



# WOOLSTHORPE WIND FARM

## COMMUNITY BENEFIT FUND PROGRAM GUIDELINES

Woolsthorpe Wind Farm (WWF) understands that Woolsthorpe local residents are passionate about delivering long-lasting prosperity for their community - not just with 'bricks & mortar' projects, but programs and initiatives where positive growth can compound over time. The WWF Project team believes strongly in supporting this and in sharing financial benefits of the Project.

Woolsthorpe Wind Farm (WWF) is therefore pleased to offer financial support to the local Woolsthorpe community in the form of an annual Community Benefit Fund grant program which will be in place for the commercial life of the wind farm Project.

The grant program will provide an allotment of funds in the amount of up to **AUD\$72,000 each year** (from Year 1 of the Program) and will increase annually with inflation (CPI).

Year 1 of the Program will commence during the wind farm construction period, shortly after the Project has reached Financial Close (which means all major contracts are signed for procurement, supply and finance).

The goal of the Community Benefit Fund Program is to generate positive action and investment that supports and contributes to social, economic and environmental sustainability of the community in the vicinity of the project.

WWF wishes the community to have a feeling of ownership with this Community Benefit Fund Program, and therefore will establish a Fund Committee that comprises of two local residents (from within 4 km of the Project) and two representatives from WWF. The role of the Fund Committee will be to assess grant applications against the eligibility criteria. Projects/Initiatives/Applications deemed eligible by the Fund Committee will be put forward for community members within 4 km of the WWF Project to vote on.

Individuals and organisations with suitable local community initiatives are encouraged to apply by filling out an Application Form attached as Schedule 1 to these Guidelines, or to download an electronic (Microsoft Word) version of the Application Form from the WWF website.

## Applicant Eligibility Criteria

Applicants meeting the criteria below will be eligible for grants:

1. Grants are available either for Individuals or Organisations.
2. If a grant recipient has previously received funding under this scheme, further grants will only be available once that individual or organisation has completed the reporting requirement for those previous grants.
3. Grants are not available to political organisations or for political campaigns under any circumstance.
4. Grants are not available to religious organisations for religious purposes under any circumstance.
5. Applicants may submit an application for a maximum of two projects each year.

## The Fund Committee

The purpose of the Fund Committee is to advise WWF on how distributions of the Community Benefit Fund should be made to the applicants and potential beneficiaries. In particular, the Fund Committee will:

- a) Follow these guidelines (and in case needed, propose recommendations of changes to be made to the Community Benefit Fund Guidelines to WWF).
- b) Assess applications from the applicants and potential beneficiaries.
- c) Make funding recommendations to WWF. Each funding recommendation must be in writing and include detailed reasons in support for the recommendation.

**Membership of the Fund Committee** will consist of:

- a) Two representatives of/nominated by WWF; and
- b) Two representatives from the Woolsthorpe Township (or community from within 4 km of the Project).

Note:

- To be appointed, local residents will be called to submit their interest to form part of the Fund Committee.
- Each Community committee member's term will expire two (2) years after the date of nomination to the Fund Committee. This is to ensure many local residents have the opportunity to participate and to channel the full spread of views as how best this Program can contribute to the community.

- A committee member may be nominated subsequent to the expiration of their initial appointment no more than two additional (2) times.

The Fund Committee will meet as required based on the application and grants process.

## Project Eligibility Criteria

Community initiatives and or projects meeting the criteria listed below are eligible for grants:

1. The initiative and or project must be within the localities of Woolsthorpe, or alternatively be able to demonstrate a strong connection to the district and its residents.
2. The initiative and or project must deliver real measurable tangible benefits to the residents and or local community of Woolsthorpe.
3. Projects must demonstrate how they will contribute to maintaining or improving:
  - environmental sustainability,
  - economic sustainability;
  - education advancement; and/or
  - social sustainability such as wellbeing, culture, recreation and education.
4. Grants for multi-year projects must be applied for on a year-by-year basis. Multi-year projects must complete their yearly objectives or relevant milestones to be allowed to apply for the following year's funding. Since we are aware that the full funding year won't be completed when the applications for the following year open, multi-year projects will be required to achieve some objectives/milestones to be eligible for the following's year funding.
5. Applicants must accept that their initiatives and or project and their deliverables/benefits may be publicised as being supported by The WWF Community Fund Program.
6. Any initiative or project directly affecting any adjoining neighbour must include a letter of support from the landowner/resident evidencing their support.

## Grant Application Process

WWF will administer the grants and call for applications once per calendar year. The local community will provide input on which initiatives and or projects best achieve the program goal.

