



## **AGENDA**

### **FOR SPORT, RECREATION AND GRANTS COMMITTEE MEETING TO BE HELD ON**

**12 JUNE 2018 AT 6:30 PM**

**IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY**

#### **MEMBERS**

Cr J Woodman (Chairman)  
Mayor G Aldridge (ex officio)  
Cr D Balaza  
Cr B Brug  
Cr D Bryant  
Cr L Caruso  
Cr D Pilkington  
Cr D Proleta (Deputy Chairman)  
Cr R Zahra

#### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager Community Development, Ms P Webb  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

#### **APOLOGIES**

Apologies have been received from Cr B Brug and Cr J Woodman.

#### **LEAVE OF ABSENCE**

#### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Sport, Recreation and Grants Committee Meeting held on 14 May 2018.

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## REPORTS

### *Administration*

- 7.0.1 Future Reports for the Sport, Recreation and Grants Committee ..... 7
- 7.0.2 Community Event Sponsorship Program ..... 9

### *Sport and Recreation*

- 7.1.1 Cross Keys BMX Club - Minor Capital Works Grant Program Application ..... 31

### *Community Grants*

- 7.2.1 Youth Sponsorship Applications - May 2018 ..... 61
- 7.2.2 Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program 2018..... 65
- 7.2.3 Community Grants Program Applications for June 2018..... 75
- 7.2.4 11/2018: Mawson Lakes Cricket Club Inc. - Community Grants Program Application ..... 77

## OTHER BUSINESS

## CLOSE



**MINUTES OF SPORT, RECREATION AND GRANTS COMMITTEE MEETING HELD  
IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

**14 MAY 2018**

**MEMBERS PRESENT**

Cr J Woodman (Chairman)  
Mayor G Aldridge (ex officio)  
Cr D Balaza  
Cr B Brug  
Cr D Bryant  
Cr L Caruso  
Cr D Pilkington (*via remote access*)  
Cr D Proleta (Deputy Chairman)  
Cr R Zahra

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager Community Development, Ms P Webb  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

The meeting commenced at 6:33 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

**APOLOGIES**

There were no apologies.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Mayor G Aldridge  
Seconded Cr R Zahra

The Minutes of the Sport, Recreation and Grants Committee Meeting held on 09 April 2018, be taken and read as confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **7.0.1 Future Reports for the Sport, Recreation and Grants Committee**

Moved Cr L Caruso  
Seconded Cr D Proleta

1. The information be received.

**CARRIED  
UNANIMOUSLY**

### *Sport and Recreation*

#### **7.1.1 Salisbury North Football Club - Minor Capital Works Application**

Moved Cr R Zahra  
Seconded Cr D Bryant

1. The report be received.
2. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee allocate funding from the 2017/18 Minor Capital Works Grant budget as follows:
  - a. The Salisbury North Football Club: an amount up to \$30,000 for the supply and installation of safety netting behind the northern goals and upgrade of existing safety netting behind southern goals, noting that any additional costs are to be funded by the Salisbury North Football Club or external grant programs, as per the funding agreement.

**CARRIED**

### *Community Grants*

#### **7.2.1 Youth Sponsorship Applications - April 2018**

Moved Cr R Zahra  
Seconded Cr D Proleta

1. The information be received.

**CARRIED**

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**7.2.2 Community Grants Program Applications for May 2018**

Moved Cr R Zahra  
Seconded Cr L Caruso

1. The information be received and noted.

**CARRIED**

**7.2.3 09/2018: Cat Adoption Foundation Inc. - Community Grants Program Application**

Moved Mayor G Aldridge  
Seconded Cr L Caruso

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the May 2018 round of Community Grants as follows:
  - a. Grant No. 09/2018: Cat Adoption Foundation Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of signage, flyers and mascot costume for the Salisbury Kittykon event as outlined in the initial and revised Community Grant Applications.

**CARRIED**

**OTHER BUSINESS**

Nil

The meeting closed at 6:55 pm.

CHAIRMAN.....

DATE.....



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|                        |                                                                                                                                                                                                                                                          |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITEM</b>            | 7.0.1                                                                                                                                                                                                                                                    |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>                                                                                                                                                                                                            |
| <b>DATE</b>            | 12 June 2018                                                                                                                                                                                                                                             |
| <b>HEADING</b>         | Future Reports for the Sport, Recreation and Grants Committee                                                                                                                                                                                            |
| <b>AUTHOR</b>          | Michelle Woods, Projects Officer Governance, CEO and Governance                                                                                                                                                                                          |
| <b>CITY PLAN LINKS</b> | 4.3 Have robust processes that support consistent service delivery and informed decision making.                                                                                                                                                         |
| <b>SUMMARY</b>         | This item details reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral. |

#### **RECOMMENDATION**

1. The information be received.

#### **ATTACHMENTS**

There are no attachments to this report.

#### **1. BACKGROUND**

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

#### **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Report authors and General Managers.
- 2.2 External
  - 2.2.1 Nil.

**3. REPORT**

- 3.1 The following table outlines reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution:

| <b>Meeting Item</b> | <b>- Heading and Resolution</b>                                                                                                                                                                                                                     | <b>Officer</b>  |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 24/07/2017          | <b>Review of Youth Sponsorship Funding and Allocation Cap and Youth Sponsorship Policy</b>                                                                                                                                                          | Mechelle Potter |
| 7.2.2               | 1. That the changes to the Youth Sponsorship Policy and associated Guidelines endorsed by Council at its April 2017 meeting be monitored for a period of 12 months and a report be brought back for consideration at the end of this review period. |                 |
| <b>Due:</b>         | October 2018                                                                                                                                                                                                                                        |                 |

**4. CONCLUSION / PROPOSAL**

- 4.1 Future reports for the Sport, Recreation and Grants Committee have been reviewed and are presented to Council for noting.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP

Date: 05/06/2018

|                        |                                                                                                                                                                                            |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITEM</b>            | 7.0.2                                                                                                                                                                                      |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>                                                                                                                                              |
| <b>DATE</b>            | 12 June 2018                                                                                                                                                                               |
| <b>HEADING</b>         | Community Event Sponsorship Program                                                                                                                                                        |
| <b>AUTHOR</b>          | Ann-Marie Arthur, Team Leader Place Curation & Cultural Development, Community Development                                                                                                 |
| <b>CITY PLAN LINKS</b> | 3.2 Have interesting places where people want to be.<br>3.3 Be a connected city where all people have opportunities to participate.<br>3.4 Be a proud, accessible and welcoming community. |
| <b>SUMMARY</b>         | This report outlines the proposed Community Event Sponsorship Program (CESP), which is designed to support and increase the number of community events within the City of Salisbury.       |

#### **RECOMMENDATION**

1. The report be received.
2. The proposed Community Event Sponsorship Program guidelines and application form be endorsed for implementation on 1 July.

#### **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Community Event Sponsorship Program - Application Form
2. Community Event Sponsorship Program - Guidelines and Eligibility

#### **1. BACKGROUND**

1.1 On 22 May 2017, Council endorsed the Community Planning & Vitality Review resulting in a number of changes to that division.

1.2 Council resolution 1824/2017 stated inter alia:

*That the recommendations of the Community Planning and Vitality Program Review Report as follows be endorsed:*

- a. *The Community and Planning Vitality Division focus on facilitation and coordination of sports development and cultural development to improve efficiency, effectiveness and sustainability of programs and events in these areas.*
- c. *The Community Planning and Vitality Division develop a strategic approach to the value of events as they align to the City Plan, and implements a decision-making process for requested additional unbudgeted events.*
- d. *A Place Curation Plan be developed and Council support be sought if resources are required to implement the Plan.*

- 1.3 In March 2018, a comprehensive report was presented to Council providing a potential extended calendar of events that would be implemented by the City of Salisbury. In addition, the report also explored options to provide sponsorship to a set number of additional events conducted by not-for-profit organisations for the benefit of the wider community.
- 1.4 Council resolution 2363/2018 endorsed inter alia:
4. *That an additional \$60,000 be made available to the Sport Recreation and Grants Committee to allow eight events per year with a maximum of \$5000 per event, and two \$10,000 events.*
  5. *That if recommendation 4 is endorsed that staff be authorised to prepare a three year New Initiative Bid for \$90,000 comprising of increased funding for events with \$60,000 per year made available through the Sport Recreation and Grants Committee and \$30,000 to ensure events are supported with risk management, internal coordination, additional field services (eg. ancillary works, additional mowing, additional clean up) to maintain Council's reputation.*
  6. *That a sponsorship policy, guidelines and application process for the new category of Grant consistent with funding criteria for events listed in Attachment 2 be prepared for Sport, Recreation and Grants Committee consideration.*
- 1.5 This report provides an overview of the Community Event Sponsorship Program (CESP) Guidelines and Application Form and seeks endorsement of these for implementation from 1 July 2018.

## 2. CONSULTATION / COMMUNICATION

### 2.1 Internal

1. GM Community Development
2. Manager Community Planning and Vitality
3. Community Planner: Sport and Recreation

### 2.2 External

1. Nil

## 3. REPORT

3.1 Events form an important part of the community, cultural and economic fabric of the City of Salisbury. They are designed to stimulate activity, provide interesting places for people to engage, and provide learning and healthy lifestyle opportunities. The City plan 2030 contains the following commitment that we will:

- Provide experiences that make our places livelier and more interesting;
- Encourage wellbeing through healthy lifestyles, sport, social and recreational opportunities;
- Develop a community where peoples' culture, ideas and their capacity to achieve is supported and valued.

- 3.2 On 26 March 2018, Council endorsed making an additional \$60,000 available to the Sport Recreation and Grants Committee each year (from 1 July 2018) to allow support of:
- eight events up to \$5,000 per event (\$40,000)
  - two events up to \$10,000 per event (\$20,000)
- 3.3 It is envisaged to be successful in securing funding, the organisation conducting the event should demonstrate:
- maturity around risk and organisation management
  - significant community impact
  - attraction to the broader community (not limited to membership of an organisation)
  - the event will be hosted in the City of Salisbury
  - positive promotion of the City of Salisbury
- 3.4 The purpose of the Community Event Sponsorship Program (CESP) is to deliver outcomes in alignment with the Salisbury City Plan 2030. The program will assist in achieving the vision of “*A flourishing City with opportunity for all*”.
- 3.5 Furthermore, the CESP contributes to the critical action of “*Introduce a City-wide approach to resourcing of place management and activation to capitalise upon existing and future investment in our places and spaces*”.
- 3.6 The CESP aims to complement the City of Salisbury’s existing events calendar, whilst increasing the capacity of community organisations to deliver events thereby increasing participation and attendances.
- 3.7 There are a number of organisations throughout the City of Salisbury that may seek to hold several different events each year. It is therefore important that applicants are able to make and receive multiple funding applications each year for different events.
- 3.8 It is proposed that applications for the CESP be considered on a bi-annual basis. This will ensure a fair and equitable assessment of event sponsorship applications.
- 3.9 The proposed schedule ensures a clear opening date where applications can be called for through various communication channels, an information session for potential applicants to assist with the application process, and a six week period for applicants to complete the forms and have them submitted to council.
- 3.10 Having the closing date on a Monday ensures that volunteers are able to work on applications over the weekend and finalise them prior to submitting on the Monday. Applications will be accepted prior to the closing date.
- 3.11 Round 1 of the Community Event Sponsorship Program would be considered by the Sport Recreation and Grants Committee on 10 September 2018, prior to entering the caretaker period.

3.12 A summary of the proposed timing of the process is as follows:

| Community Event Sponsorship Program – Round 1 |                                                                            |
|-----------------------------------------------|----------------------------------------------------------------------------|
| 2 July 2018                                   | Call for applications for the CESP                                         |
| Mid-July 2018                                 | Information session for potential CESP applicants                          |
| 13 August 2018                                | Applications for the CESP close at 5pm                                     |
| Mid-late August 2018                          | Information and reports prepared for Sport Recreation and Grants Committee |
| 10 September 2018                             | Sport Recreation and Grants Committee meet to consider                     |

3.13 It is proposed the following round would operate as follows:

| Community Event Sponsorship Program – Round 2 |                                                                            |
|-----------------------------------------------|----------------------------------------------------------------------------|
| 29 October 2018                               | Call for applications for the CESP                                         |
| Mid-November 2018                             | Information session for potential CESP applicants                          |
| 10 December 2018                              | Applications for the CESP close at 5pm                                     |
| Mid-late December 2018                        | Information and reports prepared for Sport Recreation and Grants Committee |
| January 2019                                  | Sport Recreation and Grants Committee meet to consider                     |

3.14 Future rounds would then open in April and October each year and close in June and December respectively.

3.15 A copy of the proposed guidelines and eligibility criteria are attached. Note that the guidelines and eligibility criteria will be updated with relevant timelines of each round.

3.16 The proposed eligibility criteria are as follows:

- Applicant must be a not-for-profit incorporated organisation
- Event(s) must be held within the City of Salisbury
- Applicant must be able to meet any existing Council debts
- All relevant sections of the application form are completed
- All essential documentation is supplied

3.17 Essential documentation to be submitted with the Application Form should include the following:

- Most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM;
- A copy of an Event Plan(s) or Concept Plan(s);
- Where applicable supply evidence of cash or in-kind support (e.g. letter of support);

- Provide a Certificate of Incorporation demonstrating not-for profit status;
  - Provide a signed copy of committee minutes endorsing the event, authorising an application to the Community Event Sponsorship Program and documenting the authorised project contact;
  - Where applicable provide letters of support for the event;
  - Where applicable provide a letter/email from the head of the organisation supporting the application.
- 3.18 The CESP application requests the follow event details:
- Target audience and anticipated attendance numbers;
  - Brief description of the event;
  - Why is the event needed;
  - How the event will increase participation opportunities for community and economic development;
  - How the event will be advertised and promoted;
  - Apart from the organisation and its members, are there any other groups / businesses that will benefit from the event.
- 3.19 Applicants will not be eligible to apply for the CESP if they relate to one of the following:
- The event has already been held;
  - Money is already spent;
  - Retrospective funding or funding of budget deficits;
  - Salaries / Tutor fees (initial or on-going);
  - Commercial activities aimed at making private profit;
  - Events that are not open to the general public;
  - Individuals or unincorporated groups;
  - Events that are not held within the City of Salisbury area;
  - Groups / organisations that have previously received funding and not fulfilled obligations, including provision of post event evaluation/report and financial acquittal.
- 3.20 All applications will be administered according to the following conditions;
- CESP funding will be used expressly for the purpose outlined in the application and as endorsed by the Sport Recreation and Grants Committee. Requests to change the purpose of funding must be made in writing and is at the discretion of the Sport Recreation and Grants Committee;
  - The City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works;
  - The City of Salisbury is not responsible for any loss or expense endured during event planning and implementation or in relation to the completed event;

- If the organisation's annual turnover is greater than \$150,000 (non-profit organisations) then the applicant will be required by the Australian Tax Office to be registered for the GST;
- Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant;
- Organisations that are not registered for the GST will not have the grant grossed up;
- If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration;
- A project acquittal must be submitted within six (6) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant funding;
- Unspent funds are to be returned to City of Salisbury.

3.21 The CESP applications will be assessed against the following Assessment Criteria:

- Completion of the application in full;
- Demonstrated need for the event;
- Stakeholder endorsement and support for the event;
- Consideration of, and fit with, existing events calendar and events
- Demonstrated multiple community, organisation or association benefit;
- Extent to which the project addresses strategic objectives and community needs;
- Extent to which alternative, complementary funding sources have been explored or secured;
- Adequate, comprehensive and value for money of event budget;
- Extent to which the event meets the purpose of the CESP (see section 1);
- Alignment with the priorities of the CESP (see section 7);
- Risk management considerations;
- Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and
- Number of other events that have been funded for the financial year (noting only eight events will be sponsored for an amount up to \$5,000 each financial year).

