

OVERVIEW

The Wallarrah 2 Community Foundation (the Foundation) is a funding initiative of the Wallarrah 2 Coal Project as it continues to actively partner with community groups for the benefit of the whole community.

The grants made available through the Foundation must benefit the environment and/or community wellbeing and education outcomes within the Wyong LGA. During 2015, up to \$80,000 will be made available and applications for individual projects or initiatives may range in value up to \$5,000. The grant funds available are limited and applications will compete for the available funds.

The Foundation program and its application criteria were initially established with external stakeholder input.

The following guidelines provide information for eligible applicants to apply for a grant. Please read the following information before beginning the application.

The purpose of these guidelines is to assist the applicant in submitting a proposal. Please note that applications that fail to fully address the matters and criteria set out in the guidelines may be set aside and not considered for a grant.

Eligible applicants may choose to partner with environment and community groups or other relevant not-for-profit organisations to develop and deliver a sound, well-structured project.

Note that only one application per organisation/individual (identified by the ABN) will be considered for funding under the Foundation in any one year.

The Wallarrah 2 Community Foundation has absolute discretion in determining how and to whom it awards grants.

APPLICANT ELIGIBILITY

The following not-for-profit organisations are eligible to apply for the Wallarrah 2 Community Foundation Program:

- Community groups
- Education groups
- Cultural groups
- Environmental groups
- Sporting groups
- Other suitable organisations/individuals

BACKGROUND

The Wallarah 2 Community Foundation provides funding for environment and/or community wellbeing and education based projects and initiatives. To be eligible for a grant, applicants must address the following selection criteria when completing the application form.

APPLICATION CRITERIA

To be eligible to apply for a Foundation grant, applicants must meet the criteria set out in this guideline, especially all the following primary criteria:

- Applicants must operate on a not-for-profit basis;
- Applicants must be able to demonstrate a proven record in the delivery of projects and/or activities, the outcomes of which benefit the community;
- Applicants must be able to demonstrate that the funding will enhance or improve the environment and/or community wellbeing and education within the Wyong Local Government Area (LGA);
- The application must be clearly defined, outlining the purpose and objectives of the grant;
- The application must contain a basic budget which outlines the various expenditure components of the project or initiative.
- The application must contain a reasonable and workable timeframe inclusive of milestones for expenditure and completion of the project or initiative.
- Applicants must be able to demonstrate that the funding sought is specific to a particular project or initiative and will not be used as part of operating revenue.

APPLICATION CRITERIA - VALUE FOR MONEY

- The application must include details of the total funds being sought as well as any contributions by your organisation and/or partners, such as shared funding or in-kind resourcing. The project or initiative should be demonstrably cost-effective and efficiently managed.

APPLICATION CRITERIA

CAPACITY TO EFFECTIVELY DELIVER PROJECT

- The application must demonstrate the capacity and resources to complete the funded project or initiative within time and budget;
- The application must detail who will be responsible for the different aspects of the project or initiative, ie project manager, field staff etc;

Funding under the Foundation grant program is a competitive process.

In order to ensure equity in the allocation the funding applications are assessed against the selection criteria by a panel constituted by W2CP which may include independent external advisor(s) from the local region. The Wallarah 2 Community Foundation has absolute discretion in determining how and to whom it awards grants.

The Foundation may use its discretion and contact applicants for additional supporting information in the course of the assessment.

PROGRAM EVALUATION

The Foundation seeks to evaluate how well the objectives for the funded project or initiatives have been achieved. While ongoing contact and consultation with the grantees may occur throughout the period, an evaluation will be carried out at the conclusion of the project or initiative. As a minimum, this will involve a requirement for feedback about information on project completion, budget performance and supply of photos or other supplementary material for use in newsletters and publicity, at the discretion of the Foundation.

DELIVERABLES AND RESPONSIBILITIES OF THE SUCCESSFUL APPLICANT

The successful applicant (or 'grantee') will manage all aspects of the project or initiative within an agreed timeframe of up to 12 months from provision of the grant funds, including activities such as:

- Project planning and design;
- Maintain contact with the Foundation and any relevant stakeholder groups throughout the life of the project or initiative to obtain feedback and guidance;
- Notification to the Foundation of potential delays and other issues affecting the funded project or initiative;
- Submission of all progress reports and expenditure statements as determined appropriate;
- Submission of the program's final evaluation report including expenditure statement, project schedule information and photographic or other publicity material if available. Where there is insufficient information in the expenditure statement, the Foundation may request further information or an audit certificate.

