

Coopers Gap Wind  
Farm  
Community Fund –  
Guidelines





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## Coopers Gap Wind Farm Community Fund - Guidelines

Updated August 2019

### About AGL

AGL is committed to helping shape a sustainable energy future for Australia. We operate the country's largest electricity generation portfolio, we're its largest ASX-listed investor in renewable energy, and we have more than 3.5 million customer accounts. Proudly Australian, with more than 180 years of experience, we have a responsibility to provide sustainable, secure and affordable energy for our customers. Our aim is to prosper in a carbon-constrained world and build customer advocacy as our industry transforms. That's why we have committed to exiting our coal-fired generation by 2050 and why we will continue to develop innovative solutions for our customers.

### About the Community Fund

Through our involvement in and support of local community initiatives, projects and events, AGL aims to deliver community wide benefits, encourage innovation in and support for issues of community significance, and build and maintain strong relationships throughout the communities in which we operate.

The Community Fund forms part of AGL's commitment to support the communities where we have project activities.

Support can be provided through sponsorships, donations and grants for projects that will benefit the community and align with AGL's values.

#### AGL's values

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Care in every action	Physical and psychological safety first and thinking about every action and its impact on our colleagues, customers, communities and the environment.
Integrity always	Doing the right thing, being open and accountable, doing what we say we're going to do and having courageous conversations.
Better together	Being respectful and inclusive of all, being collaborative and seeking out different perspectives.
Deliver your best	Going the extra mile, continuously improving, being resilient and striving for excellence.
Shape tomorrow	Exploring new possibilities, embracing challenges and opportunities to grow and keeping an eye on the long term as well as the short term.

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## Areas the Community Fund covers

### Sponsorships and donations

- One-off donations and sponsorships
- Includes sponsorships of events

The contribution will be in cash

### Community Development Programs

- Partnerships supporting programs to meet AGL's community development commitment to make a long-term, positive contribution to the community
- Partnerships will generally be accessed through community consultation and must aim to develop local community capacity and be sustainable into the future

### Key areas of focus

The program targets a range of community needs including:

- Education
- Youth
- Environment
- Health, safety and wellbeing
- Community infrastructure
- Arts and culture
- Economic development
- Social welfare

## Application process

	Applications open	Applications close	Applications assessed	Applicants notified	Funding issued
<b>Funding Round 7</b>	1 September 2020	30 September 2020	26 October 2020	2 November 2020	December 2020

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### How to apply

- Read the application guidelines
- Complete the application form [online](#) or PDF
- Please sign and submit your completed application form:  
Email: [AGLCommunity@agl.com.au](mailto:AGLCommunity@agl.com.au)  
Or  
Mail: AGL Coopers Gaps Community Fund  
Locked Bag 3013  
Australia Square NSW 1215



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### **Important information about your application**

- An organisation can submit more than one application providing that what is being applied for is different. We suggest that each community group, sporting club or local school submit a consolidated application that is signed off by the club president or school principal to ensure that all funding requirements are considered in the one eligible application.
- Organisations will be required to submit photos as part of the acquittal process. It is a condition of your application that any images provided can be used by AGL to explain and promote the Community Fund.
- AGL cannot assist you in filling out the form. However, your local AGL Community Relations Manager can assist you to understand the application process and requirements. Your local Community Relations Manager is Clare Wilkes and can be contacted on 0435 918 441.
- We cannot accept late applications.
- AGL can request further information if required.



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## Eligibility criteria and guidelines

Successful Community Fund recipients should meet the following criteria:

1. Be a legal entity, registered in Australia with a current ABN.
2. Be a registered charity, not-for-profit, educational institution or organisation with a demonstrated governance structure.
3. Deliver an event, program or initiative that provides benefits to the communities within the boundaries of Western Downs and South Burnett Councils.
4. Have in place a current public liability insurance policy.