3.22 In addition to the criteria listed in 3.15, applications for amounts of between \$5,000 and \$10,000 will be assessed against the following criteria:

- Demonstrated ability for the event to attract over 3,000 patrons;
- Regional or state wide significance of the event;
- Extent to which the event addresses City of Salisbury strategic objectives;
- Long term sustainability of the event in the City of Salisbury;
- Demonstrated ability for the event organisers to deliver an event of significant scale and size;
- Profile of the event and ability to raise the profile of the City of Salisbury; and
- Number of other events that have been funded for the financial year (noting only eight events will be sponsored for an amount up to \$5,000 each financial year).

3.23 The guidelines will help to ensure organisations are able to deliver the proposed event effectively and ensure the maximum positive city wide impact.

3.24 The CESP funding involves an agreement regarding the use of City of Salisbury branding and logo and due diligence along with sponsorship guidelines to reduce the risk for reputational damage to the City of Salisbury.

3.25 Following a successful application, organisations will be required to submit a complete event Risk Assessment.

3.26 Staff will work with successful organisations to maximise the positive impact of the funding and event, and to provide event management guidance as required.

#### **4. CONCLUSION / PROPOSAL**

4.1 Establishment of the CESP will encourage, develop and support the organisation of community events within the City of Salisbury.

4.2 The attached proposed guidelines and application form are consistent with the intent of the funding and reflect the information contained within this report.

4.3 It is proposed that the first CESP funding round will open on 1 July 2018 with a call for applications made around that time.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/06/2018





## Community Event Sponsorship Program Application Form

**APPLICATIONS CLOSE 5PM MONDAY 13  
AUGUST 2018**

### Before you begin

Before completing this application form you should read the **Community Event Sponsorship Program – Guidelines and Eligibility Criteria** booklet.

#### Making a valid application

- Use the form provided;
- Make sure you include all attachments and essential documentation where requested;
- Putting together a strong application takes time and energy, so it is important that you read the guidelines carefully, complete this application in full, and ensure that all of the information to be submitted with your application is provided;
- Applicants are encouraged to contact the Community Planner: Place Activation prior to submitting an application to determine suitability for sponsorship;
- An information session will be held for potential applicants, please contact the Community Planner: Place Activation for details;
- Have the Declaration section of the Application Form signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson;
- Email, Post or personally deliver the completed application form with all of the essential supporting documentation to the City of Salisbury.

#### Address for submission of applications

Community Event Sponsorship Program  
City of Salisbury  
PO Box 8  
SALISBURY SA 5108  
[city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

#### Essential Contact Information

It is essential that all applicants confirm the eligibility of projects prior to commencing their application.

All applicants must contact the Community Planner: Place Activation to assess the eligibility of projects.

Phone 8406 8222 or Email [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

*To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered***

### Information to be submitted with your application

|                                                                                                                                                                                                            | Attached                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM                                                              | <input type="checkbox"/> |
| A copy of Event Plan / Checklist, including or concept plans                                                                                                                                               | <input type="checkbox"/> |
| Where applicable supply evidence of cash support (e.g. recent bank statement)                                                                                                                              | <input type="checkbox"/> |
| Provide a Certificate of Incorporation demonstrating not-for profit status                                                                                                                                 | <input type="checkbox"/> |
| Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u> | <input type="checkbox"/> |
| Where applicable provide letters of support for the event                                                                                                                                                  | <input type="checkbox"/> |
| Where applicable provide a letter/email from the head of the organisation supporting the application                                                                                                       | <input type="checkbox"/> |

#### IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

*To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered***

| Organisation Information                                                                                                                                                  |                                                                                                                                                 |                             |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| <b>1. GROUP / ORGANISATION DETAILS</b>                                                                                                                                    |                                                                                                                                                 |                             |                             |
| <b>Name of the organisation:</b><br><small>As it appears on the Certificate of Incorporation</small>                                                                      |                                                                                                                                                 |                             |                             |
| <b>ASIC Registration Number:</b>                                                                                                                                          | TBC                                                                                                                                             |                             |                             |
| <b>ABN:</b>                                                                                                                                                               |                                                                                                                                                 |                             |                             |
| <b>Facility Name/Address:</b>                                                                                                                                             |                                                                                                                                                 |                             |                             |
| <b>Postal Address:</b><br><small>Registered postal address of the organisation</small>                                                                                    |                                                                                                                                                 |                             |                             |
| <b>Suburb:</b>                                                                                                                                                            |                                                                                                                                                 | <b>Postcode:</b>            |                             |
| <b>2. CONTACT PERSON DETAILS</b>                                                                                                                                          |                                                                                                                                                 |                             |                             |
| <b>Person Responsible for the Sponsorship:</b><br><small>(all communication will be directed to this person)</small>                                                      | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> |                             |                             |
| <b>Title / Office:</b>                                                                                                                                                    |                                                                                                                                                 |                             |                             |
| <b>Phone:</b>                                                                                                                                                             | <b>Landline:</b>                                                                                                                                |                             | <b>Mobile:</b>              |
| <b>Email:</b><br><small>Please use an e-mail address that will be checked at least once a week.</small>                                                                   |                                                                                                                                                 |                             |                             |
| <b>3. ABOUT YOUR TARGET AUDIENCE</b>                                                                                                                                      |                                                                                                                                                 |                             |                             |
| <b>Age:</b>                                                                                                                                                               | <b>Primary:</b>                                                                                                                                 | <b>Secondary:</b>           |                             |
| <b>What percentage (%) of your target population reside in City of Salisbury</b>                                                                                          | %                                                                                                                                               |                             |                             |
| <b>Anticipated attendance number:</b>                                                                                                                                     |                                                                                                                                                 |                             |                             |
| <b>4. ABOUT YOUR ORGANISATION'S ABILITY AND EXPERIENCE</b>                                                                                                                |                                                                                                                                                 |                             |                             |
| <b>What events has your organisation held before:</b>                                                                                                                     | <b>Event:</b>                                                                                                                                   | <b>Year:</b>                | <b>Number of attendees:</b> |
|                                                                                                                                                                           |                                                                                                                                                 |                             |                             |
| <b>Sponsorship</b>                                                                                                                                                        |                                                                                                                                                 |                             |                             |
| <b>5. SPONSORSHIP CATEGORY (Please select one only)</b>                                                                                                                   |                                                                                                                                                 |                             |                             |
| <b>up to \$5,000</b><br><small>Organisations planning to host an event within the City of Salisbury boundaries may apply for <b>Community Event Sponsorship</b>.</small>  |                                                                                                                                                 |                             | <input type="checkbox"/>    |
| <b>up to \$10,000</b><br><small>Organisations planning to host an event within the City of Salisbury boundaries may apply for <b>Community Event Sponsorship</b>.</small> |                                                                                                                                                 |                             | <input type="checkbox"/>    |
| <b>Have you sought, or intend to seek funds from another source for this project?</b><br><small>(If Yes – Where from and the amount of sponsorship requested)</small>     | Yes <input type="checkbox"/>                                                                                                                    | No <input type="checkbox"/> |                             |
| <b>Source/s:</b>                                                                                                                                                          | <b>Amount/s:</b>                                                                                                                                |                             |                             |

*To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

| About the Event                                                                                                                                                                                                           |                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>6. Event DETAILS</b>                                                                                                                                                                                                   |                                                          |
| <b>Name of Event:</b>                                                                                                                                                                                                     |                                                          |
| <b>Date of Event:</b>                                                                                                                                                                                                     |                                                          |
| <b>Location of Event:</b>                                                                                                                                                                                                 |                                                          |
| <b>Has this organisation held this event before?</b>                                                                                                                                                                      | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>If yes to the above, please provide dates of previous events:</b>                                                                                                                                                      |                                                          |
| <b>Brief description of your Event?</b><br>Describe what you are planning                                                                                                                                                 |                                                          |
| <b>Why is the event needed?</b><br>Eg. Does the proposed event:<br>- increase participation opportunities<br>- provide additional avenue for revenue<br>- add to community and cultural life within the City of Salisbury |                                                          |

*To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered***

| <b>About the Event</b>                                                                                                                                                                                                                                                                                                     |                                          |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------|
| <p><b>How will your event increase participation opportunities for community and economic development?</b></p> <p>Eg. Does the proposed event:</p> <ul style="list-style-type: none"> <li>- address a gap in community participation / activation</li> <li>- allow the event to increase economic opportunities</li> </ul> |                                          |                                     |
| <p><b>How will you promote and advertise the Event?</b></p>                                                                                                                                                                                                                                                                |                                          |                                     |
| <p><b>Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?</b></p> <p>Attach letters of support where applicable</p>                                                                                                                                    | <p><b>Community Group / Business</b></p> | <p><b>How they will benefit</b></p> |
|                                                                                                                                                                                                                                                                                                                            |                                          |                                     |
|                                                                                                                                                                                                                                                                                                                            |                                          |                                     |

*To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

|                                                                                                                                              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>**Events seeking over \$10,000**</b></p> <p>What is the regional or state-wide significance of this event:</p>                         |  |
| <p><b>**Events seeking over \$10,000**</b></p> <p>What is the long term vision and sustainability of the event in the City of Salisbury:</p> |  |

**Budget Information**

**7. USING THE HEADINGS IN THE TABLE BELOW, OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE**

| Item                                 | Amount         | Quote Used                      |
|--------------------------------------|----------------|---------------------------------|
| <i>e.g. Marquee / Furniture Hire</i> | <i>\$1,500</i> | <i>e.g. Rotary / Atlas Hire</i> |
|                                      |                |                                 |
|                                      |                |                                 |
|                                      |                |                                 |
|                                      |                |                                 |
|                                      |                |                                 |
|                                      |                |                                 |
|                                      |                |                                 |
|                                      |                |                                 |

a. Total Event Cost \$

b. Your Contribution \$

c. Other funds secured \$

**Total Sponsorship Requested** \$  
 (= a – b – c)

*To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

## Terms and Conditions of Sponsorship

All applications are administered according to the following conditions.

1. CESP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of sponsorship must be made in writing and is at the discretion of the Council.
2. A risk management plan will be completed and adhered to.
3. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
4. City of Salisbury is not responsible for any loss or expense endured during event planning and implementation or in relation to the completed event.
5. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
6. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
7. Organisations that are not registered for the GST will not have the grant grossed up.
8. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
9. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant sponsorship.
10. Unspent funds are to be returned to City of Salisbury.
11. The City of Salisbury will be recognised as a major sponsor of the event in all media, speeches, MC notes and programming (noting any use of logos must be approved by the City of Salisbury communications and customer relations team).

|                                                                     |                              |
|---------------------------------------------------------------------|------------------------------|
| <b>We agree to abide by the terms and conditions of sponsorship</b> | Yes <input type="checkbox"/> |
|---------------------------------------------------------------------|------------------------------|

## APPLICATIONS CLOSE 5PM MONDAY 13 AUGUST 2018

### Application Declaration

**Please note that this declaration must be signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson**

|                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On behalf of _____ <span style="color: red; font-size: small;">(Group/Organisation)</span><br><br><span style="color: red; font-size: small;">(Name/Position)</span><br><br>_____<br><span style="color: red; font-size: small;">(Signature)</span><br><br>_____<br><span style="color: red; font-size: small;">(Date)</span> | _____<br><span style="color: red; font-size: small;">(Name/Position)</span><br><br>_____<br><span style="color: red; font-size: small;">(Signature)</span><br><br>_____<br><span style="color: red; font-size: small;">(Date)</span> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the Community Event Sponsorship Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which sponsorship for this project is offered.

To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered**





# Community Event Sponsorship Program Guidelines and Eligibility



## 1. About the Program

The City of Salisbury, through its Community Event Sponsorship Program (CESP), aims to encourage, develop and support the organisation of community events within the City of Salisbury, including one-off celebrations that generate community participation.

The CESP aims to deliver outcomes in alignment with the Salisbury City Plan 2020. By applying for eligible projects you are helping Salisbury to achieve the vision of *“excellence in building a community of opportunity and spirit in a quality environment.”*

Applicants are invited from non-profit organisations that are planning to hold events within the City.

Sponsorship will be considered for costs directly incurred in the organisation of an event e.g. general revenue, infrastructure, publicity / advertising and security. Community groups may run more than one event per financial year; however the maximum sponsorship per event is \$10,000.

The guidelines contained within this document outline the types of projects that can be considered for sponsorship.

## 2. Before you begin

Before commencing your application please contact the Community Planner: Place Activation who will:

- Assess the eligibility of your event;
- Run through the event checklist / permit process with you;
- Assist in linking the event with potential Local, State and Federal Planning goals;
- Advise you of the CESP application process and timelines; and
- Advise you of potential community groups and businesses you may be able to link with.

Applications must be made using the **Community Event Sponsorship Program Application Form**.

You can download a CESP application form from Council’s website at:

[http://www.salisbury.sa.gov.au/Council/Grants\\_and\\_Awards/Grants/](http://www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/) or request a hard copy application form to be sent to you by telephoning 8406 8222.

Submit your completed application via:

Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)  
Fax: 8281 8222  
Post: Community Event Sponsorship Program  
City of Salisbury  
PO Box 8  
Salisbury SA 5108

If you require any assistance in completing your application, please call 8406 8222 and a City of Salisbury staff member would be happy to help you.

### 3. Who can apply?

The CESP is open to all community organisations that meet all of the following criteria:

- Are an incorporated not-for-profit community organisation and/or auspices by an incorporated body;
- Are hosting the event within the City of Salisbury boundaries;
- Are you able to meet repayments for any existing Council debt;
- Have completed all relevant sections of the application form; and
- Have supplied all essential documentation.

Please note the number of applications received through the CESP is likely to exceed the funds available therefore meeting the criteria does not guarantee success.

If you are unsure of the eligibility of your project or which category to apply for, please contact the Community Planner: Place Activation on 8406 8222

### 4. Who can't apply?

The following are ineligible for CESP funding:

- Individuals or unincorporated groups;
- Groups / organisations that have previously received sponsorship or funding and not fulfilled reporting obligations, including provision of, post event evaluation/report and financial acquittal.

If you relate to any of the above, your event is ineligible for sponsorship.

The CESP will close to applications when the budget has been fully allocated and will not reopen until the adoption of budget in the new financial year. Council will provide advice on its website when all funds have been allocated.

In some instances successful applications may not receive the full amount of requested sponsorship, but a percentage of the amount sought. If your project can not proceed without full sponsorship then this should be indicated in your application.

### 5. Timing – Round 1

|                      |                                                                            |
|----------------------|----------------------------------------------------------------------------|
| 2 July 2018          | Call for applications for the CESP                                         |
| Mid-July 2018        | Information session for potential CESP applicants                          |
| 13 August 2018       | Applications for the CESP close at 5pm                                     |
| Mid-late August 2018 | Information and reports prepared for Sport Recreation and Grants Committee |
| 10 September 2018    | Sport Recreation and Grants Committee meet to consider                     |

Applications to the CESP must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

Due to the timing and assessment process applications will take a minimum of five (5) weeks and applicants will be notified of the outcome following the decision of the Committee.

## 6. What events can be funded?

The following list provides examples of eligibility associated with CESP funded events and is a guide only to assist in the preparation of your application.

Applicants are required to demonstrate that the event will:

- Add to the community and cultural life of the City of Salisbury;
- Demonstrate broad community support / involvement, with 90% of the target population residing in the City of Salisbury;
- Attract local media coverage;
- Be scheduled to avoid conflicts with local and state wide activities;
- Be held within the City of Salisbury.

## 7. What events cannot be funded?

The following list provides examples of ineligibility associated with CESP funded events and is a guide only to assist in the preparation of your application.

- Money is already spent;
- Retrospective sponsorship or funding of budget deficits;
- Salaries / Tutor fees (initial or on-going);
- Commercial activities aimed at making private profit;
- Events that are not open to the general public;
- Events that are not held within the City of Salisbury area.

## 8. Essential documentation

All applicants must provide the following supporting documentation:

- Most recent annual financial statement certified by the President / Treasurer or audited by a qualified accountant as presented at an AGM;
- Current certificate of currency for Public Liability Insurance to the value of \$10 million;
- A copy of Event Checklist;
- Evidence of cash support (where applicable);
- Letters of support for the event (where applicable);
- Letter or email from the head of the organisation supporting the application (where applicable);
- Certificate of incorporation demonstrating not-for-profit status;
- Signed copy of committee minutes endorsing the project, authorising an application to the CESP and documenting the authorised project contact.

