, WA 6850, addressed to the Collgar Community Fund Manager.

## Categories

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

**Events and Music** - examples include music events, community festivals, gala nights, and community lunches.

**Community Assets / Refurbishment** - examples include wheelchair access for the community, upgrading community accessed infrastructure and museum displays.

**Arts & Culture** - examples include art exhibitions, theatre performances, art workshops and more.

**Youth Initiatives** - examples include beneficial youth programs, youth activities and more.

**Indigenous Initiatives** - initiatives that support indigenous initiatives with regard to education, health and wellbeing and support outcomes towards closing the gap.

**Health & Wellbeing** - support for emergency services, initiatives that promote or enhance healthy living, health care, aged care, mental health, childcare or assistance to any disadvantaged groups.

**Sports & Recreation** - initiatives that promote and support sporting or recreational activities.

**Education & Training** - educational programs or tours, educational resources, scholarships or donations towards prizes for students.

**The Environment** - initiatives that enhance the natural environment, or prevent the degradation of the environment including conservation, protection or restoration programs.

## Levels of Funding

The Collgar Community Fund has two levels of funding.

**Level One** applications are for requests up to and including \$2,500. These applications are assessed by the Collgar Community Fund Manager and applications are open from 1 January to 1 December. You will be notified of the outcome of your application within 14 days of submission.

**Level Two** applications are for requests between \$2,500 and \$10,000. These initiatives need to source a portion of total costs (30% to 50%) from other sponsors or partners, as well as submit letters of support from the local community. Level two applications are assessed by the Grants Committee each quarter. You will be notified of the outcome of your application within 30 days of the closing date. Please refer to the following dates for submission of level 2 applications:

*Q1 - 15 January to 15 March*

*Q2 - 01 April to 15 June*

*Q3 - 01 July to 15 September*

*Q4 - 01 October to 10 December*





## Assessment of Applications

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.

Applications are assessed shortly after the closing dates, with all applicants notified of the outcome in writing. In some instances, it may be necessary to obtain additional information from applicants to assist in the assessment.

## Conditions

Successful applicants of CCF funding will be required to:

- *Recognise the contribution made through a method agreed by Collgar. Methods may include plaques, signage, acknowledgement in newsletters and media releases, and displaying logos in advertising material. Any costs for signs, plaques or advertising material to be covered in the total cost of the initiative. Collgar to 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. including photographs.*
- *Agree that photos of the initiative can be used for CCF promotion.*
- *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.*

## Liability

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 the organisation may be asked to provide details of insurance cover as part of the sponsorship application.

## Contact

If you would like more information about the Collgar Community Fund or if you have any questions, please visit our website [www.collgar.com.au/communities](http://www.collgar.com.au/communities) or contact us at [enquiries@collgar.com.au](mailto:enquiries@collgar.com.au) or **+61 6465 9100**.