



Berrybank Wind Farm Community Grants Standard Guidelines 2024/2025

1. BERRYBANK WIND FARM COMMUNITY GRANTS

Is your Golden Plains community or business group/organisation looking for funding for a project?

The Berrybank Wind Farm Community Grants Program is a new program commenced in September 2022. The program is administered by Golden Plains Shire Council on behalf of Berrybank Wind Farms 1 & 2 (subsidiaries of Global Power Generation (GPG) which is the Naturgy Energy Group's subsidiary dedicated to international power generation) as a funding opportunity for community to support local events and projects in Golden Plains Shire. There will be one round of application opportunities each year.

Berrybank Wind Farm Community Grants Committee has been established, with six members comprising three from Council, two from community and one from Berrybank Wind Farms 1 & 2 (Committee), to provide advice on the criteria for awarding grants, to evaluate applications, and to make recommendations to Council's CEO on which local projects will be supported by this grant.

The Berrybank Wind Farm Community Grants Program aims to address the key objectives of Council's [Economic Development, Tourism & Investment Attraction Strategy 2022-2032](#) in the following categories:

- Tourism Projects
- Economic Development Projects

If Applicant is a community group, the Applicant must apply for the funding over \$10,000. Multiple year applications are permissible for your application (up to three years) for both categories. For example, Applicants can apply for the funding for the total amount of \$11,000 over three years as follows:

- 1st Year - \$5,000
- 2nd Year - \$4,000
- 3rd Year - \$2,000

Standard Guidelines

These standard guidelines include important information and requirements when preparing an application.

1.1. Proposed Timeline

- 1 May 2024 – Round open
- 31 May 2024 – Round close
- 17 July 2024 – Announcement

1.2. Process Flowchart



Please note: It is recommended that in the preparation of applications and delivery of grant projects individuals/groups are aware of and adhere to the most recent Covid-19 advice which can be found at <https://www.australia.gov.au/>

2. GRANT CATEGORIES

| Tourism Projects |
|---|
| <p>Examples may include:</p> <ul style="list-style-type: none"> • Events, Festivals, Workshops or Fairs that support community engagement and resilience • Minor Capital Works* (e.g. spectator shelter, lighting upgrade) • Facility upgrade/ development planning (e.g. concept design) • Arts, culture & heritage projects |
| Economic Development Projects |
| <p>Examples may include:</p> <ul style="list-style-type: none"> • Business Network Events (non-profit) • Training Initiatives • Scholarship Opportunities • Seed Funding for Innovation & Research |

* Grants up to **\$20,000** are available for 'Minor Capital Works' projects.

3. ELIGIBILITY CRITERIA

- Applicant must be a group or organisation with common interest that supports community, business or tourism opportunities.
- If Applicant is a community group or community organisation, the Applicant must be:
 - not for profit (including charitable organisations and body corporates); and
 - incorporated or have an auspice arrangement.
- Applicant may submit multiple applications per round but they must be for different projects.
- Kindergartens, Committees of Management, Cemetery Trusts, other community committees and local branches of larger organisations (e.g. CFA and SES) are eligible where significant community benefit can be demonstrated.
- The project must benefit Golden Plains Shire communities and residents.
- Primary and Secondary schools are eligible to apply as long as the project is not solely curriculum-based and can strongly demonstrate a partnership with another community organisation or have a joint use agreement in place guaranteeing community access. This may include a project that is not one that the education system would normally fund.
- Applicant must demonstrate the organisation's ability to deliver the project by providing evidence of other projects delivered by the organisation or project plan.
- Applicants requesting multiyear funding must show annually how they plan to reduce their reliance on the

- grants. They will be subject to an annual sustainability process conducted by Golden Plains Shire Council.
- Applicant must have no outstanding debts or overdue acquittals with Golden Plains Shire Council.
- Applicant must have a level of public liability insurance appropriate to cover the project. This is where if increased insurance is required, it could form part of the application.
- Applicant must provide quotes or evidence to support the budget for any individual expenditure over \$1,000.
- Minimum of two quotes are required for all expenditures over \$5,000.
- Applicant must include co-funding for the project of \$10,000 minimum through either cash and/or in-kind (volunteer time) contributions. Requests for funding more than \$20,000 must include a minimum 20% cash contribution.
- If Applicant is a business organisation, the Applicant can apply for the funding less than \$10,000. In this instance, the Applicant must match the requested funding through cash contributions (e.g. labour contributions from their employees).
- For community groups or organisations, the following rates should be used as a guide when calculating in-kind budget expenses:
 - ✓ Community group/individual time: \$30 per hour.
 - ✓ Professional time provided by a qualified tradesperson: \$45 per hour.
- For business groups, labour contributions from their employees must be calculated at the employees' salary rate (plus superannuation guarantee) and are included in the cash contribution.
- The number of times an Applicant has previously received funding through the Berrybank Wind Farm Community Grants Program will be considered during the assessment process. The Committee may choose not to fund a project by applicants who have previously received funding at its discretion.
- For facilities' improvements, the applicant must either be the owner of the land/building/facility or have the written consent from the owner. Consent evidence must be in writing and attached to the online application.
- If the community facility is on Council-owned land/property, the applicant must discuss the project with a Golden Plains Shire Council officer prior to submitting the application.
- Funding for individuals to attend conferences, training, scholarships or workshops may be considered where there are demonstrated benefits to the broader Golden Plains Shire community.
- If your project incorporates Indigenous culture and/or heritage, you must include a Wadawurrung or Eastern