**IMPORTANT**

Incomplete applications will be considered non-compliant and ineligible for sponsorship. You will receive written feedback requesting you to supply missing information. When complete the application will be submitted to the Sport, Recreation and Grants Committee for assessment.

It is not possible to approve all requests for sponsorship, therefore sponsorship should not be deemed automatic or anticipated.

**9. Assessment Criteria****For events up to \$5,000**

All eligible applications will be assessed against the following criteria:

- Completion of the application in full;
- Demonstrated need for the event;
- Stakeholder endorsement and support for the event;
- Consideration of, and fit with, existing events calendar and events;
- Demonstrated multiple community, organisation or association benefit;
- Extent to which the project addresses strategic objectives and community needs;
- Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;
- Adequate, comprehensive and value for money of event budget;
- Extent to which the event meets the purpose of the CESP (see section 1);
- Alignment with the priorities of the CESP (see section 7);
- Risk management considerations;
- Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and
- Number of other events that have been funded for the financial year (noting only eight events will be sponsored for an amount up to \$5,000 each financial year).

**For events up to \$10,000**

In addition to the above criteria, events seeking sponsorship over \$5,000 and up to \$10,000 will also be assessed against the following criteria:

- Demonstrated ability for the event to attract over 3,000 patrons;
- Regional or state wide significance of the event;
- Extent to which the event addresses City of Salisbury strategic objectives;
- Long term sustainability of the event in the City of Salisbury;
- Demonstrated ability for the event organisers to deliver an event of significant scale and size;
- Profile of the event and ability to raise the profile of the City of Salisbury;
- Number of other events that have been funded for the financial year (noting only two events will be sponsored for an amount between \$5,000 and \$10,000 each financial year).

## 10. Sponsorship Conditions

All applications are administered according to the following conditions.

1. CESP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of sponsorship must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during event planning and implementation or in relation to the completed event.
4. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
5. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
6. Organisations that are not registered for the GST will not have the grant grossed up.
7. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
8. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future sponsorship and grant funding.
9. Unspent funds are to be returned to City of Salisbury.
10. The City of Salisbury will be recognised as a major sponsor of the event in all media, speeches, MC notes and programming (noting any use of logos must be approved by the City of Salisbury communications and customer relations team).

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|                        |                                                                                                                                                                                                                                                                               |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITEM</b>            | 7.1.1                                                                                                                                                                                                                                                                         |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>                                                                                                                                                                                                                                 |
| <b>DATE</b>            | 12 June 2018                                                                                                                                                                                                                                                                  |
| <b>HEADING</b>         | Cross Keys BMX Club - Minor Capital Works Grant Program Application                                                                                                                                                                                                           |
| <b>AUTHOR</b>          | William McInerney, Community Planner Sport and Recreation, Community Development                                                                                                                                                                                              |
| <b>CITY PLAN LINKS</b> | 3.2 Have interesting places where people want to be.<br>3.3 Be a connected city where all people have opportunities to participate.<br>3.4 Be a proud, accessible and welcoming community.                                                                                    |
| <b>SUMMARY</b>         | The application from the Cross Keys BMX Club for the upgrade of the current BMX track including asphalt to Corner Berm 1 and re-surfacing the main straights and jumps. An amount of \$30,000 is recommended for funding under the 2017/18 Minor Capital Works Grant Program. |

#### **RECOMMENDATION**

1. The report be received.
2. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee allocate funding from the 2017/18 Minor Capital Works Grant Program budget as follows:
  - a. The Cross Keys BMX Club: an amount of \$30,000 for the upgrade of current BMX track (including asphalt to Corner Berm 1 and re-surfacing the main straights and jumps), noting that any additional costs are to be funded by the Cross Keys BMX Club or external grant programs, as per the funding agreement.

#### **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Cross Keys BMX Minor Capital Works Grant Program - Application
2. Cross Keys BMX Minor Capital Works Grant Program - Application - Quotes
3. Cross Keys BMX Minor Capital Works Grant Program - Application - Plan of Proposed Works
4. Cross Keys BMX Minor Capital Works Grant Program - Application - Photos
5. Cross Keys BMX Minor Capital Works Grant Program - Application - BMX SA Letter of Support

## 1. BACKGROUND

- 1.1 The Cross Keys BMX Club, located at Unity Park, Pooraka has a total membership of 152. Their application for Minor Capital Works proposes to conduct track upgrades to the current BMX track. These upgrades include asphalt to Corner Berm 1 and re-surfacing the main straights and jumps with a hard-packed special sand/polymer mix.
- 1.2 The Cross Keys BMX Club received Minor Capital Works Grant Program funding in the 2015/16 budget for the installation of a steel BMX ramp and start gate.
- 1.3 The club relies heavily on volunteers and in-kind support for maintenance and upgrades which has reduced their ability to undertake any major track upgrades in order to maintain the standard of modern and newly developed facilities.
- 1.4 The Cross Keys BMX Club is an important provider of recreational activities for the youth in Adelaide's Northern Suburbs. The Club has seen a 50% rise in participation to be the second biggest BMX club in South Australia through increasing popularity of the sport and a focused drive to increase members.
- 1.5 The current BMX track utilises a loose dolomite surface which is slippery in comparison to the preferred hard packed smooth riding surfaces which are utilised on all modern competitive BMX tracks. The loose dolomite is an ongoing maintenance and safety issue due to the higher levels of erosion particularly on the corner berms.
- 1.6 The Cross Keys BMX Club is an active member of the Salisbury Sport and Recreation Network and regularly engages with opportunities for development including the annual Growing for Gold program and Sport and Recreation Network Forums.
- 1.7 In late August 2018, the Cross Keys BMX Club will hold the South Australian round of BMX Australia's National Series, which is expected to attract between 300 and 500 riders from across Australia. This will provide a significant boost in the profile of the club and the City of Salisbury.
- 1.8 The proposed track upgrades are required in order to provide a high quality facility for the National Series as well as to continue to provide the opportunity for the community to participate in the sport at a higher quality facility within the City of Salisbury.

## 2. CONSULTATION / COMMUNICATION

- 2.1 Internal
  - 2.1.1 Property and Buildings Division, City Infrastructure
  - 2.1.2 Technical Services Division, City Infrastructure
  - 2.1.3 Projects Division, City Infrastructure
  - 2.1.4 Field Services, City Infrastructure
  - 2.1.5 Community Planning and Vitality Division, Community Development

- 2.2 External
  - 2.2.1 Cross Keys BMX Club
  - 2.2.2 BMX South Australia
  - 2.2.3 Tea Tree Gully BMX Club
  - 2.2.4 The Cove BMX Club
  - 2.2.5 Happy Valley BMX Club

### **3. REPORT**

- 3.1 The proposed scope of works include:
  - 3.1.1 Install 40mm asphalt wearing course over sound base to Corner Berm 1
  - 3.1.2 Remove loose dolomite surface material from main straights
  - 3.1.3 Install a hard-packed sand/polymer mix to main straights and jumps
- 3.2 The Cross Keys BMX Club has provided the City of Salisbury with quotes for the works to be undertaken as part of this project ranging from \$31,944 to \$44,726 to complete the required works.
- 3.3 Three separate quotes are required for works applied for under the Minor Capital Works grants program. As the quotes supplied vary in they way in which they approach the project and are therefore not directly comparable, staff have excluded any costs where there are not three corresponding points of comparison. In doing this the order of eligible costs range from \$26,928 to \$39,985 with the average being \$33,331.
- 3.4 The Minor Capital Works if approved can contribute a maximum of \$30,000 funding towards the project. The Club has agreed to cover any costs above the \$30,000 grant funding, from either club contributions or from external grant funding programs.
- 3.5 It is anticipated that the project costs will be above the \$30,000, and in assessing the financial capacity of the Club to meet additional costs has been undertaken by staff. Based on the financial position of the club and given its current commitments there is not expected to be an inability to meet its obligations or be in financial hardship as a result of undertaking this project.
- 3.6 Part of the costs are associated with the application of a specialist supplier for the polymer. This work is highly specialised and in consultation with other BMX clubs who have recently experience a specialist supplier for the polymer required has been sought and received. This material and supplier are preferred by a number of BMX clubs across the State. Due to unique nature of the works, their application and the materials, only one quote from Vital Chemicals has been sought.
- 3.7 A draft scope of works for the purposes of quotes has been prepared. Full scope will be prepared by the Cross Keys BMX Club in collaboration with City Infrastructure if approval is given to receive the grant.

- 3.8 The Cross Keys BMX Club proposes to project manage the works due to the specialist knowledge and previous experience of the club. All project works managed by a local club must be approved through City Infrastructure utilising a Major Club Initiated Works Form prior to works commencing.
- 3.9 The Club has consulted with BMX South Australia in which the State Sporting Organisation has indicated its support of the upgrades and will provide technical and administrative guidance to assist with the project where required.
- 3.10 The Club has previously and will continue to consult with other BMX clubs across the region and State to share knowledge and experience from similar upgrades.
- 3.11 Staff have sighted the full financial details of the Cross Keys BMX Club however have removed details within the attachments to this report for confidentiality.

#### **4. CONCLUSION / PROPOSAL**

- 4.1 The application by the Cross Keys BMX Club meets the guidelines for the Minor Capital Works Grants Program and can be completed within the allocated budget; however costs are anticipated to exceed \$30,000. The Club are able, and agree to meet additional costs.
- 4.2 The Cross Keys BMX Club will project manage the works however require approval from City Infrastructure through a Major Club Initiated Works Form prior to work commencing.
- 4.3 It is recommended that the application to the 2017/18 Minor Capital Works Grant Program by the Cross Keys BMX Club be approved and an amount of \$30,000 be allocated for the upgrade of the current BMX track including asphalt to Corner Berm 1 and re-surfacing the main straights and jumps.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/06/2018

## CROSS KEYS BMX CLUB – MCW GRANT APPLICATION, MAY 2018

| Information to be submitted with your application                                                                                                                                           |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|                                                                                                                                                                                             | Attached                            |
| Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM                                               | <input checked="" type="checkbox"/> |
| A copy of building works drawings or concept plans for the project                                                                                                                          | <input checked="" type="checkbox"/> |
| Two (2) project quote/s from a qualified individual or business                                                                                                                             | <input checked="" type="checkbox"/> |
| Where applicable supply evidence of cash support (e.g. recent bank statement)                                                                                                               | <input checked="" type="checkbox"/> |
| Where applicable provide letters of support for the project from each of the user groups                                                                                                    | <input checked="" type="checkbox"/> |
| Where applicable provide a letter/email from the head lessee supporting the application                                                                                                     | <input checked="" type="checkbox"/> |
| Provide photos that clearly demonstrate why the works are needed                                                                                                                            | <input checked="" type="checkbox"/> |
| Provide a Certificate of Incorporation demonstrating not-for profit status                                                                                                                  | <input checked="" type="checkbox"/> |
| Provide a signed copy of committee minutes <u>endorsing the project</u> , authorising an <u>application</u> to the MCW Grants Program and documenting the <u>authorised project contact</u> | <input checked="" type="checkbox"/> |

**IMPORTANT**

Incomplete applications will be considered non-compliant and ineligible for funding.

The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

## CROSS KEYS BMX CLUB – MCW GRANT APPLICATION, MAY 2018

## Organisation Information

### 1. GROUP / ORGANISATION DETAILS

|                                                                                               |                        |               |
|-----------------------------------------------------------------------------------------------|------------------------|---------------|
| Name of the organisation:<br><small>As it appears on the Certificate of Incorporation</small> | Cross Keys B.M.X. Club |               |
| Incorporation Number:                                                                         | A8218                  |               |
| ABN:                                                                                          | 67 607 915 726         |               |
| Postal Address:<br><small>Registered postal address of the organisation</small>               | South Terrace          |               |
| Suburb:                                                                                       | Pooraka                | Postcode:5095 |

### 2. CONTACT PERSON DETAILS

|                                                                                                                 |                                                                                                                                                            |             |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Name of Person Responsible for the Grant:<br><small>(all communication will be directed to this person)</small> | Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> | Tom Bernard |
| Title / Office:                                                                                                 | Secretary                                                                                                                                                  |             |
| Phone:                                                                                                          | Landline: NA<br>Mobile: 0413 327 892                                                                                                                       |             |
| Email:<br><small>Please use an e-mail address that will be checked at least once a week.</small>                | crosskeysbmx@gmail.com                                                                                                                                     |             |

### 3. ABOUT YOUR MEMBERSHIP

|                  | Junior | Senior / Master |
|------------------|--------|-----------------|
| Male             | 61     | 59              |
| Female           | 20     | 12              |
| Social           | NA     | NA              |
| Total membership | 152    |                 |

## Funding Category

### 4. FUNDING CATEGORY

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Category A – up to \$30,000</b><br>Clubs that meet <u>one</u> of the following may apply for <b>Category A</b> funding: <ul style="list-style-type: none"> <li>• have a current lease or sub-lease of a Council owned building; or</li> <li>• licence or sub-license over Council owned land; or</li> <li>• have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or</li> <li>• operate from facilities located on land where the City of Salisbury maintains an interest to purchase that land.</li> </ul> | <input checked="" type="checkbox"/> |
| <b>Category B – up to \$2,000</b><br>Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for <b>Category B</b> funding.                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

**CROSS KEYS BMX CLUB – MCW GRANT APPLICATION, MAY 2018**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------|
| <p>Have you sought, or do you intend to seek, funds from another source for this project?</p> <p>A grant of \$37,000 was provided by the Office of Recreation and Sport for 2017/2018 as Stage 1 of an overall track upgrade proposal. With these funds the club has re-shaped the end of the first straight / first berm to meet BMX Australia minimum widths as well as prepare and lay asphalt to Berms No. 2 and 3. These works are complete and have used the ORS grant funds in full, further topped up with club funds and labour.</p> <p>The \$30,000 City of Salisbury grant requested would now complete the track works.</p> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------|

**About the Project**

**5. PROJECT DETAILS**

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Project                                                         | <b>Cross Keys BMX Club - Track Resurfacing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| What does your project involve?<br>Describe what you are planning to do | <p><b>Asphalt to Berm 1</b></p> <p>We propose to install a 40mm asphalt wearing course over a sound base to Berm No.1, as identified in the attached plan.</p> <p>All modern competitive BMX tracks now have their corner berms sealed with either asphalt or concrete which improves rider safety and reduces ongoing maintenance. This is due to the angle and geometry of the corner berms which erode more than the balance of the track and are more difficult to repair, creating safety issues as a result of a slippery and uneven surface.</p> <p><b>Re-surfacing of the main straights.</b></p> <p>We plan to remove the loose dolomite surface material and place a hard-packed special sand / polymer (waterproof and binding additive) mix to the main straights and jumps.</p> <p>All modern competitive BMX tracks now also have a harder packed smooth riding surface. The loose dolomite surface of the Cross Keys track is slippery in comparison, which is a safety concern. The loose dolomite is also an ongoing maintenance issue in that it required watering to keep dust down and also becomes boggy in the wetter months.</p> |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

CROSS KEYS BMX CLUB – MCW GRANT APPLICATION, MAY 2018

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Why is the project needed?</p> | <p><b>1. Why is the project needed?</b></p> <p>Due to funding constraints the club relies heavily on volunteers and in-kind support for maintenance and upgrades and as such has been unable to undertake any major track upgrades to keep pace with modern expectations.</p> <p>All modern competitive tracks now have the corner berms sealed with either asphalt or concrete which improves rider safety and reduces ongoing maintenance. This is due to the angle and geometry of the corner berms which erode more than the balance of the track and are more difficult to repair, creating safety issues as a result of a slippery and uneven surface.</p>  <p>The Cove BMX Club – Asphalt Berms</p>  <p>Tea Tree Gully BMX Club : Concrete Berms</p>  <p>Gawler BMX Club: Asphalt Berms</p> |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

CROSS KEYS BMX CLUB – MCW GRANT APPLICATION, MAY 2018

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 |  <p>Happy Valley BMX Club : Asphalt Berms</p>  <p>Mt Gambier BMX Club: Asphalt Berms</p> <p>All modern competitive BMX tracks now also have a harder packed smooth riding surface. The loose dolomite surface of the Cross Keys track is slippery in comparison, which is a safety concern. The loose dolomite is also an ongoing maintenance issue in that it required watering to keep dust down and also becomes boggy in the wetter months.</p> <p>Riders from other clubs prefer not to race at Cross Keys due to its loose dolomite surface and dirt berms.</p> |
| <p><b>About the Project</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

