

# Community Investment Program Guidelines

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## 1. Giving back to communities

As a leading renewable energy developer, Pacific Hydro is committed to supporting the communities that host our clean energy projects with positive and lasting social, environmental and economic benefits.

The Community Investment Program (**the Program**) is Pacific Hydro's philanthropic giving and support strategy.

At its core, the Program aims to empower local communities to identify their priorities, and decide on the initiatives and projects that Pacific Hydro should support in their area. A range of methods are used to meet this aim, tailored to the specific needs of each locality.

### 1.1 Program aims and objectives

The Community Investment Program aims to:

- Give back to the communities that host our clean energy projects
- Support and build stronger, cohesive, and more resilient communities
- Collaborate with and empower communities to identify their priorities
- Encourage and support innovative solutions and approaches to local issues
- Encourage organisations to work together and form partnerships to deliver community-based services
- Promote positive, long-term local outcomes and capabilities
- Promote local awareness of, and commitment to, the sustainable community ideal.

### 1.2 Community engagement and the Program

The Program is the vehicle that Pacific Hydro uses to build and enhance relationships in the communities where it operates, seeks to operate and constructs its assets. It is founded on International Association of Public Participation (IAP2) principles; its aim is to empower the community, giving them the opportunity to decide how support is provided.

### 1.3 Types of projects supported

The Program aims to support projects, initiatives, and organisations that provide lasting benefit to local communities and address community need in at least one of these five key areas.

Area	Definition
<b>Health and Welfare</b>	Projects that enhance, support, and promote the health and welfare of community members; including relief of poverty, sickness, or distress.
<b>Education and training</b>	Projects that broaden access to and enhance the quality of education and training in the local region.
<b>Environment</b>	Projects and initiatives that support the conservation and rehabilitation of the environment in the local area; and/or help to reduce emissions, waste, and promote environmentally sustainable practices.
<b>Sport or Recreational</b>	Projects that enhance, support, and promote healthy and active sport and recreational activities in the local community.
<b>Cultural and Arts</b>	Events, festivals, programs, and initiatives that foster, support, and promote a vibrant cultural, artistic, and community life.

### 1.4 Dimensions of support

While a significant part of our community investment is financial, there are several dimensions to the support provided by the program that go beyond this. We aim to support communities and organisations to both complete their projects and build their capabilities; helping to ensure their long-term sustainability and ability to serve their communities.

Pacific Hydro also leverages its considerable capabilities to provide in-kind support; including marketing, communications, donated technology, and information.

We are also able to refer applicant organisations to other services, networking, and opportunities, such as NFP support organisations, further grant/funding opportunities, training, and professional development.

### 1.5 Program methods

The way we provide support under the Program is tailored to the specific needs of each area, determined in consultation with the community. Broadly there are two methods used:

- **Direct support** – where Pacific Hydro directly helps to deliver projects and initiatives identified by the community as a priority, often over multiple years
- **Dynamic support** – where Pacific Hydro provides money through an annual process, such as a community fund, that is open to eligible applications (from not-for-profit groups, organisations, and initiatives that operate in the local community), with the community involved in the assessment of applications and allocation of funds

### 1.5.1 Finding the best method

Overall, Pacific Hydro seeks to involve and empower members of the local community to help us find the best method for their area.

Based on these considerations, to meet specific local needs the method used in each community area may be different.

### 1.5.2 Methods currently used

Area	Method	Communities Served
<b>Ararat</b>	Sustainable Communities Fund	Ararat Rural City
<b>Clements Gap</b>	Sustainable Communities Fund	Clements Gap, Crystal Brook, Red Hill, Port Broughton, Munderoo, Wandearah
<b>Crowlands</b>	Sustainable Communities Fund	Crowlands, Landsborough, Elmhurst, Shays Flat, Glenlofty, Dunneworthy, Eversley
<b>Great South West</b>	Sustainable Communities Fund	Aringa, Codrington, Crossley, Killarney, Kirkstall, Koroit, Moyne, Orford, Port Fairy, Rosebrook St Helens, Toolong, Tower, Yambuk  Bolwarra, Cape Bridgewater, Cape Nelson South, Cashmore, Curries, Gorae, Heywood, Narrawong, Portland, Tarragal, Trewalla, Tyrendarra
<b>Haughton</b>	Sustainable Communities Fund	Brandon, Giru, Clare, Millaroo, Dalbeg, Ayr, Home Hill
<b>Taralga</b>	Community Enhancement Fund	Within 20km of the Taralga Wind Farm in the Upper Lachlan Local Government Area.
<b>Yaloak South</b>	Community Fund	Beremboke, Mount Wallace, Rowsley

A map of areas specifically covered by the Program can be requested via [enquiries@pacifichydro.com.au](mailto:enquiries@pacifichydro.com.au)

Organisations and projects do not necessarily need to be based in these areas, but the proposed projects must serve and benefit these communities to be eligible. There may be additional requirements in each area.

