



Sustainable Communities Fund

2019 Application Guidelines

Table of Contents

1.	Giving back to communities	3
1.1	Community Investment Program	3
1.2	Sustainable Communities Fund	3
2.	Types of Projects Supported.....	5
3.	Eligibility.....	5
3.1	Project eligibility	5
3.2	Organisations that can apply.....	6
4.	Selection Criteria	7
4.1	Alignment with our aims and objectives	7
4.2	Identify community needs.....	8
4.3	Have a clear, realistic, and feasible plan	8
4.4	Outline a budget, prices, and alternatives	8
4.5	Outline a management plan	8
4.6	Innovation	8
5.	What we will not fund.....	9
5.1	Organisations that did not fulfil a prior funding agreement	9
5.2	Specific Projects Not To Be Funded.....	9
6.	How to apply	10
7.	When and where to apply	10
8.	Assessment process.....	11
9.	Funding timeframe	11
10.	Partial funding of projects	11
11.	Implementing your project.....	12
12.	Reporting and evaluation.....	12
13.	Privacy statement	12
14.	Terms & Conditions	13

1. Giving back to communities

1.1 Community Investment Program

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.

The 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.

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.

1.2 Sustainable Communities Fund

The Sustainable Communities Fund or one of its variants described below (**the Fund**) is one of the methods that Pacific Hydro uses to support community-led initiatives in your area. It provides financial support to community groups and organisations that are working to make a positive and lasting contribution, through an annual funding round.

The Fund is open to applications from community organisations that operate in one or more of the following locations (the **Fund areas**).

Area	Method	Communities Served
Ararat	Sustainable Communities Fund	Ararat Rural City
Clements Gap	Sustainable Communities Fund	Clements Gap, Crystal Brook, Red Hill, Port Broughton, Mundoora, Wandearah
Crowlands	Sustainable Communities Fund	Crowlands, Landsborough, Elmhurst, Shays Flat, Glenlofty, Dunneworthy, Eversley
Great South West	Sustainable Communities Fund	Aringa, Codrington, Crossley, Killarney, Kirkstall, Koroit, Moyne, Orford, Port Fairy, Rosebrook St Helens, Toolong, Tower, Yambuc Bolwarra, Cape Bridgewater, Cape Nelson South, Cashmore, Curries, Gorae, Heywood, Narrawong, Portland, Tarragal, Trewalla, Tyrendarra

Haughton	Sustainable Communities Fund	Ayr, Brandon, Clare, Dalbeg, Giru, Home Hill, Millaroo
Taralga	Community Enhancement Fund	Within 20km of the Taralga Wind Farm in the Upper Lachlan Local Government Area.
Yaloak South	Community Fund	Beremboke, Mount Wallace, Rowsley

A map of areas specifically covered by the Program can be requested via 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. Types of Projects Supported

The Funds aim 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
Health and Welfare	Projects that enhance, support, and promote the health and welfare of community members; including relief of poverty, sickness, or distress.
Education and training	Projects that broaden access to and enhance the quality of education and training in the local region.
Environment	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.
Sport or Recreational	Projects that enhance, support, and promote healthy and active sport and recreational activities in the local community.
Cultural and Arts	Events, festivals, programs, and initiatives that foster, support, and promote a vibrant cultural, artistic, and community life.

Please note: The Sustainable Communities Fund does not support general running costs associated with events, festivals or programs. However these projects are eligible to seek funding for materials, equipment or other items that can be used over multiple events into the future, or made available to other groups and events at other times.

3. Eligibility

3.1 Project eligibility

To be eligible, any proposed project or initiative must:

- Directly benefit the local community (in at least one of the Fund 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)
- Meet the Community Investment Program's aims and objectives
- Meet the Sustainable Communities Fund Guidelines.
- Have council approval (if required).

3.2 Organisations that can apply

Not-for-profit community groups (NFPs) that

- operate in at least one of the Sustainable Communities Fund areas, and
- are proposing projects that meet the eligibility and selection criteria

are encouraged to apply.

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 can apply, but additional paperwork may be required if their proposed project is successful.

3.2.1 Private Businesses

Private businesses are not eligible to apply.

3.2.2 Government Bodies or Agencies

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, which are eligible to apply).

3.2.3 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.

3.2.4 Educational Institutions

The Fund 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.

For further information about eligibility, please contact Pacific Hydro.

3.2.5 Auspicing

Small committees or groups not yet incorporated can still apply to the Fund, by working 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 the NFP organisation by agreement. Groups that may benefit from such an arrangement include newly formed or small initiatives. For more information, please contact Pacific Hydro.

3.2.6 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.

4. Selection Criteria

The Sustainable Communities Fund is a competitive application process, as Pacific Hydro receives more funding applications than it can support.

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

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

4.1 Alignment with our aims and objectives

- 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, the Fund's purpose, 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

4.2 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).

4.3 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
 - Project objectives (as above)
 - A clear project timeline outlining the key milestones and time it will take to deliver each part, as well as the project overall.
 - Have the necessary permissions or approvals in place prior to applying, such as council approval (if required).

4.4 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

4.5 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

4.6 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

5. What we will not fund

5.1 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.

5.2 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 airconditioning)
- 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.

If you are still unsure whether your organisation is eligible for funding, please email enquiries@pacifichydro.com.au

6. How to apply

Applications may only be made using approved Sustainable Communities Fund Application Forms, which can be downloaded on our website or requested via enquiries@pacifichydro.com.au

Applications from third parties will not be accepted.

