

2019 Sustainable Communities Fund - Application Form

Please ensure you read the Sustainable Communities Fund Application Guidelines BEFORE commencing your application. Any questions regarding the Sustainable Communities Fund should be sent to enquiries@pacifichydro.com.au. Applications must be made by a representative or member of the organisation applying for funding. Third party applications will not be accepted. The PDF version of this form can be filled out, saved, and emailed electronically. Applications close at 5pm on Monday 30 September 2019.

Your Fund Area

- Crowlands** Crowlands, Landsborough, Elmhurst, Shays Flat, Glenlofty, Dunneworthy, Eversley
- Haughton** Ayr, Brandon, Clare, Dalbeg, Giru, Home Hill, Millaroo

Organisation Name

Name of Project

Organisation contact for this application

Name	Position
Mobile	Email

Checklist

Please ensure that the following information is submitted with this application. Applications without these details will not be considered.

- Documentation demonstrating your organisation's non-profit status (ABN and/or incorporation number)
- Link to your entry on the Australian Charities & Not-for-profits Commission Website OR copy of your constitution/rules
- A copy of your organisation's or group's most recent main operating account bank statement
- 2x letters from, or details of, individuals or local organisations in support of this project
- 2x quotations or catalogue prices for goods and/or services required by the project

Contact Details

Privacy Statement

You agree and acknowledge that any personal information disclosed in this application may be used by employees and/or contractors of Pacific Hydro Pty Ltd (or its related bodies corporate) and members of the Fund Allocation Panel for the sole purpose of administering the Sustainable Communities Fund, and will otherwise be dealt with in accordance with Pacific Hydro Pty Ltd's privacy statement (available at <http://pacifichydro.com/english/privacy-disclaimer/>) and in accordance with current privacy legislation. Such personal information will not be disclosed to any third party without your prior consent unless disclosure is required by law.

Please complete all fields

Organisation Name

ABN/ACN

- Incorporated Association
 Committee of Management
 Unincorporated (Voluntary) Association with an ABN and a formal constitution
 Co-operatives (not-for-profit)
 Company Limited by Guarantee
 Other _____

Organisation Type

Incorporation Number

**ACNC Charity Registration
Entry Page**

Preferred Email Address

Street Address

State and Postcode

Organisation Phone Number

Postal Address

State and Postcode

**Organisation registered for
GST?**

Yes No

Communication Preference

Pacific Hydro aims to limit its environmental footprint wherever it can. All communications will be sent digitally (via email) unless otherwise indicated by you. If you prefer to be sent paper copies of correspondence about your application (via Australia Post), please tick this box.

Eligibility

Your Organisation

To be eligible to apply, your organisation must meet the following criteria:

- The organisation is a non-profit entity or local community group (Incorporated Association, Company Limited by Guarantee, or Co-operative or, if not incorporated, the organisation must have an ABN and be able to demonstrate its non-profit status.)
For reference, "A non-profit organisation is an organisation that is not operating for the profit or gain (either direct or indirect) of its individual members."
- Provides services or amenity to the local community in the relevant Fund Area (as defined in the guidelines)
- The organisation and its activities are not the sole responsibility of a government department or agency.
NOTE: entities that are incorporated as part of a broader government service are eligible to apply – this includes local volunteer fire brigades and SES units, Committees of Management for crown land and council land/facilities.
- If your organisation has received a Sustainable Communities Fund grant previously, all of the reporting back obligations have been met

The Project

- The project does not fall under the sole responsibility of a government department or agency
- The project will directly benefit the local community in which the Fund operates by providing a benefit or community enhancement for at least 50 people
- The project does not benefit select individuals, and is not for private gain
- The project can be completed within 12 months of the Recipient being advised of its successful application, unless Pacific Hydro is satisfied that given the unique circumstances of the project, a longer timeframe is appropriate
- The amount being applied for this specific project is \$10,000 or less
- The project has council approval (if required).

About Your Organisation

Tell us about your organisation – why you were established, what services you deliver to the community, and your core activities.

Your Project

Identify at least one specific issue(s) or community need(s) your project aims to address.

Health and Welfare

Sport and Recreation

Education and Training

Culture and Arts

Environment

Aims and Objectives

Please describe the aims and objectives of your project. What do you want it to achieve or provide to your community? These objectives must align with the objectives of the Sustainable Communities Program, and will be used to measure the success of your project in evaluation.

eg: "Enhance the interior of the scout hall – providing better facilities for scouts and the community to use and enjoy for meetings, events, and functions", "Buy a new Entertainment System for the Senior Citizen's Centre – providing better recreational activities" etc.

Rationale, Demographics, and Key Criteria

How did you identify this local need in your community?

eg: local media coverage, experience and insight of our members, Census data, previous work of our organisation, local council research, etc.