## 2. Eligibility

### 2.1 Project eligibility

To be eligible, any proposed project or initiative must:

- Directly benefit the local community (in at least one of the Program areas)
- Not be for the private gain of particular individuals
- Have the support of the community (shown by endorsement from prominent members of the community, either in the form of letters or other communication supporting the project)
- Have necessary approvals and permissions in place prior to applying, such as council approval (if required)
- Meet the Community Investment Program's aims and objectives

Additional eligibility criteria may apply in each area.

### 2.2 Organisations that can apply

In line with the Program's aims, Pacific Hydro can either directly support an initiative; or offer a dynamic method, such as an annual Fund, with members of the local community involved in how the Fund is allocated.

#### 2.2.1 Direct model

In the Direct Model, members of the community may be consulted and empowered to help Pacific Hydro identify local priorities and needs. Pacific Hydro may then commit to funding solutions to these over one or more years by

- engaging contractors or suppliers to deliver the solutions directly
- making annual donations to local groups or community organisations (as identified by the community) to support their work

#### 2.2.2 Community Fund model

In the Community Fund model, Pacific Hydro will facilitate an annual grants program that local projects, initiatives, and organisations can apply to.

In most cases, only not-for-profit (NFP) organisations are eligible to apply for funding. For reference, *"A not for profit organisation is an organisation that is not operating for the profit or gain (either direct or indirect) of its individual members"*.

Not for profit organisations eligible to apply to Community Funds include:

- Incorporated Associations
- Committees of Management
- Unincorporated (Voluntary) Associations with an ABN and a formal constitution
- Co-operatives (that are defined as not-for-profit in their charter or constitution)
- Companies Limited by Guarantee

Organisations that do not yet have an ABN are eligible, but additional paperwork may be required if their proposed project is successful.

### 2.2.3 Auspicing

If an organisation would not be considered eligible but wishes to apply for a grant, one way is to establish a relationship with an organisation that meets the NFP criteria (such as a local community group or service organisation) and work in partnership to deliver the project. This type of arrangement is known as **auspicing**, where the project is delivered under the auspices of that organisation.

Groups that may benefit from such an arrangement include newly formed or small initiatives.

To 'auspice' means to provide support, sponsorship or guidance. When using an auspice arrangement, the relationship is often described as one where the **auspicee** will be carrying out the project 'under the auspices of' the incorporated organisation – the **auspicor**. The **auspicor** applies for and receives the funding for the auspice and helps to deliver the project; and may cover the project under its Volunteer and Public Liability Insurance policies.

The **auspicor** must submit the application for funding; be the signatory to the terms of the funding agreement; and take responsibility for ensuring the project is delivered as agreed.

Use of an auspicing arrangement should be clearly identified in the application form.

### 2.2.4 Government-related Bodies, Agencies, or Organisations

Projects and initiatives that are the sole responsibility of Federal, State or Local Government cannot be supported through the Program.

Specifically, projects that seek to deliver or replace core government department services – such as the delivery of school building upgrades or core school services – are not eligible.

An exception exists where entities are individually incorporated, but serve as part of a broader government service (such as local volunteer fire brigade or SES units).

### 2.2.5 Kindergartens, schools, and Vocational Training Organisations

The Program will not support projects that seek to

- Deliver or support educational or training services that are a core government responsibility
- Deliver works and upgrades that would normally be funded by Government or from a School Building Fund (using the Australian Taxation Office's definition of a "School Building").

Core government responsibilities include the delivery of education and development services to children, young people and adults.

For example: an application that seeks funding to complete part of a classroom or building at a state school, or the replacement of chairs and desks would not be eligible to apply, as these expenses are considered the responsibility of government.

Facilities or resources that are shared with the community may be eligible to apply.

### 2.2.6 Local Fire Brigades and State Emergency Services

Entities that are individually incorporated, but work as part of a broader government service – such as volunteer SES or rural Fire Brigades – are eligible to apply for funding under the Program.

### **2.2.7 Committees of Management**

Some local and state government owned reserves and facilities are managed by voluntary Committees of Management.

These bodies provide a management function on behalf of the relevant government department; and have responsibility to manage and maintain these facilities.

Committees of Management can apply to the fund for projects which are not considered core government responsibilities. For example: a Committee of Management for a council hall could apply for new chairs, furniture, or appliances; but not for a major extension or essential repair work to the building, which would be the responsibility of council.

