

Boco Rock Community Enhancement Fund Guidelines

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| Document Author | Coordinator Governance | | |
| Authorised by | The Boco Rock Community Enhancement Fund Committee | | |
| Applicable to | Persons interested in applying for funding. The Boco Rock Community Enhancement Fund committee and council staff administering the funding. | | |
| Purpose | <p>To provide potential applicants with clear information and guidance prior to submitting an application.</p> <p>To provide the committee and staff with a framework for decision making and administration.</p> | | |
| Frequency | Applicable during the Boco Rock funding program. | | |

DEFINITIONS

| Term | Description |
|------------------------|--|
| CWP Renewables Pty Ltd | The company responsible for the Boco Rock Wind Farm project, and sole provider of the funding |
| Boco Rock Wind Farm | The infrastructure project subject to the state government conditions of consent |
| Project | Installation of new or upgrade / repair of existing infrastructure in a given budget and timeframe |
| Event | Fundraising or social community event |
| Item | An individual article / purchase of equipment. |
| \$50 | Discretionary amount applied to unspent funding |
| Council managed land | Council owned or managed land, including Crown Land |

1 Purpose

The committee recognise the valuable contribution of the community in undertaking projects or events. The guideline is intended to ensure that applicants are supported in providing a successful application.

2 What is the Community Fund?

The fund was created following State Government approval of the Boco Rock Wind Farm project undertaken by CWP Renewables Pty Ltd (CWP) to offset any potential residual amenity impacts associated with the project, CWP contributions constitute all of the funding, which is administered by Snowy Monaro Regional Council (Council).

3 Who allocates the community fund?

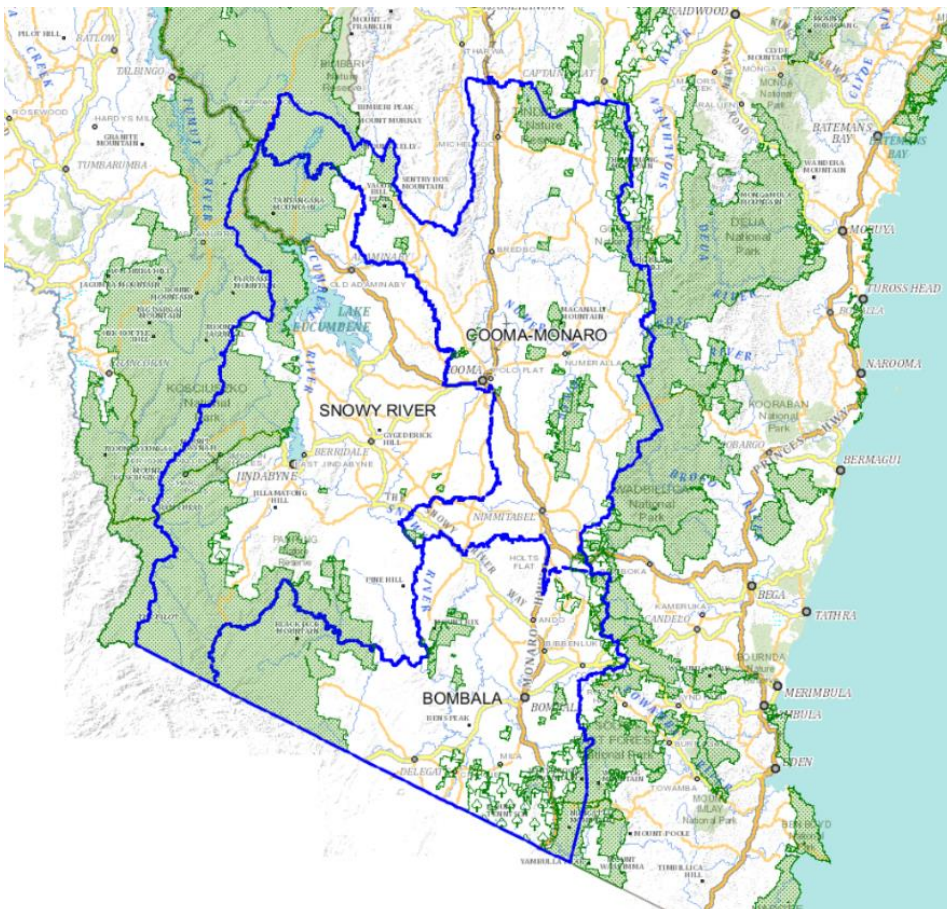
The Boco Rock Community Enhancement Fund Committee (The committee) has been formed to inform the distribution of funds. The committee consists of 9 members, 2 former Cooma LGA community representatives, 2 former Bombala LGA community representatives, 2 SMRC Councillors representing each former Cooma and Bombala LGAs, the Mayor, the CEO and a CWP representative.

A subcommittee has been established to select community representatives. Nomination of community members by the subcommittee is reported to Council for approval. Appointments to the Committee remain for a period of 2 years.

4 Who can apply?

Individuals, businesses and not for profit organisations may apply. Funding is restricted to projects or events in the former Cooma Monaro and former Bombala local government areas per the condition of the development approval.

Map of the former local government areas.



5 How do I apply for funding?

Application forms are available on Council's website and can be obtained from Council offices. Applications must address all of the required information and be sent to Council via email, post or can be dropped into one of the offices.

Please note, applications submitted after the closing date will not be considered.

5.1 Submission Requirements

Applicants should make use of the application checklist and include all of the required information and documents before making a submission. When submitting an application, follow the naming conventions for all documents shown below and on Council's website.