- Maar consultation in your project plan and budget.
Please click below link to access further information:
- Wadawurrung Traditional Owners Aboriginal Corporation
<https://www.wadawurrung.org.au/services>
 - Eastern Marr Aboriginal Corporation
<https://easternmaar.com.au/services-2/>

Important (Permits): It is your responsibility as the applicant to apply for, fund and obtain all required permits for the project (incl. food handling, building or local laws permits). Please ensure that you include costs relating to any design, permits (e.g. building permits) or consultation in your expenditure list in the application form. Funding through our Community Strengthening Grants program does not constitute approval of required permits. Even if your application is successful, payment of your funding is conditional on associated permits being obtained.

Here is a tool to help you identify whether your project requires permits. Click [here](#) to access Community Grants Project Pre-Checklist.

Important (Event): If you are organising an event or festival, please review information on Council's ['Planning an Event' website](#) to ensure that you understand Council's requirements to hold an event or festival in the Shire.

Important (Community Arts): If you are applying to deliver a community art project, you must obtain written approval from the landowner prior to submitting your application.

Council accepts no responsibility for the removal of the artworks, graffiti coating, maintenance of the artwork or the condition of the site once it is removed. While the artworks remain onsite, it is the responsibility of the applicant and/or landowner.

A rendering or concept design of the final artwork must be presented to Council's Community Development team before installation can commence. No work can commence before the design has been approved by the relevant Council officers.

Important (Community Asset): The project which includes installation of community assets (e.g. community arts, gardens, tables, chairs) on Council managed and/or owned land will not be approved this 2024/2025 round. Please contact the Community Development & Grants Officer for further information.

Important (Discussion with Council): Applicants are strongly encouraged to discuss your application with Council's Community Grants team. Please enquire as soon as possible to allow adequate time to discuss your application prior to the submission deadline.

4. FUNDING CRITERIA

All applications will be assessed against the following criteria (weighted out of 100):

- a. **Clear objectives identified (20%)**
 1. The objectives of the project are clearly identified
 2. The project and intended target group aligns with the Grant Categories listed in Section 2 of this Guidelines.
- b. **Direct benefit to the Golden Plains Shire community (40%)**
 1. The project delivers clear and measurable outcomes and benefits to the target group.
 2. There is potential for the project to have a lasting community impact.
 3. Ability to foster greater understanding of community issues or provide for preventative measures.
- c. **Capacity of the group to manage the funding and deliver the service or project (35%)**
 1. There is evidence of project planning for the full funding period (including achievable timelines).
 2. The application contains a detailed, clear, and accurate budget.
 3. Clearly demonstrated ability to manage and implement the project.
- d. **Proximity to the Berrybank Wind Farm (5%)**
 1. Proposed project is located within 30km from the Berrybank Wind Farm.

5. WHAT WILL NOT BE FUNDED

- Individuals cannot be the applicant unless the Applicant is a sole trader.
- Projects that only provide direct financial benefit to a commercial business or individual with no significant community outcome.
- Projects that cannot demonstrate significant benefit/outcomes to Golden Plains Shire communities.
- Projects that have a fundraising purpose or makes income, and the profit with limited direct benefits to the Golden Plains Shire residents, will not be funded.
- Works that have already been commenced prior to receiving the grant funding agreement.
- The purchase of land.
- Projects for which the funding is the responsibility of other levels of government.
- An organisation's recurring operational costs such as salaries, rent and utilities or insurance.
- Duplicates of existing services/activities unless it can be demonstrated that it meets an unmet community need.
- Applications that rely solely on the Berrybank Wind Farm Community Grants if the Applicant is a community group or community organisation. (i.e: the

grant will only contribute a maximum of 50% of the funding of the project costs).