## **3. Selection criteria**

Projects and initiatives considered for funding under the Community Investment Program will be assessed against the following criteria – those that best meet these will have the greatest chance of success.

Additional criteria may apply in each individual area.

Pacific Hydro reserves the right to request further information in considering applications or proposals.

### **3.1 Align with the Community Investment Program aims**

- Clearly outlines the project's aims/objectives – what it is trying to do
- Shows how the project aligns with the Community Investment Program's aims/objectives, and helps Pacific Hydro to make an effective investment in the community
- Explains how the project contributes to the long-term social, economic and environmental sustainability of the local community

### **3.2 Identify community needs**

- Identifies the specific community need(s) that the project aims to fulfil or address
- Presents evidence to support the need(s) identified
- Explains how the project will benefit the community
- Identifies the specific groups in the community that will benefit (e.g. seniors, youth, indigenous people, jobseekers, people with a disability)
- Provides evidence of support for the project in the community (letters from or contact details of prominent community members that support the project).

### **3.3 Have a clear, realistic, and feasible plan**

- Explains how the project will be delivered, and achieve the desired result
- Provides a simple plan that includes:
  - A description of the project and project objectives
  - A clear project timeline outlining the key milestones and time it will take to deliver each part, as well as the project overall.
  - Have any approvals or permissions in place prior to applying, such as council approval (if required).



### **3.4 Outline a budget, prices, and alternatives**

- Provides a realistic budget that accurately reflects the scope and scale of the project
- Where possible, provides at least two quotes or catalogue prices which clearly demonstrate the scope of goods and/or services required to deliver and complete the project
- Provides a list of any potential or alternative funding sources for the project (i.e. council funding, private philanthropy, member donations, other fundraising)
- If the application is for part-funding, explains other sources of funding

### **3.5 Outline a management plan**

- Details who will oversee and manage the delivery of the project (board or management committee, person or people in your organisation or auspicing partner responsible for delivery)
- Evaluation strategy - how the project's success and effectiveness at meeting the community need will be evaluated
- Explains how the project is financially viable and can be achieved within the agreed timeframe

### **3.6 Innovation**

*The following criteria are not essential, but will be taken into consideration*

- What makes this project innovative or an original solution to community need(s)
- Outlines how your organisation will collaborate with the broader community, including other community groups, council and/or local business(es) in both delivering this project and in the future

## **4. What we will not fund**

### **4.1 Organisations that did not fulfil a prior funding agreement**

We will not fund projects proposed by organisations or individuals that have previously received funding from Pacific Hydro and:

- Did not deliver the project as described in the original application or proposal;
- Did not supply a Report Back Form and adequate proof of expenditure (receipts) within the agreed timeframe as required;
- Did not return funds to Pacific Hydro where the project was not implemented as agreed (this does not apply to organisations which return funds where the actual cost of their project falls below the proposed project costs)

An organisation or individual is not eligible to apply for further funding until any previously given funds have been spent in accordance with their Community Grant Agreement; and a Report Back Form with proof of the agreed expenditure (receipts or invoices) has been returned.

### **4.2 Specific projects not to be funded**

The Program will not support applications that seek to:

- Cover an organisation's existing debts
- Pay for one-off administrative or advertising costs (such as insurance or printing and distributing promotional material)
- Pay salaries or wages of any kind to the staff of an applicant organisation (whether ongoing or on a contractual basis); please note this does not apply to tradespeople engaged to deliver part of a project, as they are considered a cost component of a project
- Pay conference organisers or sponsor potential attendees at conferences or symposia
- Cover accommodation or travel expenses of any kind
- Conduct fundraising events (such as dinners or fun runs)
- Administration and running costs of events or festivals (including advertising, accommodation, prize money, insurance, salaries or other fees)
- Applications from religious organisations for religious purposes
- Applications from political organisations or campaigns
- Applications from individuals or that benefit an individual (including those seeking support for academic studies towards a degree, overseas travel for any purpose, raising funds on behalf of charitable or other organisations)
- Projects that are the sole responsibility of Federal, State or Local Government, including primary and secondary schools and organisations that are auspiced by Government
- Projects that do not align with Pacific Hydro's corporate values, including projects that, in the opinion of Pacific Hydro, are environmentally, socially or economically unsustainable or do not benefit the local community (this includes applications for air conditioning)
- Projects that are illegal
- Administration costs that an organisation incurs, including bank fees, accounting costs and fundraising expenses
- An Application that is from, or seeks to benefit or be used by, organisations operating outside our identified local communities.