



Hepburn Wind Community Fund Guidelines

Hepburn Wind is the owner and operator of Australia's first community-owned wind farm.

Located in Leonards Hill, Victoria (near Daylesford), about 100km north-west of Melbourne, the wind farm began generating energy in June 2011. Hepburn Wind's two turbines ("Gale" and "Gusto") produce enough clean energy to power more than 2000 homes.

The **Hepburn Wind Community Fund** seeks to share the financial benefits made from the generation of clean energy and other Hepburn Wind activities with local people and local community projects. The Fund may comprise or be supplemented by contributions from our partners, including our energy retail partner Red Energy.

The Fund aims to support the region surrounding the wind farm, and to help good ideas (whether humble or ambitious) become a reality and generate positive change across our community, just as Hepburn Wind does.

The Fund supports people and organisations that operate within the Hepburn Shire and the parts of the Moorabool Shire close to the wind farm at Leonards Hill (20kms as the crow flies), as well as individuals and families in our neighbourhood area (within 2.5kms of the wind farm).

Up to \$30,000 per financial year is available through the Hepburn Wind Community Fund through four streams, as described below:

- Hepburn Wind Community Grants Programme
- Hepburn Wind Energy Fund
- Hepburn Wind Sponsorship Programme
- Hepburn Wind Neighbourhood Benefits Programme

The Fund is administered by the Hepburn Wind Community Fund Coordinator, and overseen by the Hepburn Wind Board, with the assistance of a Community Grants Committee (in the case of the Community Grants Programme).

Hepburn Wind Community Grants Programme

The main activity of the Hepburn Wind Community Fund is the Community Grants Programme. This program distributes grants to local organisations that are working to build a vibrant and sustainable community, with a view to strengthening and building local resilience.

It is the main way through which Hepburn Wind delivers its aim of helping good ideas (whether humble or ambitious) become a reality and generate positive change across our community.

The Community Grants Programme supports community organisations that operate within the Hepburn Shire and in the parts of the Moorabool Shire close to the wind farm at Leonards Hill.

Prospective applicants are encouraged to talk to the Fund Coordinator before submitting an application.

Eligibility & assessment criteria

Applicants may apply for up to \$5,000 for projects that will provide lasting benefits in at least one of the following areas:

- **Environmental** — addressing sustainability issues
- **Wellbeing** — building the resilience of the vulnerable and disadvantaged
- **Education** — improving access to quality learning
- **Recreation** — promoting healthy and active communities
- **Cultural** — promoting a vibrant local culture and enrich community life

Applications must seek to address at least one of the following aims:

- Strengthen the social fabric of our local community
- Inspire innovative approaches to local issues
- Encourage collaboration and collective action
- Raise awareness of and commitment to sustainability
- Develop individual or organisational capacity
- Deliver positive environmental outcomes.

Applications will be considered from incorporated not-for-profit organisations that fulfil all of the following criteria:

- Deliver environmental, social, cultural or recreational programs;
- Build local capacity and provide ongoing benefits to the local community;
- Have the capacity to achieve their aims.

Applications must be for projects delivered within the Hepburn Shire, or towns within the Moorabool Shire that are within 20 km of the wind farm at Leonards Hill. Special consideration will be given to projects that benefit the communities of Leonards Hill and Korweinguboora, given their close proximity to the wind farm.

Projects must be able to be substantially or wholly delivered within nine months of the receipt of a Hepburn Wind grant.

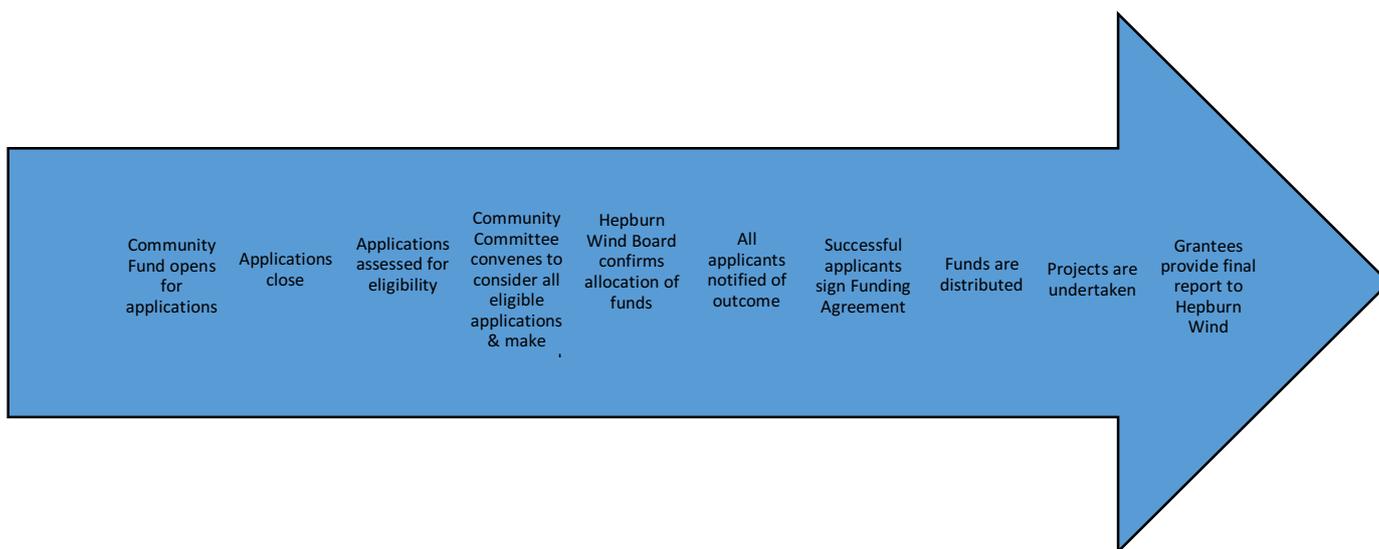
Exclusions

In order to maximise the Fund's positive impact and ensure that it benefits the broadest cross-section of our community, the Community Grants Programme is unable to support:

- individuals
- for-profit organisations
- party-political organisations or campaigns
- projects/campaigns for religious purposes
- organisations seeking funds to cover ordinary administrative costs (though these may form part of an application for a project)
- previous Hepburn Wind Community Fund grantees who are in breach of their funding agreement.

Application process

The Community Grants Programme opens for applications once every financial year. The application timeline is at the discretion of Hepburn Wind, however the following workflow applies:



The application form link is available from the Hepburn Wind website as soon as applications are open. The form will automatically become unavailable at the time and date specified for applications to close.

Applications must be made in the prescribed format via the online system. All compulsory questions are marked as such (applicants will not be able to submit the form without answering all compulsory questions).

All applications will be acknowledged via the online system. Applicants who do not receive an emailed acknowledgement must assume their application has **not** been lodged.

Applications are assessed for eligibility by the Fund Coordinator. All eligible applications are considered in detail by the Community Grants Committee, and a recommendation for allocation of funding made to the Hepburn Wind Board.

A decision on funding allocation will usually be made within eight weeks of the grant round closing, after which all applicants will be notified of the outcome, whether successful or unsuccessful. Sometimes, Hepburn Wind may make an offer of partial funding.

Unsuccessful applicants will be offered the opportunity of receiving feedback on their application.

Successful applicants will be required to enter into a funding agreement with Hepburn Wind, with funds distributed shortly afterwards. Further terms and conditions are described below.

Reporting

All grant recipients must provide a project report at the completion of their project stating the outputs and outcomes of the project and providing details of the grant expenditure. In some cases, milestone reports may also be required.

Reports must be compiled and delivered in the format requested by the Fund Coordinator and completed to the satisfaction of the Fund Coordinator. Photographs and video footage are welcome.

The purpose of the final report is to allow Hepburn Wind to understand the successes and challenges of projects funded through the Community Fund, to ensure funds have been spent appropriately, and to help Hepburn Wind identify great stories.

Aspects of the report may be published on the Hepburn Wind website in order to allow us to celebrate and share with the community the achievements of the Fund and its grantees.

A final report must be received within nine months of the Hepburn Wind grant being received, unless otherwise agreed by the Fund Coordinator. Failure to adequately report will automatically disqualify the organisation for funding in future rounds until such failure is rectified, as specified in the Funding Agreement.

Terms and conditions

Successful applicants will be required to enter into a Funding Agreement with Hepburn Wind. Potential applicants should ensure they are able to comply with all conditions before they apply.

- Hepburn Wind reserves the right to reproduce applications and project reports (in part or in full) under a Creative Commons (Attribution) licence.
- The grantee shall receive an amount determined by Hepburn Wind at its sole and absolute discretion. Hepburn Wind reserves the right to make part-payments, or payments in instalments against agreed funding milestones. Should the total costs of a project exceed the budget, Hepburn Wind will not be responsible for any additional costs.
- Hepburn Wind Community Fund grants must be used for the purpose of the project described in the Funding Agreement (usually derived directly from the application form). If an organisation has been unable to implement the agreed project in the agreed time frame, the organisation must liaise with the Fund Coordinator to develop a revised timeline and/or propose an alternate project. Any extensions or project alterations are to be agreed at the Fund Coordinator's complete discretion.
- Projects must be substantially or (preferably) entirely delivered within nine months of the receipt of the Hepburn Wind grant, at which time a final report must be provided to Hepburn Wind. Grant recipients must immediately advise the Fund Coordinator if, at any time, the funded project looks likely to be delayed beyond nine months, or if the stated purpose of the project is no longer appropriate or cannot be completed in the manner described in the Funding Agreement. The Fund Coordinator may (at their sole discretion) agree to an extension of timelines or a variation of the Funding Agreement, provided that the variation of the project meets the Fund's criteria. Hepburn Wind may request the grant be returned to Hepburn Wind for reallocation.
- If a final report is not presented to the satisfaction of the Fund Coordinator, the recipient organisation will not be eligible for any further funding until such report is submitted.
- The grantee must maintain appropriate insurance (including public liability insurance) for any activities carried out in relation to projects funded in full or in part by Hepburn Wind.
- The grantee must acknowledge Hepburn Wind's financial assistance in a manner and form acceptable to Hepburn Wind for the duration of the project. Acknowledgement options and guidelines will be included with the Funding Agreement. They may include displaying the Hepburn Wind logo (as supplied by the Fund Coordinator) or written testimonials. In some circumstances, Hepburn Wind may request that a grantee *not* use the Hepburn Wind logo or acknowledge its support.
- If the successful applicant is registered for GST, the application must include the GST component in the budget.