When submitting an application by hand or by email the subject/ title must be written as;

"Boco Rock Application – [Applicant Name]"

Document naming convention:

| | |
|---|--------------|
| [Applicant Name] – Application Form – Boco Rock | Required |
| [Applicant Name] – Facility Implications Form – Boco Rock | Conditional* |
| [Applicant Name] – SMRC Recommendation – Boco Rock | Conditional* |
| [Applicant Name] – Financial Statement – Boco Rock | Required |
| [Applicant Name] – Insurance – Boco Rock | Conditional* |
| [Applicant Name] – Budget – Boco Rock | Required |
| [Applicant Name] – Quote/s – Boco Rock | Required |
| [Applicant Name] – Project Plan – Boco Rock | Conditional |

All documents submitted to council in application and acquittal must be in the forms provided.

5.2 Project Plans and Budgets

Applications less than \$5,000 may provide a simple list of the proposed expenditure.

Applications over \$5,000 will be required to submit a project plan and detailed budget with their application.

- A project plan should outline your projects deliverables and include the following:
 - Key dates; start and finish dates.
 - Any key goals (dates) expected to be achieved prior to completion
 - Breakdown of the work/tasks required to complete the project
 - Identify the stages of the project and the tasks to be completed in each stage e.g. first year; obtain materials, second year; lay concrete etc.
 - Identify who will complete tasks e.g. contractor, committee, working bee
 - Identify any constraints that may impact the completion
- Detailed budgets should include:
 - Itemised expenses
 - Expected income
 - Subtracted expenses from income
 - Subtracted expenses from Boco Rock funding

6 What is the funding schedule?

Applications are received and reviewed on an annual basis.

- May – Advertising
- June – Applications open
- July – Applications close
- September – Committee decision on funding.
- October – Funding distributed to successful applicants

7 Impacts on Council land

If the project or event impacts Council managed land and assets there are additional requirements in the application process.

Applicants should consider if their project aligns with a strategic master plan, asset management plan, identify any impacts and consult with council. A facilities implication form must be completed and submitted with the application.

8 What criteria will be used to evaluate applications?

Funding approval is a competitive process with each application reviewed against a set of criteria and weighed against other applications. Due to limited funding not all requests that meet the established criteria will be approved.

Criteria Includes:

- Delivery of improvements to local community infrastructure, sustainability or services
- Support of economic development
- support of tourism development

Review against the criteria may be informed by:

- Project benefits
- Alignment with council master plans
- Alignment with council asset management plans
- Direct and indirect community benefit.
- Capacity to deliver the event or project as described.
- Prior funding to applicant
- Community support
- Demonstration of need for financial assistance
- Project/ event viability
- Background of applicant (i.e. organisation size/representation, prior experience).
- If the project or program duplicates other available facilities or programs in the area.

9 Is personal or private information protected?

All applications are treated as public documents, however, the *Privacy and Personal Information Protection Act 1998* applies to information that is provided to the Committee. Personal information provided in the application form will be used for the purpose of administering the Community Fund only. This information may be disclosed in response to an access request under the *Government Information (Public Access) Act 2009*, subject to applicable exceptions under the Act.

Once an application has been approved and funding issued, the recipient, project, amount funded and fiscal year will be a matter of public record.

10 How will I know if my application is successful?

All applicants will receive a response advising the outcome of their application following the committee meeting. In addition, successful applications will be published on the SMRC website,

Once an application is approved by the Committee, the applicant will be provided with a funding agreement and information regarding any conditions subject to approval. Once the funding agreement has been completed and returned by the applicant, the allocated funds will be released.

11 What if the project changes once the funding has been provided?

A request to redistribute funding outside of the approved purpose may, at the discretion of the committee, be considered to be a new event or project.

A request for any variation to the original purpose must be submitted in writing to the committee. Please note, the committee may not approve variations and require the unspent funds returned.

12 What reporting is required and when?

An acquittal report must be returned within 30 days of the conclusion of the project/event.

Acquittal reports are required so the Committee can be confident that allocated funds have been used as agreed within the funding agreement. As part of the acquittal process applicants must return receipts for all items purchased with funding along with photos of the project/event. Please note, invoices are not an acceptable substitute for receipts. Applicants must complete the acquittal form provided.

Projects extending beyond 12 months are required to provide periodic progress reports to satisfy the committee that the agreed conditions are being met.

13 What happens if the actual costs are less than the approved funding?

If the unspent amount remaining is \$50 or less this may be retained by the applicant.

Unspent funds exceeding \$50 are to be returned to council. Following review of the acquittal, an invoice will be issued and the funds are to be returned to Council within 30 days of the invoice being issued.

14 Can the final reporting date be extended?

Projects affected by unforeseen circumstance (e.g. weather events or public health orders) may be rescheduled, and the project or event extended until the unforeseen circumstance has resolved. Notice must be provided to the committee.

Projects that extend beyond the original end date must be reported to the committee at the earliest indication. The committee will give consideration to the continuity of the project and approve the extension or request that unexpended funds be returned.

Please note, the committee will not provide retrospective approval of project extension.

15 Recovery of Funds

Applications are approved for a specific purpose and with conditions as set out in the funding agreement. If the funds are not acquitted in accordance with the agreement council will commence a process of recovering the funds.

If an acquittal is not completed within the timeframe, you will be asked to return the funds and will be ineligible for funding for 3 consecutive rounds.