Who will your project benefit? Please select all that apply.

Indigenous People

Seniors

Youth

People with a disability

Women

Men

Migrant/Non-English speaking background

Jobseekers

Other _____

Please address the following Selection Criteria as outlined in the Sustainable Communities Fund Application Guidelines. Attach a separate list if required.

- 1** How will your project contribute to the long-term social well-being of your community?
 (i.e. what will it do for members of the community)

- 2** How will your project benefit the local economy?
 (i.e. will it attract tourists, encourage visitors, support local business)

- 3** How will your project benefit the environment?
 (i.e. will it help to reduce carbon emissions, support or rehabilitate the local environment, help to reduce environmental impacts)

Funding Sought

What are you seeking funding for specifically? How much money is being sought from Pacific Hydro? Provide a breakdown of each part of the project and the total amount sought. Attach a separate sheet if required. Please include all quotes or price catalogues with your application.

Item / Component EG: "Sporting Equipment - \$2500", "Goalposts - \$2000"	Quote Attached?	Cost (Incl. GST)
1. _____	<input type="checkbox"/>	_____
2. _____	<input type="checkbox"/>	_____
3. _____	<input type="checkbox"/>	_____
4. _____	<input type="checkbox"/>	_____
5. _____	<input type="checkbox"/>	_____
	Total	_____

Please note: Pacific Hydro will not provide funding for community projects over multiple years - applicants must apply for each funding round annually. In 2019, the maximum funding amount per individual project is \$10,000. Amounts above this will not be considered. Organisations can submit applications for multiple projects in this funding round, but must demonstrate they can deliver all projects within the 12 month fund period.

Will the amount of money sought in this application fully fund the whole project?

- Yes Go straight to the next question
- No If No, how much more money is required? \$ _____

How will the remaining amount be provided?

- Future Fundraising
- Other Successful Grant (from: _____)
- Pledged Donation from other business or individual
- Organisation's existing finances / money already raised
- Debt or Bank Finance
- To be confirmed

In-Kind or Other Support

Please list any in-kind or other support that is being provided to this project and the value (either quoted or estimated). Attach a separate sheet if required.

Item / Component / Service	Value
EG: "Volunteer Labour 10hrs – Est. ~\$2500", "Carpentry Services - \$2000"	
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total	_____

Project Location and Permissions

Where will the project be located? *If an upgrade to a building or facility, where is it located? If it is the purchase of equipment, supplies, etc. where will these be stored when not in use?*

Location
(Street Address)

Does the organisation applying for the grant own or rent the building, facility, or property that the project will be completed or stored in?

Building or premises owned outright

Building or premises rented from council, government, or landlord

Is their approval required to complete this project? Yes No

If Yes, has this approval been sought in writing?

Yes No

Are any other permissions or consents required to complete this project?

No

Yes

If Yes, have these approvals been sought in writing? Yes No

Please note that if council approval is required, approval **must be obtained prior** to submitting an application to the fund.

Project Support

Please provide the contact details of at least two prominent local organisations or members of your community prepared to speak in support of your project. Please ensure you have their permission to share their personal information with us before providing their contact details to us. Alternatively, you can also attach letters of support from individuals or local organisations supporting your project.

Contact Name	_____	Position and Organisation	_____
Contact Number/Email	_____		

Contact Name	_____	Position and Organisation	_____
Contact Number/Email	_____		

Project Timeline, Delivery, and Evaluation

How do you plan to implement your project? i.e., who will do what and when?
Please provide a simple project timeline, outlining the expected timeframe for key milestones from commencement to full completion and report-back.

You may attach this on a separate sheet if required. All projects must be completed within a 12 month timeframe, unless otherwise agreed with Pacific Hydro.

Date	Activity/Milestone
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

How will the organisation evaluate or measure the success of the project? Are there any events or outcomes that will show your project has been successful?
The aims/objectives listed in this application will form the basis for your evaluation of your project in a Report Back Form following its successful completion.

Is there anything else that we haven't asked that you believe is critical to this application?
eg. What makes this project different, innovative, and/or an original solution?