PLEASE NOTE: Failure to comply with all of the Foundation deliverables may result in immediate cancellation of the funding agreement and/or exclusion from applying for future grant programs.

OWNERSHIP

All copyright and other intellectual property rights in respect of material created in the performance of this initiative shall vest in and belong to the Foundation. It is expected that the developed material will continue to be used by the organisation/individual, provided that no financial gain is generated. However, should a third party request the usage or adaptation of the developed material, standard copyright and intellectual property rights in respect of the material will apply.

The grantee must ensure that the material usage is in accordance with the Intellectual Property Rights and Copyright rules.

CONFIDENTIALITY

Any publicity and media releases concerning the Foundation's grant processes shall be at the discretion of the Foundation. The grantee shall not release information to the media on any matters relating to the Foundation program's grants process without the Foundation's consent.

SUBMISSION OF APPLICATIONS (HOW TO APPLY)

All applications must be submitted prior to the closing time and date of **4.00 pm on Monday 23rd March 2015**.

All applications must be submitted using the online application form, which can be accessed at: <http://www.wallarah.com.au/community-foundation>

Please note that receipt by the Foundation of your online application will result in a confirmation notification, which states:

"Thank you for submitting your funding application to the Wallarah 2 Community Foundation. Receipt of your application has been confirmed."

If you do not receive this notification within two business days of electronic lodgement, please contact the Administration Officer, as it may mean that your application has not been properly submitted and received. Please ensure that you contact the Foundation's Administration Officer prior to the closing date and time. The Foundation will not accept late applications if it is subsequently discovered they were not submitted successfully and/or the Foundation was not promptly informed.

CONDITIONS OF APPLICATION

- Compliance with the requirements of these application guidelines and acceptance of all conditions.
- The Foundation reserves the right to cancel, vary, supplement, replace or amend the process set out in this document, any of its terms and any procedures or selection criteria at any time. Any such modification to the process after receipt of grants will be notified to grantees in writing. To the extent permitted by law, applicants will have no claim against the Wallarah 2 Community Foundation or the Wallarah 2 Coal Project with respect to the exercise or failure to exercise its rights.
- The Foundation may, in its sole discretion, disclose the name of a successful applicant and details of the proposed program including the amount of the grant received. The applicant agrees and is deemed to agree to the disclosure of this information as a condition of the Foundation's consideration and approval of its application.
- The Foundation reserves the right not to approve an application and may enter into negotiations with one or more applicants in relation to their application(s). Applicants agree and are deemed to agree to enter into such negotiations at no cost to the Foundation.
- By lodging an application, the applicant authorises the Foundation to seek clarifications, verification of particulars and additional information from referees and other parties for purposes of evaluation of the application.
- The applicant agrees to adhere to any relevant environment and safety guidelines appropriate to the project or initiative.
- Absence of Obligation: No legal or other obligation shall arise between an applicant and the Wallarah 2 Community Foundation or the Wallarah 2 Coal Project unless, and until, the Foundation approves an application and the applicant enters into the Funding Agreement.
- All information in the application and related correspondence will be treated as commercial in confidence to the extent permitted by law.
- All costs and expenses incurred by the applicant in any way associated with the development, preparation and submission of proposals or negotiation of grants will be borne entirely and exclusively by the applicant.
- Two copies of the signed Acknowledgement of Grant must be provided to the Foundation for signing within three weeks of receipt of the grant. Failure to do so may result in the withdrawal of the offer of a grant.
- The Foundation reserves the right to visit and inspect the funded project or initiative at a time/date agreed with the grantee and to take notes, conduct interviews and take photographic or other recordings for publicity and program management purposes.

CONTACT DETAILS

For hard copies of the application form or for further information about this funding initiative, contact:

Administration Officer, Wallarah 2 Community Foundation

PO Box 3039 Tuggerah NSW 2259

Email: admin@wallarah.com.au Phone: 02 4352 7500

Website: www.wallarah.com.au