It is recommended that you keep a copy of the submitted application for your own records. In the event your organisation is successful in receiving funding, you will be required to evaluate the success of your project based on the objectives set out in your original application, once the project is completed.

7. When and where to apply

Pacific Hydro will call for submissions each calendar year. Application opening and closing dates may vary from year to year but can be found at www.pacifichydro.com.au or requested via enquiries@pacifichydro.com.au

Pacific Hydro will notify communities about Fund dates by placing advertisements in local papers, on its website, by post to community groups where details have been provided and to local Councils in the Fund areas identified above.

Applications must be received within the specified period and may be emailed, posted or hand delivered. Posted applications must have a date-stamp on or before the closing date.

Applications postmarked after the closing date will not be accepted.

Applicants are advised not to include original documents, videos, audiocassettes, or models with their submission. Where relevant, however, annual reports or other publicity material may be included with the submission.

You may send your applications to the following: (Please submit your application using only one method; our preference is via email)

Email: enquiries@pacifichydro.com.au

Post: Sustainable Communities Fund
Pacific Hydro
Level 13
700 Collins Street
DOCKLANDS VIC 3008

Pacific Hydro aims to notify all applicants of the status of their applications within four weeks of the closing date.

Funds will be distributed as soon as possible after this time.

For more information, or to download an application form, please visit www.pacifichydro.com.au

Applications will be acknowledged within 14 days of receipt. Your organisation should indicate in its application whether time constraints apply to its proposed project.

8. Assessment process

The procedure for assessing applications is as follows:

1. Applications recorded and acknowledged within 14 days of receipt.
2. Applications are assessed for their eligibility. Applications that do not meet the eligibility criteria will be notified as soon as practicable.
3. Formal assessment procedure begins. After establishing that the application has been completed satisfactorily and is accompanied by the appropriate documentation, the application will be forwarded to the Fund Allocation Panel comprised of community members, local council staff and Pacific Hydro employees for assessment. During this process, Pacific Hydro may contact your organisation for further information (if required).
4. The Fund Allocation Panel will meet to review and assess all submissions against the selection criteria. The Panel's decision is final. Note that if you are a member of a group which has applied for funding in the calendar year, you will NOT be eligible to sit on the Fund Allocation Panel in that year. For more information on the Fund Allocation Panel, see the Fund Allocation Panel Terms of Reference.
5. Applicants are notified of the outcome of the application by mail and, where possible, by telephone.
6. Successful applicants will be sent a Letter of Offer and Community Grant Agreement, which is a contract between Pacific Hydro and the successful organisation outlining the funding arrangement and terms and conditions.
7. Once Pacific Hydro receives the signed Community Grant Agreement and any other required documentation, our aim is for funds to be paid into the organisation's bank account via Electronic Funds Transfer (EFT) within 30 days. Successful organisations will need to provide their banking details with the signed Community Grant Agreement to avoid delays

9. Funding timeframe

Typically, projects should be commenced and completed within a 12 month timeframe; unless Pacific Hydro decides in its absolute discretion that given the nature of the project, a longer period of time is appropriate. Completion dates for each area will be set on an annual basis according to the timetable for that area each year. You will be notified of the completion date for your project in your letter of offer. Completed Report Back Forms with attached proof of expenditure (see Section 13) must also be submitted by this date.

10. Partial funding of projects

It is Pacific Hydro's preference to be able to fully fund community projects, as this improves the likelihood of projects being completed and also achieving their stated objectives. Pacific Hydro may consider partial funding of projects where an organisation can demonstrate a commitment by other parties to fund the remainder of projects, which will allow the organisation to fully implement the project within the required timeframe.

11. **Implementing your project**

It is an expectation of Pacific Hydro that organisations will implement the project for which they have been provided funding as described in their Application.

If the project is delayed or you are unable to implement the project as set out in your application form, you must either:

- (1) seek Pacific Hydro's approval of a revised timeline; or
- (2) notify Pacific Hydro that you are unable to implement the project.

Pacific Hydro will not entertain applications to amend the scope of an approved project.

If approval from Pacific Hydro is not received to an application under item (1), any remaining unspent amount of the grant monies must be returned to Pacific Hydro by the end of the project completion period.

If an organisation is unable to implement the project in accordance with item (2), any remaining unspent amount of the fund shall be returned to Pacific Hydro within two weeks of becoming apparent.

If an organisation receives an extension in accordance with item (1) above and is still unable to implement the project within the agreed revised timeframe, the organisation will be required to return the remaining grant monies to Pacific Hydro within two weeks of the revised project completion date.

Successful organisations may reapply for funding for any new project in subsequent funding periods provided they have implemented past projects for which they have received funding from the Fund.

12. **Reporting and evaluation**

A Report Back Form must be completed and returned to Pacific Hydro by the project completion date outlined in the Letter of Offer, including adequate proof of funding expenditure (e.g. receipts for items purchased or services rendered).

Failure to supply this form and adequate proof of expenditure will automatically disqualify the organisation for funding in future rounds. Pacific Hydro may also, at its discretion, require the organisation to return the grant monies in full if no Report Back Form is provided.

13. **Privacy statement**

Any personal information disclosed in your 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.

14. Terms & Conditions

The following conditions apply to the Pacific Hydro Sustainable Communities Fund, Community Fund and Community Enhancement Fund:

- 1 Pacific Hydro Pty Ltd or its related body 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.