**CROSS KEYS BMX CLUB – MCW GRANT APPLICATION, MAY 2018**

|                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <p>How will your project increase participation opportunities for sport and recreation?</p>                                                                                                | <p>Cross Keys BMX club is an important provider of recreational activities for the youth in Adelaide’s Northern Suburbs.</p> <p>With inclusion in the Olympics and a greater public knowledge, BMX is a rapidly growing sport and since 2011 Cross Keys BMX Club has seen a 50% rise in participation to be the second biggest club in South Australia.</p> <p>This increase has been through increasing popularity in the sport, plus a focussed drive to increase members and ensure the long-term viability of the club.</p> <p>However, with the recently announced new \$3.5M Government funded International Standard BMX track, we hold very real concerns that we will lose members and not be able to sustain the current member base unless upgrades are undertaken to provide a track to current competition standards.</p> <p>In reaction to this the Committee decided that the re-surfacing of the track is essential in order to maintain and increase participation numbers.</p> <p>In late August 2018 the South Australia round of the BMX Australia National Series will be held at Cross Keys BMX Club which will attract between 300 to 500 riders. This will provide a significant boost in the profile of the club, however in the committees’ opinion it is essential that these works are completed prior to the event.</p> |                              |
| <p>Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?</p> <p>Attach letters of support where applicable</p> | <p>Community Group</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>How they will benefit</p> |
|                                                                                                                                                                                            | <p>Due to safety and insurance issues the track is closed to the public, however we encourage the community to attend come and try days, including the City of Salisbury Growing for Gold Initiative.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

## CROSS KEYS BMX CLUB – MCW GRANT APPLICATION, MAY 2018

| Budget Information                                                                                                                                                                                                                              |          |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|
| <b>6. USING THE HEADINGS IN THE TABLE BELOW, OUTLINE THE COST OF YOUR PROJECT – ALL AMOUNTS ARE TO BE GST INCLUSIVE</b>                                                                                                                         |          |                  |
| Item                                                                                                                                                                                                                                            | Amount   | Quote Used       |
| Asphalt to Berm                                                                                                                                                                                                                                 | \$16,698 | Roker Asphalt    |
| 1,000 litres Polymer Emulsion                                                                                                                                                                                                                   | \$4,620  | Vital Chemicals  |
| 1,000 litre container (IBC) with pump-set for mixing and application of polymer (to be mounted on club supplied)                                                                                                                                | \$2,346  | Fleurieu Pumps   |
| 120 tonnes sand mix – track resurfacing material                                                                                                                                                                                                | \$2,640  | Garden Grove     |
| 120 tonnes road base rubble supply as required under asphalt                                                                                                                                                                                    | \$2,970  | Garden Grove     |
| Machine Hire (Bob-cat)                                                                                                                                                                                                                          | \$2,670  | CAT Rental Store |
| Note Labour for everything other than the asphalt is club provided volunteers and not included in these values. We estimate 200-250 hours work.                                                                                                 |          |                  |
| <b>Quotes</b>                                                                                                                                                                                                                                   |          |                  |
| We have made efforts to obtain the number of quotes requested by City of Salisbury. Please appreciate that the unique nature of the works, their application and the materials – in particular the Polymer makes it difficult to obtain quotes. |          |                  |
| The Polymer for example is the preferred material used by Tea Tree Gully, The Cove and Happy Valley – who have all settled on the Vital Chemicals product after trial and error with other products.                                            |          |                  |
| With Machine hire we have requested quotes from;                                                                                                                                                                                                |          |                  |
| <ul style="list-style-type: none"> <li>- CAT Rental Store</li> <li>- Coates Hire</li> <li>- Loadex Hire</li> <li>- CJP Hire</li> </ul>                                                                                                          |          |                  |
| Unfortunately only CAT have followed up with a written quote.                                                                                                                                                                                   |          |                  |

a. Total Project Cost

\$31,944

b. Your Contribution

\$1,944

c. Other grants / funds secured

NA

**Total Grant Requested** (= a – b – c)

\$30,000

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

## CROSS KEYS BMX CLUB – MCW GRANT APPLICATION, MAY 2018

## Terms and Conditions of Funding

All applications are administered according to the following conditions.

1. MCWGP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of funding must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during project implementation or in relation to the completed project.

### Category A Applications

4. All applicants must, at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted right to first right of refusal to purchase the property.
5. City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
6. The City of Salisbury will project manage the implementation of funded projects.
7. All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
8. Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
9. The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
10. The timing of the works will be programmed in accordance with all other capital works projects of the City, and where possible in sympathy with the operating timeframes of the applicant.
11. Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.
12. Unspent funds may be retained by the City of Salisbury for future projects.
13. All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.
14. Where the value of works exceeds the value of the grant, monies of the Club, additional grants or any other external funds are being used in conjunction with MCWGP funding, applicants may be required to enter in to a Capital Works Agreement prior to the commencement of works. Applicants will be invoiced for the balance of funds prior to the commencement of works.

### Category B Applications

15. Applicants must be able to demonstrate, if requested, their ownership of the property.
16. It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.
17. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
18. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
19. Organisations that are not registered for the GST will not have the grant grossed up.
20. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
21. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant funding.
22. Unspent funds are to be returned to City of Salisbury.

We agree to abide by the terms and conditions of funding

Yes

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

CROSS KEYS BMX CLUB – MCW GRANT APPLICATION, MAY 2018

| Application Declaration                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <p><b>Please note that this declaration must be signed by two authorised representatives of the organisation; one signature must be the current President/Chairman</b></p>                                                                                                                                                                                                                                                                                                                  |                                                                                                   |
| On behalf of <u>Cross Keys B.M.X Club</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | (Group/Organisation)                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | and                                                                                               |
| (Name/Position)<br>Nick Underwood (Chair)                                                                                                                                                                                                                                                                                                                                                                                                                                                   | (Name/Position)<br>Tom Bernard (Secretary)                                                        |
| <br>(Signature)                                                                                                                                                                                                                                                                                                                                                                                            | <br>(Signature) |
| 15 May 2018 _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 15 May 2018 _____<br>(Date)                                                                       |
| <p>Declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the Salisbury Sport and Recreation Minor Capital Works Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which funding for this project is offered.</p> |                                                                                                   |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*



## 2018 CROSS KEYS BMX CLUB MINOR CAPITAL WORKS APPLICATION

|                                                                             | Quote Group 1                                                                                             | Quote Group 2                                                                                             | Quote Group 3                                                                                                        | Notes                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supply and install approximately 500m <sup>2</sup> of 40mm asphalt to Berms | \$16,698 Roker Asphalt                                                                                    | \$22,176 Topcoat Asphalt                                                                                  | \$24,585 Active Asphalt (\$425/tonne for approx. 50 tonnes plus \$2.20/m <sup>2</sup> primer for 500m <sup>2</sup> ) | Roker asphalt have applied asphalt to Gawler BMX Club, Happy Valley BMX Club and The Cove BMX Club – they understand the works involved. We believe the other contractors have priced risk for the unknown in this unique application.                           |
| Polymer Emulsion                                                            | \$4,620 Vital Chemicals (As used at the Cove BMX Club, Tea Tree Gully BMX Club and Happy Valley BMX Club) | \$4,620 Vital Chemicals (As used at the Cove BMX Club, Tea Tree Gully BMX Club and Happy Valley BMX Club) | \$4,620 Vital Chemicals (As used at the Cove BMX Club, Tea Tree Gully BMX Club and Happy Valley BMX Club)            | Asphalt quotes exclude sub-base preparation (by club – see below)<br><br>Polymer to be used as waterproofing / bonding agent of top sand mix. To be mixed through topping layer to build a firm and more waterproof cap to the track to eliminate loose surface. |
| Special Sand Mix – Resurfacing Track                                        | \$2,640 Garden Grove (\$22.50/tonne plus GST)                                                             | \$3,010 Pooraka Sand & Metal (Quote No. 2218)                                                             | \$5,720 Grand Junction Sand & Metal (\$35/tonne plus \$1,000 delivery)                                               | 120 tonnes special sand mix. Approx 1,350m <sup>2</sup> (on plan) x 50mm thick @ 1.8 tonnes per m <sup>3</sup>                                                                                                                                                   |
| Road-base rubble – beneath asphalt to Berm 1                                | \$2,970 Garden Grove (\$20.50/tonne plus GST)                                                             | \$3,274 Pooraka Sand & Metal (Quote No. 2218)                                                             | \$5,060 Grand Junction Sand & Metal (\$30/tonne plus \$1,000 delivery)                                               | To be mixed with polymer, and rolled in.<br><br>120 tonnes Roadbase to Berm 1. Approx 650m <sup>2</sup> x 100mm thick @ 1.8 tonnes per m <sup>3</sup>                                                                                                            |
| Total                                                                       | \$26,928                                                                                                  | \$33,080                                                                                                  | \$39,985                                                                                                             |                                                                                                                                                                                                                                                                  |
| 20% contingency                                                             | \$5,386                                                                                                   | \$6,616                                                                                                   | \$7,997                                                                                                              |                                                                                                                                                                                                                                                                  |
| <b>TOTAL</b>                                                                | <b>\$32,314</b>                                                                                           | <b>\$39,696</b>                                                                                           | <b>\$47,982</b>                                                                                                      |                                                                                                                                                                                                                                                                  |



# Quote

ROKER ASPHALT Pty Ltd

12-Apr-18

PO Box 91  
 Littlehampton, 5250  
 ABN: 90 132 744 195  
 0411 661 125

Cross keys BMX Club

South Tce Pooraka

ATT: James

0439814220

| Sales Person | Job                 | Payment Terms | Due Date |
|--------------|---------------------|---------------|----------|
| Rob          | Asphalting of Berms | 30 Days       |          |

| Qty              | Description                                                             | Total              |
|------------------|-------------------------------------------------------------------------|--------------------|
|                  | Supply and lay asphalt @ 40mm thick for Berm 1                          |                    |
|                  | Customer to supply Suzuki sierra for compaction use and access to track |                    |
| <b>Subtotal</b>  |                                                                         | <b>\$15,180.00</b> |
| <b>Sales Tax</b> |                                                                         | <b>\$ 1518.00</b>  |
| <b>Total</b>     |                                                                         | <b>\$16,698.00</b> |

Quotation valid for 60 days and prepared by: Rob Petersen  
 This is a quotation on the goods named, subject to the conditions noted below.

To accept this quotation, sign here and return: \_\_\_\_\_

Thank you for your business!

ROKER ASPHALT, 17A Oborn Rd, Mt Barker, 5251, SA, Phone 0411 661 125, rob@rokerasphalt.com.au



ABN 11 050 294 329  
 Top Coat Asphalt Contractors Pty Ltd  
 Trading as Topcoat Asphalt  
 50-54 Millers Road Wingfield SA 5013  
 Ph 08 8347 2030  
 Fax 08 8347 4414

**Quotation**

|                                                |                             |
|------------------------------------------------|-----------------------------|
| Customer Details: <b>RIDER LEVETT BUCKNALL</b> | Date: 2/05/2018             |
|                                                | <b>Quote Number: 18-258</b> |
| Attention: <b>CHRISTOPHER FLORIDIS</b>         | Telephone: 08 8100 1200     |
| Your Ref:                                      | Facsimile: 08 8100 1288     |
| <b>Job Location: CROSS KEYS BMX CLUB</b>       |                             |

We are pleased to provide our quotation for the supply & laying of asphalt to the area at the above location.

| Description                                                                                                                                          | Quantity | Unit  | Rate (\$) | Amount (\$) | GST        | Total Amount (\$) |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|-----------|-------------|------------|-------------------|
| <b>SUPPLY &amp; PLACE:</b><br>AC10(C320) x 0.040 mm(Nominal) x 500 m2<br>No guarantee of meeting compaction criteria, rideability or surface finish. | 48.00    | tonne | 420.00    | \$20,160.00 | \$2,016.00 | \$22,176.00       |

**BASIS OF QUOTATION:**

- Prior to works commencing, a risk assessment of the site will be completed to confirm the area of work is safe. If there is found to be a hazard(s) that may present a danger, control measures or removal of the hazard will be required prior to works commencing.
- Asphalt manufactured & placed to AS2150.
- Quantities (m2) have been supplied by others, if your quantities are different and you require a revised quotation please advise. **N/A**
- Thickness relates to an average (mean) only unless otherwise specified to us in writing.
- Surface preparation includes light broom only.
- No allowance for any base preparation or profiling.
- Minimum grade / crossfall required of 1% to ensure no pooling / ponding occurs.
- Additional material may be required to correct uneven/low base or match kerbs/tie in points.
- Price based on one site visit(s), additional site visits or reduced area would incur an additional cost to be determined by Topcoat.
- Price is based on a minimum area to be provided to place xxxt per each site visit, asphalt. **N/A**
- Customer to provide traffic control if required.
- Price includes tackcoat @ 0.2 /m2.
- No allowance for primer.
- No allowance for modified binder.
- No allowance for handwork (trench reinstatement, footpath etc.). If hand placed asphalt is required a rate of \$350.00/tonne will apply.
- Price is based on adequate access being supplied by the customer for truck & trailers.
- If the scope or amount of asphalt work changes +/- 10% Topcoat reserves the right to revise the quotation.
- Indicative areas only, payment to be made on completed works measured insitu.
- Rise & fall will apply from the date of quotation.
- Price does not include the cost of site or electronic inductions, security clearances or any other site specific requirements.
- Electronic inductions will be charged at \$50.00 per person / hour or part thereof. Site inductions above 30 minutes will be charged at \$50.00 per person / hour or part thereof in increments of 15 minutes.
- If a plan of the works is not supplied, the quotation will be subject to a site inspection & a review of rates may apply.
- Prices quoted are based on normal daylight hours Monday to Friday 7:00am to 5:00pm. A surcharge will be applicable for work required outside these hours.
- Unless otherwise qualified, this quotation is valid for 45 days from the date of quotation, after which period Topcoat reserves the right to review, re-submit or withdraw its offer. If a dated program is not specified, then Topcoat also reserves the right to review the quotation once the program is known.
- Unless otherwise agreed, this quotation is based on Topcoat's Standard Terms and Conditions of Sale which are payment to be received within 30 days after end of month of the invoice date, and a completed Credit Application approved by Topcoat.

Yours faithfully,  
 Topcoat Asphalt

Aub Van Ristell  
 Contracts Manager

IF THE ABOVE QUOTATION IS ACCEPTED PLEASE SIGN AND FAX TO 08 8347 4414

CUSTOMER'S NAME \_\_\_\_\_ CUSTOMER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 PURCHASE ORDER NUMBER \_\_\_\_\_

# ACTIVE ASPHALT



ABN: 79 090 229 357

**PO Box 272 Brompton SA 5007**  
**Ph: 08 8162 5121 Fax: 08 8162 5250**  
**Mobile: 0407 766 537**

All Suburbs, Bitumen Repair Specialist, Trenches, Potholes, Speed Humps, Footpaths, Car Parks, Crack Sealing, No Job Too Small, Free Quotes.

**Cross Keys BMX Club**  
**Lot 17 South Terrace**  
**Pooraka 5095**

## QUOTATION

4/05/2018

**Quote No:** 00127708

We have pleasure in submitting the following quote in accordance with our Terms and Conditions overleaf or attached:



Attention: Tom Bernado

Site Address: Cross Keys BMX Club, Asphalt Bern

Area Approximately m2: 500 m2

Supply and apply a CRS Emulsion Binder Coat to a prepared surface at an application rate of 0.4L per m2 prior to asphalt placement.

Supply and lay AC 10 C320 hot mix to a prepared surface at a nominal thickness of 40 mm.

Approximate tonnage required: 50 ton

Price per ton: \$425.00 + GST

Please note: Asphalt Binder included in price type of Binder TBC.