Terms & Conditions

The following conditions apply to the Pacific Hydro Sustainable Communities Fund:

- 1 Pacific Hydro Pty Ltd or its related bodies corporate "Pacific Hydro" will provide the successful applicant(s) ('the Recipient') with funding for a one off period in the amount determined by Pacific Hydro in its sole and absolute discretion. Pacific Hydro shall not be required to provide reasons for refusal to make a grant or the amount that is agreed to be granted.
- 2 The funding amount must be used and applied solely for the purpose of the project stated in the Community Grant Agreement and Letter of Offer.
- 3 Expenditure of the funds so granted shall be completed within twelve months of grant, unless otherwise arranged with Pacific Hydro.
- 4 If the project is delayed or the Recipient is unable to implement the project as described in the Application Form it must either:
 - (a) seek Pacific Hydro's approval of a revised timeline; or
 - (b) notify Pacific Hydro that it is unable to implement the project.Pacific Hydro will not entertain applications to amend the scope of an approved project.
- 5 If approval from Pacific Hydro is not received to an application under item 4(a), any remaining unspent amount of the grant monies must be returned to Pacific Hydro by the end of the project completion period.
- 6 If the Recipient is unable to implement the project in accordance with item 4(b), any remaining unspent amount of the grant shall be returned to Pacific Hydro within two weeks of it becoming apparent.
- 7 If the Recipient receives an extension in accordance with item 4(a) above and is still unable to implement the project within the agreed timeframe, it will be required to return any remaining unspent amount of the grant monies to Pacific Hydro within two weeks of the revised project completion date.
- 8 The Recipient will provide to Pacific Hydro a 'Report Back form' outlining the outcomes of the project with adequate proof of expenditure. This report shall be provided to Pacific Hydro within four weeks of the end date of the project or within seven months of receiving the grant, whichever is sooner.
- 9 Should the actual project costs be less than the proposed project costs, the Recipient must repay the difference to Pacific Hydro at the time of providing the Report Back form unless the Recipient has been given approval by Pacific Hydro for an appropriate extension of scope to cover the remaining funds.
- 10 Should the actual total project costs be more than the proposed project costs, Pacific Hydro will not be responsible, nor obliged to pay, any monies additional to the notified fund amount.
- 11 The Recipient will become ineligible to apply for further funding under the Fund if it:
 - (a) fails to deliver the project as described;
 - (b) fails to implement the project within 12 months, or within the alternate timeframe agreed with Pacific Hydro;
 - (c) fails to return funds on receiving a request from Pacific Hydro in accordance with these Terms and Conditions; or
 - (d) fails to provide a Report Back Form with adequate proof of expenditure.
- 12 If the Recipient becomes ineligible to apply for further funding under item 11 above or the Terms and Conditions are not met, Pacific Hydro may require the Recipient to return the grant monies in full, at its discretion.
- 13 The Recipient is required to sign and return the Community Grant Agreement before funds are distributed.
- 14 The Recipient will keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Recipient in relation to this project, against any claims for loss or damage to property and injury

- or death to persons. At any time before or after determining the application, Pacific Hydro is entitled to request verification of the Recipient's insurance and the Recipient must comply with such a request. If the Recipient does not have or maintain adequate insurance, Pacific Hydro reserves the right to refuse the application, terminate the project and/or require the Recipient to return the grant monies in full, at its discretion.
- 15 Pacific Hydro's financial assistance to your activity/project must be acknowledged, regardless of the amount of funding. This is a condition of the Recipient's funding. To acknowledge Pacific Hydro's financial assistance, you must display the Pacific Hydro Pty Ltd logo, or state in writing that Pacific Hydro has funded your project. Pacific Hydro must be acknowledged, in a manner and form acceptable to Pacific Hydro for the duration of the activity/project. Pacific Hydro may not be referred to for any purposes outside of the activity/project. Pacific Hydro reserves the right to refuse requests for permission to use Pacific Hydro logos or written acknowledgement of Pacific Hydro. Acknowledgement guidelines and logos will be supplied by Pacific Hydro.
- 16 All advertising, signage, media releases and other promotional material that contains the Pacific Hydro logo must be submitted to and approved by Pacific Hydro prior to its production and release.
- 17 These Terms and Conditions are to be read together with the Sustainable Communities Fund: Application Guidelines and the Letter of Offer and Community Grant Agreement from Pacific Hydro. They will all form the terms of the agreement between yourself and Pacific Hydro.
- 18 If the Recipient is registered for GST, the amount of the funding will be grossed up to include the GST amount, subject to a tax invoice being provided to Pacific Hydro.

Declaration

I (Name) _____ declare that I am a member or representative of (Organisation) _____ and I will not personally receive any commission or any part of any funding awarded as a result of this application. I agree, on behalf of the Organisation, to the Terms and Conditions outlined in this document.

Signature _____ Date _____

Thank you for taking the time to complete this application. Pacific Hydro will consider all applications that fit within the Sustainable Communities Fund Application Guidelines.

Please do not send any items which you deem valuable and cannot be replaced as we cannot guarantee their safe return.

Submit this application:
Via mail to Pacific Hydro, Level 13, 700 Collins Street, Docklands VIC 3008
Via e-mail to enquiries@pacifichydro.com.au

Please direct any queries about your application to enquiries@pacifichydro.com.au or 1800 730 734

We wish you every success with your application.