Application forms are attached in Schedule 1 and editable electronic (Microsoft Word) version will be available on the WWF website to download. It is expected that the grant program will operate as detailed below but given the

long-term nature of the Community Benefit Fund program this may be refined following consultation with and input from the local community:

1. Download, complete and submit an application form to a member of the Fund Committee or to [contactus.woolsthorpe@enerfin.es](mailto:contactus.woolsthorpe@enerfin.es) from between the 1<sup>st</sup> to the 30<sup>th</sup> of September each year. Applicants will be notified of receipt.
2. The WWF and the Fund Committee will check that each application meets the criteria detailed above. Applicants will be notified if their application does not meet the criteria. All applications that meet the criteria and are approved by WWF based on their guidelines and the fund's objectives, will proceed to the next step.
3. Details of all eligible projects will be put on the WWF website. Everyone who resides within the Township or owns land within 4km of the WWF can vote on which proposed initiative/s and or project/s in their view best meets the goals of the grant program.
4. Voting will run for 10 working days during the 3<sup>rd</sup> and 4<sup>th</sup> weeks of October each year. WWF will make a final decision about which projects receive grants based on this voting. All applicants will be notified of the decision.
5. Successful applicants and WWF will enter into a standard funding agreement, recording any joint funding, the agreed deliverables and the timeline.
6. Successful applicants will be required to provide a short report and or photos of the completed initiative and or the project, once the grant has been spent and which will be published at least on the WWF website.

## Fund Distribution - Allocation of Grants based on Community Votes

- In any one year, no project will be eligible to receive more than 50% of the annual fund allowance (unless it proves extraordinary merit or there are no other eligible applications that year).
- The Application that receives the most votes will receive its requested funding amount (up to the 50% limit).
- The Application with the second most votes will receive funding, and so on, until there is no money left to disburse.
- Through this process, if funds remain but they are insufficient to fund the next Application, the Committee can decide with the applicant, whether the next applicant receives partial funding or if the remaining funds are rolled over to the next year.

## WWF Community Fund Program Voting Rules

As of [DATE], voting in the WWF Community Fund Program will operate as described in these guidelines.

Voting and tallying of voting will occur as follows:

1. Each eligible voter can vote for one initiative or project;
2. There is only one vote per eligible voter per calendar year or per round of applications;
3. WWF will set up an online vote to make this as easy as possible. You will be able to place your vote by email and or phone provided you are an eligible voter.

## Questions

If your organisation has any questions regarding this grant program, please contact WWF through the contact form on the website or through one of the local community representatives.

## Schedule 1 – Application Form

### WWF Community Fund Program Application Form Overview

Woolsthorpe Wind Farm (WWF) is offering financial support to local community projects through a grant program. The grant program will be in place for the commercial life of the wind farm Project and the total funding provided will be up to AUD\$72,000 commencing in Year 1 of the Program. This will increase annually with CPI.

Individuals or Organisations with suitable local community initiatives are encouraged to apply by filling out the Application Form attached below or download an editable electronic (Microsoft Word) version from the website.

The goal is to provide financial support for projects that contribute to the social, economic, educational and environmental sustainability of the community in the vicinity of the WWF.

The information in this application should relate directly to the document “*WWF Community Benefit Fund Program Guidelines*” which is available on the website. As noted in that document, any proposed application that has the potential to impact a neighbour must include a letter of support from the neighbour landowner/resident and must be attached to any application.

Applications close on the 30<sup>th</sup> of September each calendar year (although this may differ in Year 1 of the Program).

## Grant Application Form

### Application Details

Project Name	
Project Location	
Maximum amount applied for (AUD\$)	
Expected date of project completion	

### Individual or Organization Applying to the Fund Grant

Name	
ABN (if applicable)	
Brief description (in case of being an Organisation)	

### Contact Details / Organization Representative

Name	
Phone	
Email	

### Project Details

Include in this section information about the project and how it will help to contribute to achieving the goals of the Community Fund Program. Reference to the “WWF Community Fund Program Guidelines” is important.

A summary of what the project is, including location	
An indication of the objectives of the project, what the planned outcomes are and how they can be measured	
An explanation of how the community will benefit	
Who will manage the project	
What the overall cost of the project is	
What the timeline of the project is	
Any other relevant and important details	

### Declarations and Information

How did you hear about the Community Fund Program?	
Are there any disclosures regarding the project or your organisation you wish to make?	
Are you, or is your organisation willing to allow the project to be used for promotional purposes by WWF?	

Applications can be submitted via email to [contactus.woolsthorpe@enerfin.es](mailto:contactus.woolsthorpe@enerfin.es) or to a member of the Fund Committee.

## **Schedule 2 - Terms and Conditions**

The following terms and conditions apply to all applications:

1. WWF reserves the right to control funding amounts and payment types, including paying successful applicants in instalments.
2. WWF is not required to provide reasons for grant refusal or partial funding.
3. WWF reserves the right to withdraw funding if a grant is not used for the project outlined in the grant application.
4. If the purpose of the initiative and or project is no longer appropriate or cannot be completed in the time frame stipulated in the funding agreement, the recipient must advise WWF.
5. All unspent money from a grant is to be returned to WWF for it's proper use in other applicant's projects.
6. The Applicants initiative and/or project must be complete prior the grant application process closing for the following year.
7. The applicant will maintain appropriate insurance.
8. The risk and responsibility for any initiative and or project funded by the grant rests exclusively with the Applicant and this statement intends to exclude any and all liability claims against WWF.
9. If requested to do so, Applicants must provide acknowledgment of funding such as displaying the WWF logo or statements in writing that WWF has provided funding.
10. Any acknowledgments and/or publications or the like must be provided to, and approved by, WWF prior to being used in relation to any grant assisted project.
11. Projects receiving grants under this program may be publicised by WWF.
12. The terms and conditions of a funding agreement are to be read and signed by the Applicant before any funds are distributed.