Or Option

ECO Prime @ \$2.20 + GST per m2

**Please note: Quotes are only based on information supplied during quotation process, any details not supplied will be at an extra cost to client.**

Please note that this quote is valid for 30 days from the above date.

Thank you for this opportunity to supply a quotation, should you have any queries please do not hesitate to call me on 0407 766 537.

## CONFIRMATION OF ACCEPTANCE OF QUOTE

Regards, Trent Greenshields.

Cross Keys BMX Club  
Lot 17 South Terrace  
Pooraka 5095



*I hereby accept the quotation and authorise Active Asphalt to proceed to supply & lay all goods and services as stated.  
I hereby declare that I have read and understood the Sale and Payment Terms & Conditions. I agree to pay all debt collection and or legal costs in the event that my account falls overdue and is placed in the hands of a debt collection agency or legal firm.  
Note: The payment claim will be made under the Building and Construction Industry Security of Payment Act 2009 (SA).*

**Name of authorised representative to accept quote:** \_\_\_\_\_

**Purchase Order Number:** \_\_\_\_\_

**Further requirements:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If you wish to proceed, please return signed copy of Quotation as Acceptance of Quote and the Sale and Payment Terms & Conditions to:  
Facsimile: 08 8162 5250 PO Box 272 Brompton SA 5007 Email: office@activeasphalt.com.au**



www.vitalindustries.com.au

ABN 24 009 988 005  
EPA Permit Number EPPR0220513

PO Box 51, Goodna QLD 4300, AUSTRALIA  
304 Brisbane Terrace, Goodna QLD 4300, AUSTRALIA

Telephone +61 7 3288 3500  
Facsimile +61 7 3288 2100  
Email enquiries@vitalindustries.com.au

# QUOTATION

|               |                     |
|---------------|---------------------|
| Date:         | 9 May 2018          |
| Requested by: | Cross Keys BMX Club |
| Attention of: | James Rodley        |
| Quote no.:    | 090518.3            |

| PRODUCT REQUIRED  | PACK SIZE  | PRICE PER PACK<br>(EXC. GST) | TAIL LIFT FREIGHT<br>PRICE PER PACK<br>(EXC. GST) | TOTAL PRICE<br>(EXC. GST) | TOTAL PRICE<br>(INC. GST) |
|-------------------|------------|------------------------------|---------------------------------------------------|---------------------------|---------------------------|
| Vital Bon-Matt HR | 1,000L IBC | \$3,950.00                   | \$250.00                                          | \$4,200.00                | \$4,620.00                |

### NOTES AND CONDITIONS

- All Vital Chemical Pty Ltd quotations are supplied with the relevant Safety Data Sheet and Product Data Sheet for products and associated services.
- Quoted price is for product only and does not include application charges.
- "Tail Lift Freight Price Per Pack" is valid for a tail lift delivery to Pooraka, SA 5095 and price includes unloading facilities onsite at the destination with Vital Chemical's nominated logistics service providers.
- To ensure prompt dispatch of your order payment by credit card or bank deposit to the following account is required. Please email a remittance to [orders@vitalindustries.com.au](mailto:orders@vitalindustries.com.au).

#### Vital Chemical Pty Ltd Bank Details:

**Bank:** National Australia Bank  
**Branch Address:** Ipswich Riverlink Branch, Queensland  
**Account Name:** Vital Chemical Pty Ltd  
**BSB Number:** 084 737  
**Account Number:** 11737 4997

- Vital Chemical does not accept any liability for any wrongful or misuse of its products or any resulting ill effect.
- To accept this quotation, please email a purchase order to [orders@vitalindustries.com.au](mailto:orders@vitalindustries.com.au).
- The above prices are excluding GST.
- This quote is valid for 30 days.
- Please refer to Vital Chemical Pty Ltd Terms and Conditions of Trade via the included QR Code or visit [www.vitalindustries.com.au](http://www.vitalindustries.com.au).

To understand your needs more effectively, Vital Chemical may invite you to participate in our Customer Satisfaction Survey in the near future. As a valued Customer, your feedback is sought and acted upon as part of the Vital Chemical continual improvement process.



Terms and Conditions

Internal Reference no.: PGENLXPM-S-CIT-IUNA



1 of 1

**Tom Bernard**

---

**From:** Jame's Rodley <shooter.338@hotmail.com>  
**Sent:** Saturday, 12 May 2018 1:14 PM  
**To:** Tom Bernard  
**Subject:** Fw: CROSS KEYS BMX CLUB

---

**From:** Rick Dell'Oro <RickD@gardengrove.com.au>  
**Sent:** Friday, 11 May 2018 5:37 PM  
**To:** shooter.338@hotmail.com  
**Subject:** CROSS KEYS BMX CLUB

James,

Please find following pricing as per your request. All prices are GST exclusive and based on delivery in truck and trailer combination. This quotation is valid for acceptance for 60 days.

|                               |                |
|-------------------------------|----------------|
| 120 tonne PM2/20 (OMC) RUBBLE | \$22.50 /TONNE |
| WETMIX SAND                   | \$20.00 /TONNE |

(SUPPLY AND DELIVERY TO CROSS KEYS BMX CLUB)

Thankyou for your enquiry, and feel free to contact me with any further queries.  
Regards,

**Rick Dell'Oro**  
General Manager  
**GARDEN GROVE SUPPLIES**  
(08) 8251 9916  
0412 617 900  
[rickd@gardengrove.com.au](mailto:rickd@gardengrove.com.au)

**GARDEN GROVE**  
Supply of Building and Landscape Materials  
Residential and Commercial  
Bulk Haulage, Earthmoving and Logistics Solutions  
[www.gardengrove.com.au](http://www.gardengrove.com.au)

**Tom Bernard**

---

**From:** Jame's Rodley <shooter.338@hotmail.com>  
**Sent:** Saturday, 12 May 2018 1:13 PM  
**To:** Tom Bernard  
**Subject:** Fw: quote number 2218

---

**From:** salespoorakasand <sales@poorakasand.com.au>  
**Sent:** Saturday, 12 May 2018 10:59 AM  
**To:** shooter.338@hotmail.com  
**Subject:** quote number 2218

Cross keys BMX Club  
Attention: James  
Quote number: 2218

120 tonne of class 2 rubble, delivered to South Tce, Pooraka in truck only, during the week:  
\$24.80 tonne  
gst \$2.50  
\$27.30 tonne GST inclusive

120 tonne wet paving sand, delivered to South Tce, Pooraka in truck only, during the week:  
\$22.80 tonne  
gst \$2.30  
\$25.10 tonne GST inclusive

regards  
Peter



Pooraka Sand and Metal  
86 Research Rd  
Pooraka SA 5095

GRAND JUNCTION SAND & METAL  
 AHN 38 590 154 700  
 Ph: 8349 4775  
 Open Mon-Sat 7am - 5 pm

DATE *11/06/18*

FROM *Salisbury Council*

TO *Salisbury Cross Keys BMX Club*  
*0419 90 2080*

WE HAVE PLEASURE IN SUBMITTING THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION:

|     |                 |     |        |
|-----|-----------------|-----|--------|
| 150 | 1000mm 6 Ribble | 140 | \$4800 |
|     | Delivery 10x100 |     | \$1000 |
| 120 | 1000mm Ribbed   | 130 | \$3600 |
|     | Delivery 10x100 |     | \$1000 |
| 120 | 1000mm Smooth   | 35  | \$4200 |
|     | Delivery 10x100 |     | \$1000 |

THIS QUOTATION IS VALID UNTIL  
*11-06-18 TO 11-07-18*

*John*





**CROSS KEYS BMX CLUB – MINOR WORKS APPLICATION**

Examples of Other BMX tracks with asphalt or concrete to berms and a smooth hard packed polymer treated surface. This is now the standard of finish expected for all modern tracks.



**Tea Tree Gully BMX Club.** Concrete to berms and a smooth surface



**The Cove BMX Club.** Asphalt to berms and a smooth surface



**Gawler BMX Club.** Asphalt to berms and a smooth surface.

**CROSS KEYS BMX CLUB – MINOR WORKS APPLICATION**



**Happy Valley BMX Club**



**Blue Lake BMX Club (Mount Gambier)**



**Frankston BMX Club (Victoria)**

**CROSS KEYS BMX CLUB – MINOR WORKS APPLICATION**



**Cross Keys Straights – loose dolomite. Slippery and difficult and labour intensive to maintain**



**Cross Keys Berm 1 – Hard packed sand / clay mix.**





## BMX SA Incorporated

ABN: 64 619 497 320  
132 Rose Terrace, Wayville, SA 5034  
PO Box 140, Morphett Vale, SA, 5162

[info@bmxsa.com.au](mailto:info@bmxsa.com.au)  
<http://www.bmxsa.com.au>



30<sup>th</sup> March 2017

Dear Brett,

### **Re: Letter of Support for Cross Keys BMX Club**

Please accept this letter as endorsement by BMXSA for the recent grant application submitted by Cross Keys BMX Club to Office of Sport & Recreation and your local council.

BMXSA endorses Cross Keys BMX Club in its negotiations, with all interested / concerned parties and will provide technical and administrative guidance to assist with the project as and where required.

The following people at BMXSA would be best placed as contacts;

Cathy Rosa  
BMXSA State Chair  
[Cathy.Rosa@bmxsa.com.au](mailto:Cathy.Rosa@bmxsa.com.au)  
PH: 0409 566 683

Kevin Dowse  
State Officiating Director  
[Kevin.Dowse@bmxsa.com.au](mailto:Kevin.Dowse@bmxsa.com.au)  
PH: 0402 047 343

kind regards

Helen Empson  
BMXSA State Secretary



Government of South Australia  
Office for Recreation and Sport





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|                        |                                                                                        |
|------------------------|----------------------------------------------------------------------------------------|
| <b>ITEM</b>            | 7.2.1                                                                                  |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>                                          |
| <b>DATE</b>            | 12 June 2018                                                                           |
| <b>HEADING</b>         | Youth Sponsorship Applications - May 2018                                              |
| <b>AUTHOR</b>          | Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence |
| <b>CITY PLAN LINKS</b> | 3.3 Be a connected city where all people have opportunities to participate.            |

### **RECOMMENDATION**

1. The information be received.

### **ATTACHMENTS**

There are no attachments to this report.

### **1. BACKGROUND**

- 1.1 The Sport, Recreation and Grants Committee resolved that a report be provided listing all Youth Sponsorship grants approved.

### **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Elected Members
- 2.2 External
  - 2.2.1 Youth Sponsorship applicants

### **3. REPORT**

- 3.1 The following Youth Sponsorship Applications were assessed and approved by the Chairperson and one other member of the Sport, Recreation and Grants Committee in May 2018.

| <b>Funding per application</b>     | <b>Event</b>                                                                                                                                                                    | <b>Total Funding</b> |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1 @ \$1,000                        | One application has been received to represent Australia at the Junior Roller Derby World Cup to be held in Philadelphia, USA in July 2018.                                     | \$1,000              |
| 2 @ \$250                          | Two applications have been received to represent South Australia at the National Judo Titles to be held in the Gold Coast, Queensland in June 2018.                             | \$500                |
| 1 @ \$250                          | One application has been received to represent South Australia at the School Sport Australia Swimming Championships to be held in Hobart, Tasmania in July 2018.                | \$250                |
| 1 @ \$250                          | One application has been received to represent South Australia at the 2018 NTC Challenge (FFSA) National Championships to be held in Canberra in May 2018.                      | \$250                |
| 1 @ \$1,000                        | One application has been received to represent Australia at the International Shooting Sport Federation Junior World Cup to be held in Suhl, Germany in June 2018.              | \$1,000              |
| 3 @ \$250                          | Three applications have been received to represent South Australia at the 2018 Australian National Gymnastics Championships to be held in Melbourne, Victoria in June 2018.     | \$750                |
| 1 @ \$250                          | One application has been received to represent South Australia at the 2018 Senior League Baseball Championships to be held in Lismore, New South Wales in May 2018.             | \$250                |
| 1 @ \$1,000                        | One application has been received to represent South Australia at the London International Youth Science Forum to be held in London in July 2018.                               | \$1,000              |
| 1 @ \$250                          | One application has been received to represent South Australia at the Australian Affiliated States Rugby League Championships to be held in Brisbane, Queensland in June 2018.  | \$250                |
| 3 @ \$250                          | Three applications have been received to represent South Australia at the 2018 Australian Indoor Junior Cricket Championships to be held in Toowoomba, Queensland in July 2018. | \$750                |
| <b>Total Funding for May 2018:</b> |                                                                                                                                                                                 | <b>\$6,000</b>       |

**4. CONCLUSION / PROPOSAL**

- 4.1 The 2017/18 Youth Sponsorship budget allocation is \$65,000 less expenditure to date of \$51,750 (including May applications) which leaves a balance remaining of \$13,250.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/06/2018



|                        |                                                                                                                                                                                                                                                                                                                                                    |       |            |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|
| <b>ITEM</b>            | 7.2.2                                                                                                                                                                                                                                                                                                                                              |       |            |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>                                                                                                                                                                                                                                                                                                      |       |            |
| <b>DATE</b>            | 12 June 2018                                                                                                                                                                                                                                                                                                                                       |       |            |
| <b>PREV REFS</b>       | Policy and Planning Committee                                                                                                                                                                                                                                                                                                                      | 1.3.1 | 19/11/2012 |
|                        | Policy and Planning Committee                                                                                                                                                                                                                                                                                                                      | 1.3.1 | 18/2/2013  |
|                        | Policy and Planning Committee                                                                                                                                                                                                                                                                                                                      | 1.3.1 | 20/5/2013  |
|                        | Policy and Planning Committee                                                                                                                                                                                                                                                                                                                      | 1.3.2 | 9/12/2013  |
|                        | Sport, Recreation and Grants Committee                                                                                                                                                                                                                                                                                                             | 7.2.1 | 12/5/2014  |
|                        | Sport, Recreation and Grants Committee                                                                                                                                                                                                                                                                                                             | 7.1.4 | 11/8/2014  |
|                        | Sport, Recreation and Grants Committee                                                                                                                                                                                                                                                                                                             | 7.1.1 | 11/05/2015 |
|                        | Sport, Recreation and Grants Committee                                                                                                                                                                                                                                                                                                             | 7.1.2 | 09/05/2016 |
|                        | Sport, Recreation and Grants Committee                                                                                                                                                                                                                                                                                                             | 7.3.1 | 08/05/2017 |
| <b>HEADING</b>         | Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program 2018                                                                                                                                                                                                                                                                    |       |            |
| <b>AUTHOR</b>          | Julie Kalms, Community Planning Project Officer, Community Development                                                                                                                                                                                                                                                                             |       |            |
| <b>CITY PLAN LINKS</b> | 1.1 Have a community with the skills, knowledge and agility to participate in a rapidly changing economy.                                                                                                                                                                                                                                          |       |            |
| <b>SUMMARY</b>         | This report provides a recommendation for the award of the 2018 Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship recipient; and, provides an update in relation to the status of the 2015, 2016 and 2017 Phoebe Wanganeen Scholarship recipients.                                                                                |       |            |
| <b>RECOMMENDATION</b>  | <ol style="list-style-type: none"> <li>It is noted that in accordance with the delegated authority set out in the Terms of Reference, the Sports, Recreation and Grants Committee award the 2018 Phoebe Wanganeen Aboriginal and Torres Strait Islander Undergraduate Scholarship for three years, at \$2000 per annum, to Shara Davey.</li> </ol> |       |            |

## ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program Overview
2. Phoebe Wanganeen Scholarship Eligibility, Criteria and Conditions Summary

### 1. BACKGROUND

- 1.1 Phoebe Wanganeen was a highly respected Aboriginal Elder, who was recognised as a City of Salisbury Living Legend for her work to improve access to education for Aboriginal and Torres Strait Islander people, something she championed throughout her life.
- 1.2 In 2008 the City of Salisbury announced the Phoebe Wanganeen Indigenous Scholarship program and in 2015 Council resolved that the Scholarship be renamed the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program; and, the age restriction removed.
- 1.3 The objective of the Phoebe Wanganeen Scholarship program is to assist Aboriginal and Torres Strait Islander Salisbury residents undertaking their first post-secondary studies at any South Australian university or TAFE SA. It is a merit based scholarship program with applicants being assessed according to the Scholarship criteria.
- 1.4 To be eligible for the Scholarships, applicants must be:
  - of Aboriginal and/or Torres Strait Islander descent;
  - a resident of the City of Salisbury;
  - able to demonstrate how the Scholarship will support them attaining their educational goals; and
  - enrolled in their first post-secondary course in either an undergraduate degree at any South Australian university; or vocational training course at TAFE SA.
- 1.5 The Phoebe Wanganeen Scholarship program is a key action identified in the Council's endorsed Reconciliation Action Plan – Education, where the City recognises and supports the academic achievements and aspirations of Aboriginal students by providing three tertiary education scholarships per annum.

