



BIALA WIND FARM COMMUNITY FUND

PROJECT GUIDELINES

2025/2026



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1. THE COMMUNITY FUND

1.1 General Guidelines

What is the Community Fund?

The Community Fund provides financial support to projects and initiatives, such as equipment purchases, facility construction, renovation/rehabilitation projects, new programs or special funding for the local Upper Lachlan Shire region.

It is one of the commitments by Biala Wind Farm, contained in the Community Enhancement Program (CEP), which aims to enhance and enrich the local community through initiatives and projects.

Who administers the Community Fund?

A Committee, consisting of local community members, representatives from the Upper Lachlan Shire Council and Biala Wind Farm, have been appointed to administer the Community Fund.

Appointments to the Committee are made by Council for a period of one year (commencing from September). At the conclusion of each term, Council can either seek applications for new community representatives, or may choose to reappoint existing members for a further term without seeking applications. Council may only extend a committee member's tenure for a maximum of four years.

Names of the community and wind farm representatives, as well as information regarding the funds available for any one year, are available on the Biala Wind Farm website: <http://www.bialawindfarm.com/>.

How do I apply for funding?

Application forms are available on the Upper Lachlan Shire Council [website](#) and can be requested at any time at Council's offices. Applications should be sent to Upper Lachlan Shire Council via email or post. Incomplete application forms will be returned to the applicant.

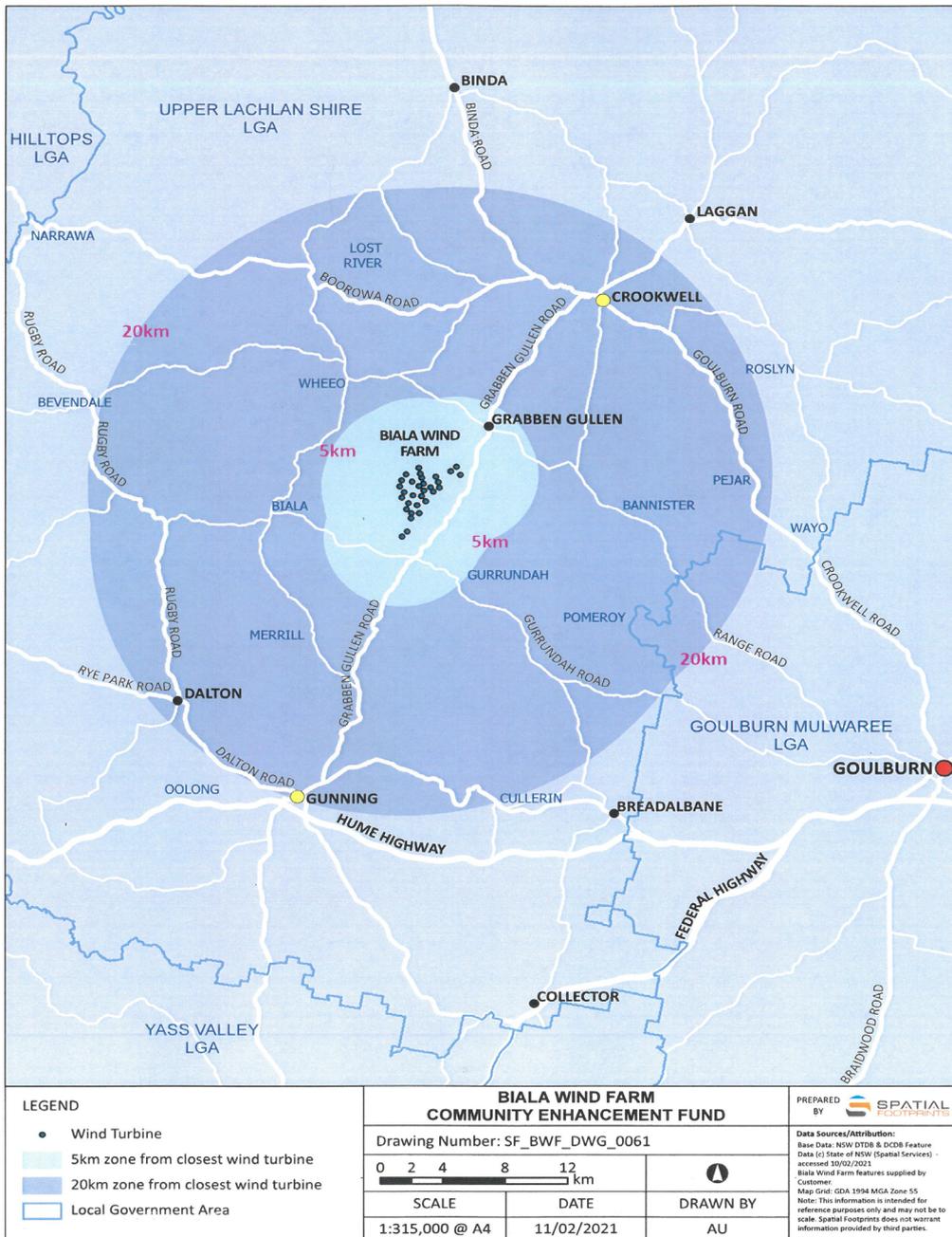
Applications may be submitted by post to: PO Box 42, GUNNING NSW 2581 or emailed to council@upperlachlan.nsw.gov.au.

Applications will be subject to the administration and review periods as outlined in this document.

BIALA WIND FARM COMMUNITY FUND PROGRAM PROJECT GUIDELINES

Who can apply for Community Fund funding?

