

SPONSORSHIP GUIDELINES

EVERYTHING
YOU NEED TO
KNOW TO
APPLY



WHAT IS THE CCF?

Welcome to the Collgar Community Fund (CCF) Guidelines.

Collgar has a genuine interest in building the capacity and long-term sustainability of the communities in which it operates.

The CCF was established by Collgar Wind Farm and provides funding to local initiatives that benefit the Shire of Merredin and surrounding areas.

Through the CCF, Collgar supports initiatives that strengthen the local community through programs that make a positive and lasting contribution and enhance the Merredin region and surrounding areas.

A Grants Committee has been appointed to assess applications and determine how best to allocate funds and in-kind contributions to maximise benefits for the community.





AM I ELIGIBLE?

Applicants must be one of the following:

- Not-for-profit organisation;
- Local government;
- Educational department or group; or
- Incorporated community-based organisation.

Initiatives are to be “project ready”, and organisers should provide “hands-on” support. Applicants must be from Merredin or the surrounding shires and must be able to demonstrate support (this could be in the form of support letters) from the local community or locally based organisations.





WHO IS UNABLE TO APPLY?

Organisations and initiatives that will not be supported include the following:

- Government agencies or departments other than local government, schools or educational departments;
- Individuals or initiatives for personal gain;
- Businesses or for-profit groups or initiatives for commercial gain;
- Applications from political organisations or for political campaigns;
- Applications for religious purposes;
- Applications seeking retrospective funding, i.e. for costs already incurred before approval of funding is given;
- Organisations seeking to fund ongoing operational costs;
- Applications to cover the costs of alcohol, drugs, gambling or other illegal or unethical activities; or
- Applications for initiatives that involve activities with significant inherent risks, such as extreme sports.

The CCF prefers not to fund capital works or make commitments longer than one year in duration.

CATEGORIES

As of 2023, several new categories have been introduced. Preference for sponsorship will be given to initiatives that fall into one of the following priority areas.

EVENTS AND MUSIC

Examples include music events, community festivals, gala nights, and community lunches

COMMUNITY ASSETS / REFURBISHMENT

Examples include wheelchair access for the community, upgrading community accessed infrastructure and museum displays.

ARTS & CULTURE

Examples include art exhibitions, theatre performances, art workshops and more.

YOUTH INITIATIVES

Example include beneficial youth programs, youth activities and more.

INDIGENOUS INITIATIVES

Initiatives that support indigenous initiatives with regard to education, health and well being and support outcomes towards closing the gap.

HEALTH & WELLBEING

Support for emergency services, initiatives that promote or enhance healthy living, health care, aged care, mental health, childcare or assistance to any disadvantaged groups

SPORTS & RECREATION

Initiatives that promote and support sporting or recreational activities.

EDUCATION & TRAINING

Educational programs or tours, educational resources, scholarships or donations towards prizes for students.

THE ENVIRONMENT

Initiatives that enhance the natural environment, or prevent the degradation of the environment including conservation, protection or restoration programs.





DATES

<i>Application Type</i>	<i>Funding Value</i>	<i>Open Dates</i>	<i>Approval Required</i>
Level 1 - Donations	Up to \$2,500	1 January to 1 December	CCF Manager
Level 2 - Sponsorship	\$2,500 - \$10,000	Q1: 15 January to 15 March Q2: 01 April to 15 June Q3: 01 July to 15 September Q4: 01 October to 10 December	Grants Committee

Level 1 application examples include:

Sporting clubs, community shows, cultural events, small sponsorship requests. The notification period is 14 days after submission of application.

Level 2 application examples include:

Local community initiatives or educational programs and scholarships. These initiatives are to source a portion (30% to 50%) of total costs from other sponsors or partners, as well as submit letters of support from the community. The notification period is 30 days after the closing date.



ASSESSMENT

To be considered for funding, applications must be submitted using the CCF Application Form and contain all required information (www.collgar.com.au/communities).

Additional supporting documentation and information that may assist the success of your application includes; proposals, plans, budgets, information demonstrating satisfactory financial management and company status, letters of support etc.

The application must be submitted to Collgar via email enquiries@collgar.com.au or by mail to PO Box 7522, Cloisters Square PO, WA 6850 and addressed to the Community Fund Manager.

Applications are assessed shortly after the closing dates, and successful applicants will be notified in writing. In some instances, it may be necessary to obtain additional information from applicants to assist in the assessment.

If successful, the applicant is to submit an invoice to enquiries@collgar.com.au for the approved amount.

CONDITIONS

Successful applicants of CCF will be required to:

- Recognise the contribution made through a method agreed by Collgar. Common methods for recognising CCF include plaques, signage, acknowledgement in newsletters and media releases, and displaying logos in advertising material. Any costs for signs, plaques or advertising material must be covered in the total cost of the initiative. Collgar must approve the final wording and layout of any acknowledgement.
- Ensure that funds are utilised for the specific activities and within a specific timeframe as outlined in the approved funding application or approval letter.
- Provide a close-out report once the initiative is complete. including photographs
- Agree that photos of the initiative can be used for CCF promotion on social media.
- Have all planning approvals in place as required by local planning regulation.
- In certain circumstances, execute a Release and Indemnity Agreement or Grant Agreement.
- Ensure that invoices are made out to Collgar Community Fund – ABN 40 603 253 650





LIABILITY

Successful applicants are wholly responsible for the insurance and professional indemnities required. Collgar is not liable for any accidents or negligence resulting in a claim or demand arising from a sponsored initiative.

Volunteers involved in any sponsored initiatives must be covered by the organisation's insurances and organisations may be asked to provide details of insurance cover as part of the sponsorship application.



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