

**DCEP Incorporated**

# **Community Funding Bids Guidelines 2021-22**



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## **1. Introduction**

### *1.1 Purpose*

The aim of the Community Funding Bids is to grant financial assistance to organisations that provide services or activities that align with DCEP Inc. objectives and deliver sustainable social, environmental and /or economic benefit to the wider community.

### *1.2 Background*

DCEP Inc. is the not-for-profit association that all Plico Energy Members are a part of. The Plico Energy project was born from the Dunsborough Community Energy Project (DCEP) and is now simply known as DCEP (a broader group not defined by a location).

DCEP began in 2018 by a group of innovators who were frustrated by the lack of action on climate change. They believed that for solar energy to be viable, it had to be affordable.

Today, every Plico Member who joins contributes a \$250 membership fee that goes directly to the DCEP Community Fund; the source of funding for the Community Funding Bids program.

### *1.3 DCEP Objectives*

1. To create and build projects which encourage environmentally friendly energy generation and consumption by members
2. To own shares in organisations that purchase, lease, hire or otherwise acquire any real or personal estate for the purpose and benefit of the Members and the Association
3. To provide funds for and/or own projects which benefit the members, association and community, and
4. To do all things incidental or conducive to the attainment of the above objects.

## **2. Funding Levels**

Three levels of funding are available:

- Minor (0 - \$1,000)
- Medium (1,001 - \$5,000)
- Major (\$5,001 +)

## **3. Eligibility - applicants**

- Community Funding Bids are available to not-for-profit groups and organisations which are located within member sub-committee localities. Projects/activities must be delivered within the financial year that the funding is awarded.
- Applicants may submit one application only per funding level in each funding round.
- All applications must be submitted using the Community Bids Funding Application Form, available on the Plico Energy website ([plicoenergy.com.au](http://plicoenergy.com.au)) or by contacting [dcep.committee@plicoenergy.com.au](mailto:dcep.committee@plicoenergy.com.au)
- Applicants must have an Australian Business Number (ABN) and be incorporated.

## 4. Eligibility – projects and activities

The following criteria will be considered for funding:

- Community beneficial projects.
- One-off projects or activities.
- Equipment grants for durable equipment only.
- Maintenance activities where there is an identified need and other funding has not been identified. This will generally be on a one-off nature and not ongoing.

The following criteria will not be considered for funding:

- 100% of the project costs - partial funding by the applicant/other sources is required.
- Projects that DCEP Inc. has already contributed funding to.
- Ongoing operational expenses including wages, consultants and office equipment.
- Consumable equipment including uniforms and marketing/promotional material.
- Retrospective funding.
- Events.
- Deficit funding for organisations/groups.
- Facility maintenance.
- Activities that have already commenced.
- Projects and activities considered the responsibility of government departments, individuals and private for-profit groups.
- Projects that do not align with the Funding Category objectives.

## 5. Funding Categories

### 5.1. Community Enhancement

a) Objective: To support organisations that provide support to any of the following sectors of the community:

- Aged
- Youth
- Disadvantaged
- Early Childhood & Families
- Volunteers

b) Strategic Priorities

- Friendly, safe and inclusive communities with strong community spirits
- Communities with access to a range of cultural and art, social and recreational facilities and experiences
- Collaborating with key partners to provide a range of community services and programs that support people of all ages

c) Criteria:

- Consultation and partnerships with the community
- Demonstrated need
- Demonstrated community capacity building

## 5.2. Sport and Recreation Development

a) Objective: To provide funding for projects, programs and activities that contribute to the health, wellbeing and safety of the community.

b) Strategic Priorities

- Communities with access to a range of cultural and art, social and recreational facilities and experiences
- Attractive reserves, parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities

c) Criteria:

- Consultation and partnerships with the community
- Demonstrated need

## 5.3. Environment

a) Objective: To provide funding for valuable projects, programs and activities which protect and enhance the natural environment.

b) Strategic Priorities:

- Development is managed sustainably and our environment valued
- Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations

c) Criteria:

- Consultation and partnerships with the community
- Demonstrated need

# 6. Funding Conditions

## 6.1. Funding Agreement

Community groups seeking funding through the Community Funding Bids program will sign a funding agreement with DCEP Inc. if their application is successful.

## 6.2. Written Quotation

All projects and activities require written quotations to be included in the application. The guidelines for written quotations are as follows:

- Minor (\$0-\$1,000) One written quotation
- Medium (\$1,001-\$5,000) Two written quotations
- Major (\$5,001 +) Two written quotations

## 6.3. Evaluation and acquittal

Successful applicants will be required to submit a brief evaluation form (including acquittal) that highlights the outcomes of the project within three months of the completions of the project.

## 6.4. Marketing and promotion

Successful applicants will be required to acknowledge DCEP and Plico Energy's contribution through mediums such as:

- Joint media promotions with DCEP Inc. Community Liaison Officer and Plico public relations team.
- Promotion of the DCEP Inc. and Plico on materials related to the project such as posters, pamphlets and other promotional material.
- Public address announcements.

#### *6.5. Purpose*

Funds must not be used for any purpose other than what was in the original application form without prior approval from the DCEP Inc. Committee.

#### *6.6. Unspent Funds*

All funding which is unspent for the term and purpose that they were approved for are to be returned to the DCEP Inc. within three months of the conclusion of the project.

## **7. How to apply**

The DCEP Inc. Community Funding Bids have two funding rounds each financial year. Information is advertised on the Plico website. Applicants interested in applying should follow the steps below:

- Determine if your community group is eligible for funding
- Determine which category of funding your project, program or activity fits into
- Contact the DCEP Inc. Committee or any Committee member to discuss your project/program
- Request a word version of the Application Form if required
- Ensure all sections of the Application Form are complete with all the relevant support documents attached
- Applications should be signed by the organisation's President or Chairperson
- The application form to be submitted before the closing date to DCEP Inc.

## **8. Approvals**

All required approvals must be gained, and written confirmation of such included in all applications. This includes:

- Approval from relevant land manager or building owners and/or management groups
- Approval from relevant land manager on technical specifications of any equipment applied for (E.g. Local government approval for sporting goal posts)
- Development applications and/or building licenses required

## **9. Assessment Process**

Each Community Funding Bid application will be assessed by the DCEP Inc. Committee or funding sub-committees against how well the activity helps to achieve social, environmental and/or economic benefits for the DCEP Inc. The final approval decision will rest with the DCEP Inc. Committee.

The following rationale may be applied in the assessment process:

- Has the applicant outlined why the projects or activities are needed by the community?
- Did the organisation or group state the level of cash or in-kind contribution they will make to the project, program or activity?
- Does the project align with the DCEP Inc.'s objectives?
- Has the applicant been successful in previous Community Funding Bids applications and what was the funded amount?
- Has the applicant demonstrated attempts at seeking funding from other sources?

Once the Community Funding Bid applications have closed, DCEP Inc will make an assessment. This may occur on an ongoing basis depending on demand. Applicants for funding over \$5,000 may be invited to present to the DCEP Inc. Committee or in the first instance, a funding sub-committee. All applicants will be notified of their application result via email.

## **10. Successful Applicants**

If your application for funding is successful, you will be required to:

- Sign a grant agreement with the DCEP Inc.
- Supply a tax invoice with an ABN and GST registered (if applicable)
- Expend the funding within the allocated time
- Submit a brief evaluation report within three months of project completion

## **11. Contact**

For further information regarding the Community Funding Bids please send your queries to: [dcep.committee@plicoenergy.com.au](mailto:dcep.committee@plicoenergy.com.au)