### 2. CONSULTATION / COMMUNICATION

- 2.1 Consultation/ Communication for the Phoebe Wanganeen Scholarship 2018 included the following actions.
  - 2.1.1 Applications for the 2018 Phoebe Wanganeen Scholarship program opened in November 2017 and closed on 12 March 2018.
  - 2.1.2 Promotional materials were circulated to the following:
    - Council's Reconciliation Action Plan Working Group;
    - Phoebe Wanganeen Scholarship Selection Working Group members;
    - Current Phoebe Wanganeen Scholarship recipients;

- Phoebe Wanganeen family members;
- South Australian Universities (Adelaide, Flinders, University of South Australia) websites and Aboriginal units;
- TAFE SA;
- Department for Education and Child Development (DECD) Aboriginal Education including the Workabout Centre;
- all secondary schools in the City of Salisbury region;
- Australian Indigenous Mentoring Experience (AIME);
- national scholarship websites including Aurora Education-Indigenous Scholarship Portal; Hobsons ACIR Scholarships and Good Universities Guide;
- Aboriginal organisations including: Tauondi College, Marra Dreaming Indigenous Arts, Incompro Inc, Muna Paiendi, Marni Waiendi, Nunkuwarrin Yunti and South Australian Aboriginal Education Training and Consultative Body;
- Reconciliation SA;
- Northern Connections;
- contacts in other northern Adelaide Councils;
- City of Salisbury's Facebook; and Phoebe Wanganeen Scholarship website page; and,
- Council's Community Centres, Libraries and James Street reception.

### **3. REPORT**

3.1 Council allocated \$12,500 for the provision of the Scholarship program which allows for three (3) scholarships offered per year, one (1) three year Undergraduate and two (2) one year TAFE.

3.2 The Scholarships are:

- Undergraduate; \$2000 for three (3) years. The first instalment each year is \$1000 awarded upfront based on enrolment, the remaining funds paid in two payments of \$500 based on successful completion of each semester's studies evidenced by submission of academic records; and
- TAFE: \$1000 for one (1) year, the first installment of \$500 awarded upfront based on enrolment; and the second payment of \$500 made on successful completion of the year's studies based on submission of academic records.

Application Assessment

- 3.3 Applications received are reviewed by the Scholarship Selection Working Group members who are:
- Mayor Gillian Aldridge – City of Salisbury;
  - Anna Strzelecki – University of South Australia;
  - Andrew Thomas – Department for Education and Child Development;
  - Anne Maree Cooper – TAFE SA; and
  - Klynton Wanganeen – representing Phoebe Wanganeen’s family.
- 3.4 Three enquiries were made for the Scholarship and one Scholarship application was received. The application was reviewed by the Phoebe Wanganeen Scholarship Selection Working Group on 21 March 2018.
- 3.5 Two of the people enquiring were not eligible to apply based on: one still being enrolled in secondary school; and, the second did not live in the City of Salisbury area.
- 3.6 The Scholarship Selection Working Group decided the applicant had addressed all of the essential criteria and provided the required documentation. The applicant Shara Davey attended an interview on 3 May 2018.
- 3.7 Shara is enrolled in her first year of a Bachelor of Midwifery at the University of South Australia. She indicated that a goal is wanting to share skills gained in her studies in rural areas.
- 3.8 The Scholarship Selection Working Group interviewed Shara Davey and agreed the applicant was highly suitable and have recommended that she be awarded the Undergraduate Scholarship (3 years at \$2000 per annum). The Selection Working Group highlighted that the degree Shara is undertaking is highly competitive to gain entry.
- 3.9 The Scholarship Selection Working Group discussed factors affecting the low number of applications and suggestions for changes included:
- The Scholarship opening date to be brought forward to mid-October 2018 as this will be prior to year 12s leaving school.
  - the Scholarship closing date be extended to the end of March 2019 to enable students receiving late university or TAFE acceptance offers to be able to apply.
  - adding to documentation that students are eligible to apply if previously participated in a school-based TAFE qualification.
  - removing the documentation wording ‘up to three’ Scholarships (related to the number of scholarships available) as this may deter potential applicants who may perceive this as a low chance of receiving a Scholarship.

### Scholarship Reporting Process

- 3.10 The Scholarship recipients are required to undertake annual reporting and acquittal processes as follows:
- payment one: the recipient provides evidence they have enrolled in the course.
  - payments two (and three for Undergraduate Scholarships): the recipient provides evidence they have successfully completed at least 75% of subjects in each semester via submission of their academic transcript.
- 3.11 A staff member from the Social Policy division meets with each Scholarship recipient at least three times a year. Meetings are scheduled in consultation with the Scholarship recipient.
- 3.12 The purpose of these meetings are to:
- identify how the recipient is going with their studies; and
  - provide an overview and assist with any queries about the Scholarship's reporting and acquittal requirements.
- 3.13 If a meeting is missed the Scholarship recipient is contacted and another time scheduled. If the recipient fails to attend the rescheduled meeting then the Scholarship is placed on hold and payments suspended until such time as the recipient attends a meeting.

## **4. PROGRESS REPORT: CURRENT SCHOLARSHIP RECIPIENTS**

- 4.1 The 2015 Undergraduate Scholarship recipient Olivia Brownsey has:
- successfully completed a Bachelor of Laws degree at the University of South Australia in mid-2017;
  - provided required paperwork for acquittal for her final year of the Scholarship.
- 4.2 The 2016 Undergraduate Scholarship recipient Nakia Love has:
- successfully continued with the Bachelor of Education (Primary/ Middle) degree at the University of South Australia in 2017;
  - enrolled to continue her studies in 2018; and
  - provided required paperwork for acquittal for her second year of the Scholarship.
- 4.3 The 2017 Undergraduate Scholarship recipient Sareena Saunders has:
- provided required paperwork for acquittal for studies successfully completed in semester 1, 2017;
  - has not provided required paperwork for studies in semester 2, 2017 or enrolment for semester 1, 2018.
  - Due to not receiving the required paperwork Sareena's Scholarship has been terminated as per the Guidelines; and, Grant Agreement that states:  
*I understand that the City of Salisbury may terminate a Scholarship if:*
    - *I fail to comply with any condition of the Scholarship as identified in the Guidelines; or*
    - *I have failed to maintain successful completion of at least 75% of subjects.*

**5. BUDGET IMPLICATIONS**

- 5.1 The full year 2017/18 budget for the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship is \$12,500. It is anticipated that \$4,000 of this will be spent in the 2017/2018 Financial Year.
- 5.2 It is proposed that one Scholarship (Undergraduate for 3 years) is awarded in 2018 to Shara Davey. Based on continuing to meet the Scholarship requirements, Shara will receive \$2000 per annum from 2018 to 2020 (based on a fulltime study load).

**6. CONCLUSION / PROPOSAL**

- 6.1 One eligible applicant has been recommended by the Scholarship Selection Working Group to receive the Undergraduate Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship funding for 2018. Sport, Recreation and Grants Committee's endorsement of the allocation of this Scholarship is sought.
- 6.2 It is encouraging to note the positive impact the Scholarship has made for supporting the existing and exiting Scholarship recipients with their studies.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/06/2018



# the **PHOEBE WANGANEEN** **ABORIGINAL AND TORRES STRAIT ISLANDER** Scholarship Program

## **WHY DOES THE CITY OF SALISBURY PROVIDE THE SCHOLARSHIP?**

Phoebe Wanganeen was a highly respected Aboriginal Elder. Phoebe's passion was for improving access to education for Aboriginal and Torres Strait Islander young people and this was something she championed throughout her life.

To recognise Phoebe Wanganeen's contribution, the City of Salisbury has awarded the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship since 2008. This Scholarship supports Aboriginal and Torres Strait Islander Salisbury residents to study at any South Australian university or TAFE.

## **HOW MANY SCHOLARSHIPS ARE AWARDED?**

There is one university and two TAFE Scholarships available each year.

## **WHAT IS THE AMOUNT OF THE SCHOLARSHIP?**

Scholarship recipients will be paid:

- (a) \$2,000 for each year (maximum three years), enrolled in a full-time university course; or
- (b) \$1,000 for one year, enrolled in a full-time TAFE course.

If studying part time, payment will be calculated on a pro-rata basis.

The payments are based on academic transcript evidence showing successful completion of subjects.

## **WHAT CAN I SPEND THE SCHOLARSHIP PAYMENT ON?**

If you are awarded a Scholarship, the payment must be used on any costs involved in undertaking post-secondary studies; such as HECS fees, travel expenses, computer equipment or the cost of textbooks.

## **WHO MAY APPLY?**

To be eligible for a Scholarship you must be:

- of Aboriginal or Torres Strait Islander descent;
- a resident of the City of Salisbury;
- able to demonstrate how the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program will support you in attaining your educational goals/qualifications; and
- enrolled in your first post-secondary course in either:
  - (a) an undergraduate degree at any South Australian university; or
  - (b) a vocational training course at TAFE SA.



**HOW IS THE APPLICATION ASSESSED?**

As a merit based scholarship program, all applicants will be assessed according to the criteria above. The Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Selection Working Party makes recommendations to Council of the preferred Scholarship recipients. Shortlisted applicants will be invited to be interviewed by the Committee and referees may be contacted.

**WHAT DO I NEED TO DO TO APPLY?**

A completed application form needs to be submitted by the due date/time. No late applications will be accepted. The application includes:

- details about your study;
- confirmation of current enrolment from any South Australian university or TAFE;
- contact details for two referees (known to the applicant in different capacities - excluding members of your family. At least one referee to be from a professional or academic capacity);
- **\*confirmation in writing of your Australian Aboriginal and/or Torres Strait Islander descent; as per the guidelines; and**
- evidence to confirm you are resident of Salisbury.

Applications usually close in March. Check the Council website or contact the City of Salisbury for closing dates. The guidelines document explains more about the scholarships and completing the application.

**\*Please be aware of timing of organisations' Board meetings when applying for confirmation of Aboriginal and/or Torres Strait Islander descent to ensure you have completed the Scholarship application requirements before the closing date.**

**HOW DO I KNOW IF I LIVE IN THE CITY OF SALISBURY?**

These suburbs are within the City of Salisbury:

| SUBURB           | POSTCODE | SUBURB             | POSTCODE |
|------------------|----------|--------------------|----------|
| Bolivar          | 5110     | Parafield          | 5106     |
| Brahma Lodge     | 5109     | Parafield Gardens  | 5107     |
| Burton           | 5110     | Paralowie          | 5108     |
| Cavan            | 5094     | Pooraka            | 5095     |
| Direk            | 5110     | Salisbury          | 5108     |
| Dry Creek        | 5094     | Salisbury Downs    | 5108     |
| Edinburgh        | 5111     | Salisbury East     | 5109     |
| Elizabeth Vale*  | 5112     | Salisbury Heights* | 5109     |
| Globe Derby Park | 5110     | Salisbury North    | 5108     |
| Green Fields     | 5107     | Salisbury Park     | 5109     |
| Gulfview Heights | 5096     | Salisbury Plain    | 5109     |
| Ingle Farm       | 5098     | Salisbury South    | 5106     |
| Mawson Lakes     | 5095     | St Kilda           | 5110     |
| Para Hills       | 5096     | Valley View*       | 5093     |
| Para Hills West  | 5096     | Walkey Heights*    | 5098     |
| Para Vista*      | 5093     | Waterloo Corner*   | 5110     |

\* These suburbs cross council boundaries

**WHERE CAN I FIND THE DOCUMENTS OR MORE INFORMATION?**

You can download a copy of the application form and guidelines from the Phoebe Wanganeen Scholarship website at [www.salisbury.sa.gov.au/phoebewanganeen](http://www.salisbury.sa.gov.au/phoebewanganeen).

You can request the documents to be sent to you by emailing [jkalms@salisbury.sa.gov.au](mailto:jkalms@salisbury.sa.gov.au) or phoning Julie Kalms at the City of Salisbury on (08) 8406 8304.

**Good luck with your studies!**



### **Eligibility, Criteria and Conditions summary**

**for the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program 2018.**

#### **Eligibility**

To be eligible for these Scholarships applicants must be:

- (1) of Aboriginal and/or Torres Strait Islander descent ( as evidenced by confirmation of Aboriginal and/or Torres Strait Islander descent form/letter from a recognised Aboriginal and/or Torres Strait Islander organisation);
- (2) a resident of the City of Salisbury (as evidenced by copy of photo id showing current address eg: driver's licence);
- (3) able to demonstrate how the Scholarship will support the applicant attaining their educational goals;
- (4) enrolled in their first post-secondary course in either an Undergraduate degree at any South Australian University; or a vocational training course at TAFE SA ( as evidenced by letter of acceptance/ enrolment information from tertiary institution).

#### **Conditions of the Scholarship**

Scholarship recipients are required to complete and sign an agreement with the City of Salisbury which clearly documents their responsibilities and the terms and conditions under which these Scholarships are made.

Commencement of the Scholarship and payment cannot commence until the City of Salisbury receives the enrolment information from the recipient's nominated Tertiary Education Institution.

The Scholarship cannot be deferred if the recipient defers their program of study. If this occurs the recipient will need to reapply for a Scholarship when they are ready to take up their deferred offer.

#### **Suspension of the Scholarship**

After commencement of the Scholarship, the recipient may seek to suspend the remainder of the Scholarship by applying in writing to City of Salisbury, unless otherwise agreed by the City of Salisbury the maximum period of a suspension will be six months.

#### **Withdrawal from Course**

If a student withdraws from or fails to complete the course of study in which they are enrolled, they must immediately advise the City of Salisbury in writing.

#### **Failure of Subjects**

As per University or TAFE guidelines, Scholarships will not be extended due to failure of subjects.

#### **Change of Course of Study**

A student may change to another course of study during the tenure of the Scholarship with the approval of City of Salisbury. Students must apply in writing to City of Salisbury for approval. A student changing from a full-time to a part-time study load, within the duration of the Scholarship, must notify the City of Salisbury in writing as soon as possible.

### **Termination**

The Scholarship can be terminated if: the recipient fails to comply with any condition of the Scholarship; or, it is determined that the recipient has failed to maintain successful completion of at least 75% of subjects.

### **Student Reporting Requirements**

Students will be required to attend meetings three times a year with a staff member from the City of Salisbury; meetings will be coordinated together for the purpose of:

- identifying the progression status of studies; and
- identifying (if any) further educational support/mentoring assistance required.

A missed meeting will result in contact being made by the City of Salisbury and the meeting rescheduled. If there is failure to attend the rescheduled meeting without a satisfactory reason the Scholarship will be placed on hold and payment suspended until such time a meeting is attended.

The student will be required to demonstrate to the City of Salisbury successful completion of study via academic transcripts each semester and on completion of study.

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|                        |                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITEM</b>            | 7.2.3                                                                                                                                                                                                                                   |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>                                                                                                                                                                                           |
| <b>DATE</b>            | 12 June 2018                                                                                                                                                                                                                            |
| <b>HEADING</b>         | Community Grants Program Applications for June 2018                                                                                                                                                                                     |
| <b>AUTHOR</b>          | Bronwyn Hatswell, PA to General Manager, Community Development                                                                                                                                                                          |
| <b>CITY PLAN LINKS</b> | 3.2 Have interesting places where people want to be.<br>3.3 Be a connected city where all people have opportunities to participate.<br>4.3 Have robust processes that support consistent service delivery and informed decision making. |
| <b>SUMMARY</b>         | This report outlines the Community Grants Program Applications for the June 2018 round. One Application is submitted for consideration by the Sport, Recreation and Grants Committee in an individual report.                           |

## **RECOMMENDATION**

1. The information be received and noted.

## **ATTACHMENTS**

There are no attachments to this report.