Property owners, local residents and non-residents who work in the area are encouraged to apply for funding, via incorporated or registered not for profit organisations. Projects and initiatives should be able to demonstrate direct benefit to the area within 20km of a wind turbine at Biala Wind Farm.



Map showing the extent of 5km radius from wind farm.

BIALA WIND FARM COMMUNITY FUND PROGRAM PROJECT GUIDELINES

How often will applications be processed during the year?

Funding will be administered on an annual basis with the application process following the below timeline:

- August to October – requests for applications;
- October to November – the Committee to review and prioritise the applications;
- November – prioritised applications forwarded to Council and the Company for ratification and endorsement;
- November – notification to applicants; and
- November to December – funds released.

Applicants will be informed of decisions after the end of the applicable review period. This will include feedback as to whether the application has been successful and relevant rationale.

Application processing and funding allocation will consider the funding cycle for other programs and the potential need for more than one funding opportunity each year.

As per Biala Wind Farm's Voluntary Planning Agreement (VPA), the allocation of the Community Enhancement Fund funding must be awarded to either a Local Project or a Local Strategic Project.

A Local Project is any local community purpose that may be considered for funding.

A Local Project can be projects, services, facilities, benefits or educational assistance to be provided within the Upper Lachlan Shire Council local government area and located within 5km of a Biala Wind Farm turbine in the first three years of the Fund or, if no suitable community purpose is available within this 5km distance, within 20km of a Biala Wind Farm turbine. After three years of operation, applications for funding from a 20km radius of the Biala Wind Farm can be approved. This may include the building of a fund for a single or expensive Local Strategic Project.

A Local Strategic Project is an Approved Local Project which requires significant multi-year contributions from the Community Enhancement Fund.

What criteria will be used to evaluate applications?

The Committee will give consideration to the following criteria during the assessment process:

Project benefits

- direct and indirect community benefit.
- quality of life/community wellness enhancement.
- program/project operational efficiencies.
- demographics served.

BIALA WIND FARM COMMUNITY FUND PROGRAM PROJECT GUIDELINES

Target community need

- public safety/improved access.
- provide a direct service to the community.
- Council/community support.

Availability of funding

- prior funding to applicant.
- demonstration of need for financial assistance.

Project/program viability

- background of applicant (ie. organisation size/representation, prior experience).
- the extent to which the project or program duplicates other available facilities or programs in the area.

In addition to the above, applications must satisfy the following criteria:

- Applications must include at least two quotations that are less than six months old.
- Applications must include a Financial Management Plan.
- Funding will not be awarded for sponsorship and/or business as usual and/or day-to-day project management/operational expenses.
- Preferential consideration will be given to submissions seeking support for projects within 5km of the wind farm or, if no suitable applications are submitted for projects within the 5km radius, projects within a 20km radius of a wind turbine will be considered in the first three years of the Fund, or after three years of operation, applications for funding from a 20km radius of the Biala Wind Farm can be approved.
- Projects aimed at immediate neighbours will carry additional weight during the assessment process.
- Aim to improve the quality of life for the people in the target community.
- Aim to provide facilities and services for the target community.
- Not profit individuals or private entities.
- Provide full financial and legal disclosure on the activity and be subject to independent audit.

Programs or projects with benefits beyond the target community will be considered based on their capacity to benefit those within the target community. Funding will not be allocated to projects, programs or activities that may negatively impact on the wind farm's operations.

All eligible applications from individuals, businesses and or organisations meeting the selection criteria will be reviewed and considered by the Committee. The Committee will meet to discuss and determine, through consensus, the successful application(s).

If Upper Lachlan Shire Council and the Company do not agree on a submission to endorse, the final determination will be made by the Committee following further discussion.

BIALA WIND FARM COMMUNITY FUND PROGRAM PROJECT GUIDELINES

Is the information in my application protected?

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.

How will I know if my application is successful?

All applications lodged will receive a response from the Committee, via email or post, advising whether the application has been successful, or if it has been declined. In addition, successful applications will be publicised through the Upper Lachlan Shire Council website and Facebook page, and other media channels and outlets deemed applicable by the Upper Lachlan Shire Council.

All applications are treated as public documents. It should be clearly stated on the submission should applicants not want details or components of their application made public.

When an application has been approved the Committee will make the necessary payment arrangements.

What if the project applied for changes once the funding has been approved?

If the scope of the project changes, the applicant must advise the Committee at the earliest opportunity of the changes and submit a request, in writing to the Committee, for a new assessment to be conducted. The scope of the program or project funding may only be adjusted with written approval from the Committee.

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

If actual costs are less than the approved funding the applicant may:

1. Submit a written request to change the scope of the project for the purposes of using the surplus funds. If approved, the applicant may apply the unused funds for the approved purpose.
2. Send a cheque, made payable to the Community Fund, for the unused portion of the funds once the final amount has been confirmed by the Committee. Repayments must be submitted to the Community Fund.

BIALA WIND FARM COMMUNITY FUND PROGRAM PROJECT GUIDELINES

1.2 Project/Program Reporting

What reporting is required for approved applications?

Reporting on completed projects is required to ensure allocated funds have been used as per the terms of their approval.

Templates will be provided to all successful applicants, which must be used when submitting reports.

Funding recipients must also allow a representative of the Committee to examine records relating to the expenditure of the funds to ensure the grant has been spent in accordance with the approval.

When will the report on completed programs/projects be due?

Timing on when reports are required to be submitted will be included as part of the approval stage. Agreed project delivery timing will be decided upon on an individual project basis and will follow guidelines stipulated by the Committee.

Can the final reporting date be extended?

Yes. If a project/program is not completed within the required timeframe the applicant may request, in writing, an extension. All extension requests must be submitted to the Committee.