- Funding for prizes, donations, awards or gifts.
- Payments or wages for contracted staff, players, coaches and/or administrators.
- Deficit funding (to repay cash shortfalls).
- The project which includes installation of community assets (e.g. community arts, gardens, tables, chairs) on Council managed and/or owned land will not be approved this 2024/2025 round.

6. FUNDING CONDITIONS

- All applications must be submitted online at <https://goldenplains.smartygrants.com.au/>
- All applicants must acknowledge that they have read and understood the legislative requirements for volunteer health and safety. [A Guide to Work Health and Safety for Volunteers](#)
- All applicants must submit a completed application form to Council before the closing date to be considered for funding unless there is prior agreement with the Council Planning and Grants Officer.
- Applicants will be advised in writing of the outcome of their application by August.
- If successful, funding will be paid directly into the bank account specified in the tax invoice.
- Grant approval is subject to the applicant demonstrating that they have obtained the necessary permits or approvals to complete the project.
- Annually funded projects must be completed within 12 months of receiving funding notification unless Council gives prior written permission for an extension. Extensions may be granted upon request.
- Multi-year funded projects must be acquitted for each completed year and budget for the future years must be submitted.
- Applicants are required to submit a final acquittal report via SmartyGrants at the completion of the project.
- Every approved project is subject to the acquittal process to validate the expenditure and confirm that the funding has been spent on the project in accordance with the funding agreement.
- The Committee and Council accept no responsibility for budget over-runs.
- The Committee and Council accepts no responsibility for the ongoing maintenance of projects unless otherwise agreed to in writing.

6.1 Assessment Process

- Projects will be assessed via a competitive process by a panel of the six members of the Committee.

- Final endorsement will be given by the Council CEO.
- All applicants will be informed on the outcome of their application in writing.
- Applicants may appeal decisions made in writing, to the Committee.

Important: Meeting all the criteria does not guarantee that an application will be successful. Budget constraints will ultimately limit the projects that can be funded in any given financial year.

6.2 What Happens After Assessment Process?

- Unsuccessful applicants will be advised by post or email.
- Successful applicants will be contacted and will be required to enter into a contractual agreement with Golden Plains Shire Council in its capacity as administrator of the Berrybank Wind Farm Community Grants Program and in accordance with the Funding Conditions.

7. ADDITIONAL INFORMATION

7.1 Features of a strong funding application

There are ways to make your funding application more competitive:

- Broader community reach, multiple objectives.
- Clearly outline what is proposed, why it is needed, how it will be achieved, who is involved and where it will take place.
- Provide relevant support material: preference will be given to projects which can demonstrate clear, defined partnerships with other community organisations and demonstrate partnership by providing letters of support from partner organisations/groups.
- Provide relevant support material that shows the potential of the proposed activity.
- You have spoken to the Community Development and Grants Officer about your application.

7.2 Auspice Information

If your group is a not-for-profit organisation but is not incorporated, you will need to find an organisation that can auspice your application to be able to lodge an application.

Once you have an agreed auspice organisation you will be required to complete an auspice agreement form and upload the completed form and the Auspice organisations certificate of currency.

- It is the applicant responsibility to have an auspice agreement completed using the grant program Auspice Agreement form.

- Applicant must keep the auspice organisation fully informed of the details of the application and all project aspects and progress.
- If the application is successful, all grant funds will be paid to the auspice organisation for distribution to the applicant.
- In some instances, an applicant may request the auspice organisation provides public liability insurance (PLI) for their project. Should this occur, the applicant must obtain a PLI certificate of currency from the auspice organisation and include this in the applicant application. A policy statement or receipt is not acceptable.

7.3 Legal and Taxation Requirements

- If required, you must arrange public liability insurance to cover the activity detailed in the grant application.
- All applicants must possess an Australian Business Number (ABN) or provide [a statement by a supplier form](#) available from the ATO website.
- Allocated funds must be expended within 12 months of receiving the grant unless it is a multi-year project or otherwise negotiated.

7.4 Acknowledgement, Promotion and Marketing

- Successful grant applicants must acknowledge the Berrybank Wind Farm Community Grants Program as a funding source on all marketing and publicity material.
- You will need to include the following wording: 'This project is supported by the Berrybank Wind Farm Community Grants Program administered by Golden Plains Shire Council'.
- Successful applicants are required to contact Council's Community Development and Grants Officer to arrange approval of all proofs/materials before making these public.

7.5 Contacts

To discuss your Berrybank Wind Farm Community Grants application please contact the Community Development and Grants Officer on 5220 7111 (or email communitygrants@gplains.vic.gov.au).