## **1. BACKGROUND**

- 1.1 Two (2) applications were received for the June 2018 round of Community Grants.
- 1.2 One (1) application received for the June 2018 round of Community Grants requires further information and will be submitted for consideration once the information has been received.

## **2. REPORT**

- 2.1 One (1) application is presented for the June 2018 round of Community Grants for consideration, of which is deemed compliant and listed below:
  - 2.1.1 11/2018: Mawson Lakes Cricket Club Inc.
- 2.2 One (1) application received for the June 2018 round of Community Grants requires further information and will be submitted for consideration once the information has been received:
  - 2.2.1 10/2018: The Mawson Lakes Football Club Inc.

- 2.3 The Community Grant Funding budget allocation for 2017/2018 is \$82,000. In 2017/2018 monies approved for grant funding is \$56,721.00 which leaves an unspent balance of \$25,279.00.
- 2.4 The monies committed to the one (1) application for the June 2018 round, if approved, is **\$2,500.00**.
- 2.5 The remaining balance of the grant funding is **\$22,779.00**.

**3. CONCLUSION / PROPOSAL**

- 3.1 One (1) Community Grants Program application is presented for funding consideration at the Sport, Recreation and Grants Committee in June 2018.
- 3.2 One (1) Community Grants Program application will be submitted for consideration once further information has been received.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/06/2018

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|                        |                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITEM</b>            | 7.2.4                                                                                                                                                                                                                                   |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>                                                                                                                                                                                           |
| <b>DATE</b>            | 12 June 2018                                                                                                                                                                                                                            |
| <b>HEADING</b>         | 11/2018: Mawson Lakes Cricket Club Inc. - Community Grants Program Application                                                                                                                                                          |
| <b>AUTHOR</b>          | Bronwyn Hatswell, PA to General Manager, Community Development                                                                                                                                                                          |
| <b>CITY PLAN LINKS</b> | 3.2 Have interesting places where people want to be.<br>3.3 Be a connected city where all people have opportunities to participate.<br>4.3 Have robust processes that support consistent service delivery and informed decision making. |
| <b>SUMMARY</b>         | The Mawson Lakes Cricket Club Inc. Community Grants Program Application is submitted to the Sport, Recreation and Grants Committee for consideration.                                                                                   |

### **RECOMMENDATION**

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the June 2018 round of Community Grants as follows:
  - a. Grant No. 11/2018: Mawson Lakes Cricket Club Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of cricket balls for ongoing use as outlined in the initial and revised Community Grant Applications.

### **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. 11/2018: Mawson Lakes Cricket Club Inc. - Application (Initial)
2. 11/2018: Mawson Lakes Cricket Club Inc. - Application (Revised)

### **1. BACKGROUND**

- 1.1 The Mawson Lakes Cricket Club Inc. has not received prior Community Grants Program funding.

### **2. REPORT**

- 2.1 The Mawson Lakes Cricket Club Inc. meets the eligibility criteria for funding consideration for the upper limit Community Grants Program funding.

### **3. CONCLUSION / PROPOSAL**

- 3.1 The Mawson Lakes Cricket Club Inc. Application is submitted for consideration by the Sport, Recreation and Grants Committee.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/06/2018



# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

Please ensure you have read and understood the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria document prior to completing an Application.



*live it up*

| Application Eligibility Checklist                                                                                                                                                                                                               |                          |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| Is the Funding For:                                                                                                                                                                                                                             | Yes                      | No                                  |
| • Money already spent?                                                                                                                                                                                                                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Salaries (initial or ongoing)?<br><i>Payment of facilitator or contractor engaged specifically to deliver program / activity under the grant may be considered</i>                                                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Recurrent administration costs?                                                                                                                                                                                                               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Capital development (e.g. renovations or building changes that will be permanently part of the structure)?                                                                                                                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Upgrading facilities which belong to Local, State or Commonwealth Governments?                                                                                                                                                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Application from Public / Private Schools?                                                                                                                                                                                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • An organisation trading as a sole trader/individual?                                                                                                                                                                                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Groups/organisations that have previously received funding and <b>NOT</b> fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?                                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months.                                                                                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

*If you have answered **YES** to any of these questions,  
this application is **NOT** eligible for grant funding.*

*to avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered***

Community Grant Application - Page 2 of 13

| Applicant Organisation Information                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>1. GROUP / ORGANISATION DETAILS</b>                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |
| Name:                                                                                                                                                                    | MAWSON LAKES CRICKET CLUB                                                                                                                                                                                                                                                                                                                                     |                                                                         |                                                                        |
| Address:                                                                                                                                                                 | MAWSON LAKES OVAL<br>CORNER OF MAWSON LAKES BOULEVARD & NORTH RD MAIN                                                                                                                                                                                                                                                                                         |                                                                         |                                                                        |
| Suburb:                                                                                                                                                                  | MAWSON LAKES S.A. Postcode: 5095                                                                                                                                                                                                                                                                                                                              |                                                                         |                                                                        |
| <b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>                                                                              |                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |
| Name:                                                                                                                                                                    | Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/><br>JASON HOLLIDAY                                                                                                                                                                                  |                                                                         |                                                                        |
| Title (your role with the group/organisation):                                                                                                                           | PRESIDENT                                                                                                                                                                                                                                                                                                                                                     |                                                                         |                                                                        |
| Address:                                                                                                                                                                 | [REDACTED]                                                                                                                                                                                                                                                                                                                                                    |                                                                         |                                                                        |
| Phone:                                                                                                                                                                   | Landline:<br>Mobile: [REDACTED]                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |
| Email:                                                                                                                                                                   | [REDACTED]                                                                                                                                                                                                                                                                                                                                                    |                                                                         |                                                                        |
| <b>3. COMMUNITY GRANT RESPONSIBILITY</b>                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |
| Name of Person Responsible for the Grant:                                                                                                                                | Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/><br>JASON HOLLIDAY                                                                                                                                                                                  |                                                                         |                                                                        |
| Title (role with the group/organisation):                                                                                                                                | PRESIDENT                                                                                                                                                                                                                                                                                                                                                     |                                                                         |                                                                        |
| <b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |
| How is your group/organisation managed:                                                                                                                                  | COMMITTEE                                                                                                                                                                                                                                                                                                                                                     |                                                                         |                                                                        |
| <b>Is your organisation:</b>                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |
| a) Incorporated:                                                                                                                                                         | <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b><br/> <input checked="" type="checkbox"/><br/>                     (go to question c)                 </td> <td style="text-align: center;"> <b>No</b><br/> <input type="checkbox"/><br/>                     (go to question b)                 </td> </tr> </table> | <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c) | <b>No</b><br><input type="checkbox"/><br>(go to question b)            |
| <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c)                                                                                                  | <b>No</b><br><input type="checkbox"/><br>(go to question b)                                                                                                                                                                                                                                                                                                   |                                                                         |                                                                        |
| ASIC Registration Number:                                                                                                                                                | A 41002                                                                                                                                                                                                                                                                                                                                                       |                                                                         |                                                                        |
| b) Operated under a Parent Organisation:<br><i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i> | <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b><br/> <input type="checkbox"/><br/>                     (go to question c)                 </td> <td style="text-align: center;"> <b>No</b><br/> <input checked="" type="checkbox"/><br/>                     (go to question c)                 </td> </tr> </table> | <b>Yes</b><br><input type="checkbox"/><br>(go to question c)            | <b>No</b><br><input checked="" type="checkbox"/><br>(go to question c) |
| <b>Yes</b><br><input type="checkbox"/><br>(go to question c)                                                                                                             | <b>No</b><br><input checked="" type="checkbox"/><br>(go to question c)                                                                                                                                                                                                                                                                                        |                                                                         |                                                                        |
| <b>Parent Organisation</b>                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |
| Name:                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |
| ASIC Registration Number:                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                                                        |

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

| Organisation Information (continued)                                                                                                                                               |                                                                                           |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------|
| c) Community/Non-Profit:                                                                                                                                                           | Yes<br><input checked="" type="checkbox"/>                                                | No<br><input type="checkbox"/>            |
| Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?               | Yes<br><input type="checkbox"/><br><i>(evidence must be attached to this application)</i> | No<br><input checked="" type="checkbox"/> |
| d) Government Funded:<br><i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>                                                                               | Yes<br><input type="checkbox"/><br><br><i>(go to question e &amp; f)</i>                  | No<br><input checked="" type="checkbox"/> |
| e) Funding source/s:                                                                                                                                                               |                                                                                           |                                           |
| f) Purpose:                                                                                                                                                                        |                                                                                           |                                           |
| g) Other (please specify):                                                                                                                                                         | Yes<br><input type="checkbox"/>                                                           | No<br><input checked="" type="checkbox"/> |
| <b>5. BANKING INFORMATION</b>                                                                                                                                                      |                                                                                           |                                           |
| <i>Your organisation must have its own Bank/Credit Union Account or similar</i>                                                                                                    |                                                                                           |                                           |
| Full Account Name:<br><b>MAWSON LAKES CRICKET CLUB INC</b><br><i>*do not provide account or BSB numbers*</i>                                                                       | Financial Institution Name: [REDACTED]                                                    | Branch Location: [REDACTED]               |
| <b>6. REFEREE INFORMATION</b>                                                                                                                                                      |                                                                                           |                                           |
| <i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i> |                                                                                           |                                           |
| Referee's Name:                                                                                                                                                                    | <b>ANDREW PLUMRIDGE</b>                                                                   |                                           |
| Referee's Contact Information:                                                                                                                                                     | [REDACTED]                                                                                |                                           |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

| <b>GST Declaration</b>                                                                                                                                                                                                                                                                                                     |                                         |                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.                                                                                                                               |                                         |                                        |
| Does your group/organisation have an ABN<br><small>(If Yes - Please Quote ABN:)</small><br><br><b>64 944 742 452</b><br><small>(If No, the ABN Declaration Form attached must be signed)</small>                                                                                                                           | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Is your group/organisation registered for GST                                                                                                                                                                                                                                                                              | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| <b>NB: GST Registration</b><br><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i> |                                         |                                        |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 5 of 13

| Project/Event Budget Information                                                                                         |                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Will the project or event generate income (e.g. ticket sales, entry fee etc.)?<br><i>If Yes, provide details:</i>        | <div style="display: flex; justify-content: space-around;"> <span>Yes <input type="checkbox"/></span> <span>No <input checked="" type="checkbox"/></span> </div> |
| <b>INCOME</b>                                                                                                            | <b>\$ AMOUNT</b>                                                                                                                                                 |
| Project or event generated income:                                                                                       | \$                                                                                                                                                               |
| Organisation's contribution:                                                                                             | \$                                                                                                                                                               |
| Income received from other Grants:<br><i>(list organisation(s) providing Grant funding and their contribution)</i>       | \$                                                                                                                                                               |
| Income received from sponsors:<br><i>(list sponsor(s) and their contribution)</i>                                        | \$                                                                                                                                                               |
| Donations:<br><i>(please specify the source, product or service and estimated amount of funding requested)</i>           | \$                                                                                                                                                               |
| Have you sought any other funding for the project:<br><i>(please specify the source and amount of funding requested)</i> | \$                                                                                                                                                               |
| <b>TOTAL (including GST):</b>                                                                                            | \$                                                                                                                                                               |
| What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?              | <p style="margin: 0;"><b>TIME TO ORGANIZE + DISTRIBUTION</b></p> <p style="margin: 0;"><b>\$3050 COST INCURED TO CLUB</b></p>                                    |
| <b>EXPENSES</b><br><i>(specify the proposed expense budget by item:)</i>                                                 | <b>\$ AMOUNT</b>                                                                                                                                                 |
| <b>EQUIPMENT</b>                                                                                                         | <b>\$ 5550</b>                                                                                                                                                   |
|                                                                                                                          | \$                                                                                                                                                               |
|                                                                                                                          | \$                                                                                                                                                               |
|                                                                                                                          | \$                                                                                                                                                               |
|                                                                                                                          | \$                                                                                                                                                               |
|                                                                                                                          | \$                                                                                                                                                               |
|                                                                                                                          | \$                                                                                                                                                               |
|                                                                                                                          | \$                                                                                                                                                               |
| <b>TOTAL (including GST):</b>                                                                                            | <b>\$ 5550</b>                                                                                                                                                   |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

| Summary of Project/Event Information                                                             |                                                                                                                                                |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Is the funding for:<br><i>(please tick which is applicable)</i>                                  | <input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group |
| Name of Project/Event Requiring Funding                                                          | COMMENCEMENT OF CRICKET SEASON                                                                                                                 |
| Date(s) of Project/Event<br><i>(if ongoing please state "ongoing")</i>                           | SEPTEMBER 2018                                                                                                                                 |
| Total cost of Project/Event                                                                      | \$                                                                                                                                             |
| Amount of Community Grant Funding Requested                                                      | \$ 2500                                                                                                                                        |
| Is there any other information that you may feel is relevant to your application?                |                                                                                                                                                |
| <input type="checkbox"/> There are no relevant attachments.                                      | <input type="checkbox"/> There are relevant attachments and the following documents are attached:<br>1. QUOTE FOR EQUIPMENT<br>2.              |
| <b>Which category best describes your project/event?</b><br><i>(please check all that apply)</i> |                                                                                                                                                |
| Health                                                                                           | <input type="checkbox"/>                                                                                                                       |
| Establishment of a new group                                                                     | <input type="checkbox"/>                                                                                                                       |
| Education and Training                                                                           | <input type="checkbox"/>                                                                                                                       |
| Culture / Arts                                                                                   | <input type="checkbox"/>                                                                                                                       |
| Sport / Recreation                                                                               | <input checked="" type="checkbox"/>                                                                                                            |
| Environment                                                                                      | <input type="checkbox"/>                                                                                                                       |
| Disability                                                                                       | <input type="checkbox"/>                                                                                                                       |
| Youth                                                                                            | <input type="checkbox"/>                                                                                                                       |
| Crime Prevention                                                                                 | <input type="checkbox"/>                                                                                                                       |
| Aged                                                                                             | <input type="checkbox"/>                                                                                                                       |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

| Project/Event Details                                                                                                    |                                                                                                                       |                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Previous Community Grants Program Funding</b>                                                                         |                                                                                                                       |                                                                                                 |
| Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:) | <input type="checkbox"/> Yes                                                                                          | <input checked="" type="checkbox"/> No<br><small>(go to Group/Organisation Information)</small> |
| When was the Grant funding received (month & year):                                                                      |                                                                                                                       |                                                                                                 |
| What amount of Grant funding was provided:                                                                               | \$                                                                                                                    |                                                                                                 |
| When was the previous Grant acquitted (month & year):                                                                    |                                                                                                                       |                                                                                                 |
| <b>Group/Organisation Information</b>                                                                                    |                                                                                                                       |                                                                                                 |
| Group/Organisation Name                                                                                                  | MAWSON LAKES CRICKET CLUB                                                                                             |                                                                                                 |
| Group/Organisation Description                                                                                           | SPORTING CLUB THAT PLAYS CRICKET                                                                                      |                                                                                                 |
| Group/Organisation Registered Address                                                                                    | Number/Street: MAWSON LAKES OVAL<br>CNR MAWSON LAKES BOULEVARD + MAIN NORTH RD<br>Suburb: MAWSON LAKES Postcode: 5112 |                                                                                                 |
| Is the Club Incorporated?                                                                                                | YES                                                                                                                   |                                                                                                 |
| Number of Members                                                                                                        | 90                                                                                                                    |                                                                                                 |
| % of Membership that reside in the City of Salisbury                                                                     | 80%                                                                                                                   |                                                                                                 |
| <b>Project/Event Details</b>                                                                                             |                                                                                                                       |                                                                                                 |
| Project/Event Name                                                                                                       | COMMENCEMENT OF CRICKET SEASON                                                                                        |                                                                                                 |
| Project/Event Summary                                                                                                    |                                                                                                                       |                                                                                                 |
| Date(s) of Project/Event                                                                                                 | SEPTEMBER 2018                                                                                                        |                                                                                                 |
| Location of Project/Event:                                                                                               | Number/Street:<br>Suburb: Postcode:                                                                                   |                                                                                                 |
| How will the Project/Event benefit the residents of the City of Salisbury?                                               | CLUB IS LOCATED IN THE CITY OF SALISBURY WHICH IS A CRICKET CLUB FOR ALL RESIDENTS                                    |                                                                                                 |
| How many individuals will benefit from the Project/Event?                                                                | 90                                                                                                                    |                                                                                                 |
| % of project/event participants that reside in the City of Salisbury                                                     | 80%                                                                                                                   |                                                                                                 |
| If it is an Event, is it open to the public?                                                                             | YES                                                                                                                   |                                                                                                 |
| How will the Project/Event be promoted?                                                                                  | SOCIAL MEDIA                                                                                                          |                                                                                                 |

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 8 of 13



**Project or Event Scope**

*Provide a description of the proposed project or event:*

**COMMENCEMENT OF CRICKET SEASON**

THIS PROJECT WILL SUPPLY OUR MEMBERS AND RESIDENTS OF THE CITY OF SALISBURY WITH THE ESSENTIAL EQUIPMENT TO SUCCESSFULLY AND SAFELY PARTICIPATE IN THEIR CHOSEN SPORT.