AGL will prioritise grants to locally run projects, initiatives or events that:

- Have tangible aims and initiatives.
- Provides benefits to the communities in which we operate.
- Contributes to one or more of the key areas of focus:
  - Education
  - Youth
  - Environment
  - Health, safety and wellbeing
  - Community infrastructure
  - Arts and culture
  - Economic development
  - Social welfare
- Are valued and visible in the community.
- Are focused and have a long term vision.
- Funds granted to successful applicants must be spent on the approved project within the agreed timeframe.
- Are consistent with AGL's values of Safety and beyond, Sustainable thinking, Inclusive of all, Focused on what matters.

AGL will generally not support:

- Political organisations or political campaigns.
- Religious organisations for religious activities.
- Requests from individuals seeking support for personal reasons.
- A direct or indirect competitor of AGL.
- Organisations or groups whose planned activities may pose a health and safety risk.
- Funding for private companies or commercial entities.
- Activities which encourage the irresponsible use of alcohol or gambling.
- Activities which provide a direct financial benefit to AGL, its subsidiaries, employees or contractors.
- Activities or programs that may breach AGL's Code of Conduct or regulatory, licensing or any other statutory commitments or obligations.

### Application process timeline





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All applications will be reviewed and assessed by the Community Fund Panel and referred to AGL for a final decision.

Applications will be assessed based on the information provided in the application. The following process will be used in assessing applications:

- Applications will initially be assessed to ensure the eligibility criteria has been met and further information can be requested if required.
- Applications will be given a merit ranking on how well, in the Community Fund Panel's opinion, the application demonstrates the delivery of an event, program or initiative that provides benefits to the South Burnett and Western Downs Council regions.

Not every application that meets the assessment criteria will necessarily receive a grant.

AGL will receive the feedback from the Community Fund Panel and make the final decision on which applicants will receive a grant. All decisions made by AGL are final.

Applicants may be contacted by AGL directly for the purpose of validating any aspect of the applicant's application.

The assessment process will begin once applications close.

These guidelines may be reviewed and amended at any time.

### **Successful Applicants**

Successful applicants will receive a notification from AGL regarding the success of their application.

### **Unsuccessful Applicants**

Unsuccessful applicants will receive a "Letter of Grant Decline" from AGL confirming the outcome of the application. Requests for additional feedback can be made by emailing [AGLCommunity@agl.com.au](mailto:AGLCommunity@agl.com.au). AGL encourages all unsuccessful applicants to apply for future rounds and to source other forms of support from other funding bodies.



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## **Awarding grant funding and acquittal process**

### **Awarding grant funding**

All successful applicants will receive approved funding by electronic transfer.

Payment will only be addressed to the nominated organisation.

Any grant from the Community Fund includes any applicable GST.

### **Use of funding**

Any funding provided by the Community Fund must be spent on the approved project within the agreed timeframe.

If at any time the stated purpose and use of the funds cannot be completed in the manner described in the application, the recipient must advise AGL's Community Fund team on [AGLCommunity@agl.com.au](mailto:AGLCommunity@agl.com.au). Funds are non-transferable.

### **Privacy and confidentiality**

By completing the application form, the applicant and recipient agree to information being used by AGL for the purposes of assessing the application and if successful, providing a grant.

By completing the application form, applicants consent to AGL disclosing details of successful applicant's projects and the amounts granted to each successful applicant.

### **Evaluation and acquittal process**

Recipients are encouraged to submit an evaluation report to AGL within two months of program completion.

The evaluation report should include:

- A report on program activity.
- Benefits and beneficiaries.
- Evidence of the use of funds granted for the program (e.g. invoices).
- Copies of photos and promotional materials where possible.

It is the responsibility of the organisation to maintain a complete set of records for acquittal purposes.

Recipients are required to submit photos and or video as part of the acquittal process. It is a condition of your application that any images provided can be used by AGL to promote the Community Fund (including local media). Written consent of any persons included in photos must be provided to AGL as part of the acquittal process.

Recipients failing to complete the acquittal report will not be eligible to participate in future Community Fund rounds.

AGL reserves the right to request the return of any unspent funds as part of the acquittal process.

AGL reserves the right to undertake quality assurance checks on all implementing partners to ensure funding is spent in accordance with the Funding Agreement.