



Community Benefit Fund

APPLICATION GUIDELINE

ABOUT THE COMMUNITY BENEFIT FUND

Stanwell and Cubico, the joint owners of Wambo Wind Farm Stage 1, have teamed up to provide \$100 000 per year during the construction phase of the wind farm to support projects that help make our local communities even better places to live, work and play.

The objectives of the Community Benefit Fund are to support projects that help make the communities around Wambo more *sustainable, connected, healthy* and/or *resilient* in a lasting way.

Funding will be awarded through two application rounds each financial year. Applications for funding in the current round will be accepted from **1 July to 31 August 2023**.

ELIGIBILITY

To be considered for our Community Benefit Fund, your project must meet one or more of the below objectives:

- *Sustainable communities*: the project improves environmental outcomes
- *Connected communities*: the project enhances social connectivity
- *Healthy communities*: the project promotes the wellbeing of community members
- *Resilient communities*: the project drives long-term economic and social benefits for the community.

Your project should also:

1. Be able to get off the ground quickly,
2. Be able to demonstrate lasting benefit for the community, and
3. Be delivered or administered by an organisation (e.g. club, association, company or non-profit).

Exclusions

Wambo Wind Farm will not support the following:

- individual teams or individuals in an event
- events or projects that have already taken place
- political campaigns or events
- ongoing day-to-day costs for an organisation or group
- events that promote alcohol, bullying or gambling or mistreatment of animals
- events or projects that directly benefit Wambo Wind Farm employees or contractors
- more than one donation to the same organisation or group in a calendar year.

PREPARING YOUR APPLICATION

Section 1: Applicant details

Please note all correspondence regarding the application will be sent to the contact details you supply in this section. All communication regarding your application will be via email - please ensure you supply an email address that is regularly monitored.

Section 2: Organisation overview

In this section you are required to describe your organisation and what it does.

Who are you? What do you do? This is your organisation's time to shine! Tell us about what your organisation aims to achieve; not only through the project you are seeking funding for, but your *overall goals for bettering the community*.

Who will benefit? Is your project based in either the Western Downs region, but your organisation isn't? That's okay, explain to us how much of your project is directly relevant to the communities close to Wambo Wind Farm's operations. Also provide details about your organisation's existing links with these areas. If other organisations will be helping deliver the activity, tell us in this section.

Section 3: Project overview

Now it's time to sell your project and demonstrate how it meets our criteria.

In this section, you also need to provide all the basic information about your project – location, date/s, time/s and, critically, who will receive any funds raised through the activity.

Remember to explain how your project supports one or more of the Fund objectives and meets the other eligibility criteria. Think about the points below when providing your project overview:

- Can your project be leveraged by working together with other organisations?
- Is there a specific link between your project and Wambo Wind Farm?
- Does your project link to established priorities from community consultation undertaken by regional councils, government or other agencies?

Section 4: Project funding and budget

Now it's time to get down to business – In this section, please provide us with an overview of costs, and detail any other bodies that you have approached for funding and the status of these applications.

You must include the following with your application:

- an up- to- date and accurate project budget
- a minimum of *TWO* (2) copies of relevant and valid quotes from any suppliers per service
- copies of any building and/or facility upgrade approvals (if applicable).

Section 5: Community Connections

Are you partnering with other organisations to implement this project? We would love to know their names and the contribution they would be adding. Letters of support from these organisations can help strengthen your application.

Will your project add value to other organisations? For example, if your project proposes infrastructure upgrades, will other community organisations benefit from this?

Please note that any ongoing costs associated with the activity beyond those specified in your application will not be funded by Wambo Wind Farm.

Section 6. Declaration

Who is in charge? The representative signing this section should be the most senior person in your organisation and/or the person overseeing your project.

Application checklist

Before you hit submit, please confirm you have:

- Clearly outlined how your project aligns with all *THREE (3)* measures in the eligibility *section A* AND at least *ONE (1)* statement in the eligibility *section B*
- completed all *SIX (6)* sections of the application form
- ensured all your contact details are up-to-date and correct
- the appropriate representative has signed the declaration
- attached an up- to- date and accurate project budget
- attached a minimum of *TWO (2)* copies of relevant and valid quotes from all suppliers
- attached copies of any building and/or facility upgrade approvals (if applicable).

THE DECISION-MAKING PROCESS

Applications for funding will be assessed by the Community Benefit Fund advisory group, which is comprised of senior Cubico and Stanwell representatives and a minimum of three invited business, education, health, local government or community representatives. This approach ensures that the potential benefits and impacts of any application are considered from a community perspective.

This group will meet following the close of each funding round and make recommendations to the delegated financial decision-maker within Cubico and Stanwell.

Decisions may include:

- A request for more information and postponing a decision until the next round
- awarding a different amount than that requested
- transferring an application to be considered for community sponsorship by Wambo Wind Farm.

All applicants will be notified in writing of the outcome of their application within ten (10) business days from the date of the panel meeting.

Successful applicants

Successful applicants will receive a letter that clearly outlines the obligations of each party and the any conditions tied to the funding, and acceptance of funds will be taken as acknowledgement that you accept these obligations and conditions.

Obligations may include the requirement to take part in an end-of-project debrief and/or provide a written report.

Conditions placed on projects could include (but are not limited to):

- Projects completed within *SIX (6)* months of receiving funds, or by the end of a financial year period (unless otherwise negotiated with Wambo Wind Farm)
- projects are completed as specified in the application otherwise funding may be withdrawn (unless another application is submitted and approved)
- Wambo Wind Farm has permission to use photography and/or quotes in internal and external communication about your project
- any public communication about the project to acknowledge Wambo Wind Farm's support
- a Wambo Wind Farm invitation to relevant events or openings related to the funded project.

Unsuccessful applicants

The Community Benefit Fund operates within a set budget each financial year and funding is prioritised. If demand for funding is high, some projects may not be successful even if they meet all the criteria.

Applications may be resubmitted at a future round (if recommended), however a project will only receive funding once. Ongoing costs associated with projects will not be funded.

Need some more information?

Any further questions regarding the fund or the Community Benefit Fund, contact the Wambo engagement team by email: info@wambowindfarm.com.