**Attachments**

There are no attachments relating to the Project or Event Scope.

The following documents are attached relating to the Project or Event Scope:

1. QUOTE FOR EQUIPMENT
- 2.
- 3.

**Benefits and Outcomes of the Project or Event**

*Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:*

THIS PROJECT WILL REDUCE THE FINANCIAL BURDEN OF ESSENTIAL EQUIPMENT NECESSARY TO SUCCESSFULLY ADMINISTER OUR CLUB FOR A 12 MONTH PERIOD BENEFITING OUR MEMBERS AND CITY OF SALISBURY RESIDENTS<sup>BY</sup> BEING ABLE TO USE FUNDS SAVED FOR CLUB EVENTS SUCH AS A CHRISTMAS SHOW FOR THEIR EXTENDED FAMILIES. TROPHIES AND UNIFORMS

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

**Support for the Project or Event**

*Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:*  
*(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.*

QUALITY CRICKET BALLS ARE CRUCIAL. OUR MEMBER BASE OF 90 PEOPLE DEPEND ON THIS EQUIPMENT TO ENJOY AND BE COMPETATIVE IN THEIR CHOSEN SPORT.  
 AFTER THE BALL HAS BEEN USED IN THE GAME IT IS THEN USED AS A PRACTICE BALL AT TRAINING, PROVIDING ATTACHMENTS OUR MEMBERS WITH A SAFE ENVIRONMENT. OVER

There are no attachments relating to Support for the Project or Event. **USED/DAMAGED BALLS ARE DISPOSED OF.**

The following documents are attached relating to Support for the Project or Event:

- 1.
- 2.
- 3.

**Project or Event Management**

Ongoing Projects or Events  
*Describe how the proposed project or event will be managed into the future:*  
*(outline how you will ensure sustainability and achieve outcomes for the project or activity)*

One-off Projects or Events  
*Describe how the proposed project or event will be managed:*  
*(outline how you will achieve outcomes for the project or activity)*

\* REQUEST A QUOTE FOR EQUIPMENT (CRICKET BALLS)  
 \* BALLS TO BE SECURED + LOCKED AWAY  
 \* THE CORRECT CRICKET BALL WILL BE ISSUED TO EACH CAPTAIN ON A WEEKLY BASIS BY THE PRESIDENT ACCORDING TO THE GRADE OF CRICKET TO BE PLAYED.  
 \* ALL MATCH BALLS WILL BE COLLECTED AND USED FOR TRAINING PURPOSES UNTIL DEEMED UNSAFE FOR PURPOSE.

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

**Application Declaration**

*Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)*

Please read, tick the S1 and S2 boxes and sign:

S1 S2

I acknowledge that I am authorised to make this application on behalf of the Organisation.

I acknowledge that the information provided in this application is true and correct.

I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.

I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.

I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

On behalf of MAWSON LAKES CLUB <sup>CRICKET</sup> (Group/Organisation)

JASON I HOLLIDAY and Kelly Williams, Treasurer  
 (Name/Position) (Name/Position)

JASON I HOLLIDAY PRESIDENT  
 (Signature 1) (Signature 2)

3/5/18 (Date) 3/5/18 (Date)

Contact (phone number): [REDACTED] Contact (phone number): [REDACTED]

Both signatories will be contacted to verify the application - a contact phone number must be provided for each. Your application will not be submitted for consideration until contact and verification has occurred, **no exception.**

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*



## Declaration Where No Australian Business Number is Required

I hereby certify that I am not required under the New Taxation System to hold an Australian Business Number (ABN), as I am not carrying out an enterprise under the New Tax System definition.

I am providing my services as:

|                                                                            | Yes                      | No                       |
|----------------------------------------------------------------------------|--------------------------|--------------------------|
| A private recreational pursuit or hobby                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| As an <b>individual</b> without a reasonable expectation of profit or gain | <input type="checkbox"/> | <input type="checkbox"/> |

As such the Council is not obliged to withhold 48.5% from payments made to me.

I confirm that the above declaration is valid for all payments made by Council to our organisation. Should the situation change and I am required to hold an Australian Business Number, I will notify Council immediately.

\_\_\_\_\_  
(Group/Organisation)

\_\_\_\_\_  
(Name/Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 13 of 13





# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

**Please ensure you have read and understood the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria document prior to completing an Application.**



*Live it up*

| Application Eligibility Checklist                                                                                                                                                                                                                                                                 |                          |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| Is the Funding For:                                                                                                                                                                                                                                                                               | Yes                      | No                                  |
| <ul style="list-style-type: none"> <li>• Money already spent?</li> </ul>                                                                                                                                                                                                                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Salaries (initial or ongoing)?<br/><i>Payment of facilitator or contractor engaged specifically to deliver program / activity under the grant may be considered</i></li> </ul>                                                                           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Recurrent administration costs?</li> </ul>                                                                                                                                                                                                               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Capital development (e.g. renovations or building changes that will be permanently part of the structure)?</li> </ul>                                                                                                                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Upgrading facilities which belong to Local, State or Commonwealth Governments?</li> </ul>                                                                                                                                                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Application from Public / Private Schools?</li> </ul>                                                                                                                                                                                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• An organisation trading as a sole trader/individual?</li> </ul>                                                                                                                                                                                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?</li> </ul> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Groups/organisations that have previously received funding and <b>NOT</b> fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?</li> </ul>                                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months.</li> </ul>                                                                                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

*If you have answered **YES** to any of these questions,  
this application is **NOT** eligible for grant funding.*

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 2 of 13

| Applicant Organisation Information                                                                                                                                |                                                                                                                                                                              |                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>1. GROUP / ORGANISATION DETAILS</b>                                                                                                                            |                                                                                                                                                                              |                                                              |
| Name:                                                                                                                                                             | MAWSON LAKES CRICKET CLUB                                                                                                                                                    |                                                              |
| Address:                                                                                                                                                          | MAWSON LAKES OVAL<br>CORNER OF MAWSON LAKES BOULEVARD & NORTH RD                                                                                                             |                                                              |
| Suburb:                                                                                                                                                           | MAWSON LAKES S.A. Postcode: 5095                                                                                                                                             |                                                              |
| <b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>                                                                       |                                                                                                                                                                              |                                                              |
| Name:                                                                                                                                                             | Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/><br>JASON HOLLIDAY |                                                              |
| Title (your role with the group/organisation):                                                                                                                    | PRESIDENT                                                                                                                                                                    |                                                              |
| Address:                                                                                                                                                          | [REDACTED]                                                                                                                                                                   |                                                              |
| Phone:                                                                                                                                                            | Landline:<br>Mobile: [REDACTED]                                                                                                                                              |                                                              |
| Email:                                                                                                                                                            | [REDACTED]                                                                                                                                                                   |                                                              |
| <b>3. COMMUNITY GRANT RESPONSIBILITY</b>                                                                                                                          |                                                                                                                                                                              |                                                              |
| Name of Person Responsible for the Grant:                                                                                                                         | Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/><br>JASON HOLLIDAY |                                                              |
| Title (role with the group/organisation):                                                                                                                         | PRESIDENT                                                                                                                                                                    |                                                              |
| <b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>                                                                                                                 |                                                                                                                                                                              |                                                              |
| How is your group/organisation managed:                                                                                                                           | COMMITTEE                                                                                                                                                                    |                                                              |
| <b>Is your organisation:</b>                                                                                                                                      |                                                                                                                                                                              |                                                              |
| a) Incorporated:                                                                                                                                                  | Yes <input checked="" type="checkbox"/><br>(go to question c)                                                                                                                | No <input type="checkbox"/><br>(go to question b)            |
| ASIC Registration Number:                                                                                                                                         | A 41002                                                                                                                                                                      |                                                              |
| b) Operated under a Parent Organisation:<br>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation) | Yes <input type="checkbox"/><br>(go to question c)                                                                                                                           | No <input checked="" type="checkbox"/><br>(go to question c) |
| <b>Parent Organisation</b>                                                                                                                                        |                                                                                                                                                                              |                                                              |
| Name:                                                                                                                                                             |                                                                                                                                                                              |                                                              |
| ASIC Registration Number:                                                                                                                                         |                                                                                                                                                                              |                                                              |

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 3 of 13

## Meeting Minutes

### Call to order

A meeting of Mawson Lakes Cricket Club was held at Para Hills Community Club on 28<sup>th</sup> May 2018.

Start of Meeting: 6:30 pm

### Attendees

Attendees included Jason Holliday - *President*, Ethan Inglis - *Secretary*, Kelly Williams - *Treasurer*, James Ray, George Kanaris & Somesh Jagga.

### Members not in attendance

Members not in attendance included Nitin Grover & Jason Sloan.

### Order of Business

- **LAST MEETING Minutes:**
  - Senior/Junior Presentation
    - [REDACTED]
  - Sponsors 2018/2019
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
  - Council Grant
    - Committee voted on Grant for new cricket balls.
    - Quote for new cricket balls- \$5550
    - four teams worth of balls. See Grant section.
  - Urgent Need for Black Clay (Cricket Pitch)
    - [REDACTED]
    - [REDACTED]
  - Pay Wave/ EFTPOS Device for Club (*Has arrived, waiting to be set up.*)
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]



- [Redacted]  
• New ATCA T20 Competition.  
• [Redacted]  
• [Redacted]  
• [Redacted]

Next Meeting:  
• [Redacted]  
• [Redacted]

End of Meeting 8:30 pm

  
Secretary

28/05/18  
Date of approval

| Organisation Information (continued)                                                                                                                                               |                                                                                           |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------|
| c) Community/Non-Profit:                                                                                                                                                           | Yes<br><input checked="" type="checkbox"/>                                                | No<br><input type="checkbox"/>            |
| Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?               | Yes<br><input type="checkbox"/><br><i>(evidence must be attached to this application)</i> | No<br><input checked="" type="checkbox"/> |
| d) Government Funded:<br><i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>                                                                               | Yes<br><input type="checkbox"/><br><br>(go to question e & f)                             | No<br><input checked="" type="checkbox"/> |
| e) Funding source/s:                                                                                                                                                               |                                                                                           |                                           |
| f) Purpose:                                                                                                                                                                        |                                                                                           |                                           |
| g) Other (please specify):                                                                                                                                                         | Yes<br><input type="checkbox"/>                                                           | No<br><input checked="" type="checkbox"/> |
| <b>5. BANKING INFORMATION</b>                                                                                                                                                      |                                                                                           |                                           |
| <b>Your organisation must have its own Bank/Credit Union Account or similar</b>                                                                                                    |                                                                                           |                                           |
| Full Account Name:<br><b>MAWSON LAKES CRICKET CLUB INC</b><br><i>*do not provide account or BSB numbers*</i>                                                                       | Financial Institution Name: [REDACTED]                                                    | Branch Location: [REDACTED]               |
| <b>REFeree INFORMATION</b>                                                                                                                                                         |                                                                                           |                                           |
| <b>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</b> |                                                                                           |                                           |
| Referee's Name:                                                                                                                                                                    | <b>ANDREW PLUMRIDGE</b>                                                                   |                                           |
| Referee's Contact Information:                                                                                                                                                     | [REDACTED]                                                                                |                                           |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

**GST Declaration**

I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.

|                                                                                                                                                                                  |                                         |                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| Does your group/organisation have an ABN<br><i>(If Yes - Please Quote ABN:)</i><br><br><b>64 244 742 452</b><br><i>(If No, the ABN Declaration Form attached must be signed)</i> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Is your group/organisation registered for GST                                                                                                                                    | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |

**NB: GST Registration**

*If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.*

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Community Grant Application - Page 5 of 13

| Project/Event Budget Information                                                                                         |                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Will the project or event generate income (e.g. ticket sales, entry fee etc.)?<br><i>If Yes, provide details:</i>        | Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input checked="" type="checkbox"/></span> |
| <b>INCOME</b>                                                                                                            | <b>\$ AMOUNT</b>                                                                                             |
| Project or event generated income:                                                                                       | \$                                                                                                           |
| Organisation's contribution:                                                                                             | \$                                                                                                           |
| Income received from other Grants:<br><i>(list organisation(s) providing Grant funding and their contribution)</i>       | \$                                                                                                           |
| Income received from sponsors:<br><i>(list sponsor(s) and their contribution)</i>                                        | \$                                                                                                           |
| Donations:<br><i>(please specify the source, product or service and estimated amount of funding requested)</i>           | \$                                                                                                           |
| Have you sought any other funding for the project:<br><i>(please specify the source and amount of funding requested)</i> | \$                                                                                                           |
| <b>TOTAL (including GST):</b>                                                                                            | <b>\$</b>                                                                                                    |
| What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?              | <b>TIME TO ORGANIZE + DISTRIBUTION</b><br><b>\$3050 COST INCURED TO CLUB</b>                                 |
| <b>EXPENSES</b><br><i>(specify the proposed expense budget by item:)</i>                                                 | <b>\$ AMOUNT</b>                                                                                             |
| <b>EQUIPMENT</b>                                                                                                         | <b>\$ 5550</b>                                                                                               |
|                                                                                                                          | \$                                                                                                           |
|                                                                                                                          | \$                                                                                                           |
|                                                                                                                          | \$                                                                                                           |
|                                                                                                                          | \$                                                                                                           |
|                                                                                                                          | \$                                                                                                           |
|                                                                                                                          | \$                                                                                                           |
|                                                                                                                          | \$                                                                                                           |
| <b>TOTAL (including GST):</b>                                                                                            | <b>\$ 5550</b>                                                                                               |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

| Summary of Project/Event Information                                                             |                                                                                                                                                |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Is the funding for:<br><i>(please tick which is applicable)</i>                                  | <input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group |
| Name of Project/Event Requiring Funding                                                          | COMMENCEMENT OF CRICKET SEASON                                                                                                                 |
| Date(s) of Project/Event<br><i>(if ongoing please state "ongoing")</i>                           | SEPTEMBER 2018                                                                                                                                 |
| Total cost of Project/Event                                                                      | \$ 5550                                                                                                                                        |
| Amount of Community Grant Funding Requested                                                      | \$ 2500                                                                                                                                        |
| Is there any other information that you may feel is relevant to your application?                |                                                                                                                                                |
| <input type="checkbox"/> There are no relevant attachments.                                      | <input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached:<br>1. QUOTE FOR EQUIPMENT<br>2.   |
| <b>Which category best describes your project/event?</b><br><i>(please check all that apply)</i> |                                                                                                                                                |
| Health                                                                                           | <input type="checkbox"/>                                                                                                                       |
| Establishment of a new group                                                                     | <input type="checkbox"/>                                                                                                                       |
| Education and Training                                                                           | <input type="checkbox"/>                                                                                                                       |
| Culture / Arts                                                                                   | <input type="checkbox"/>                                                                                                                       |
| Sport / Recreation                                                                               | <input checked="" type="checkbox"/>                                                                                                            |
| Environment                                                                                      | <input type="checkbox"/>                                                                                                                       |
| Disability                                                                                       | <input type="checkbox"/>                                                                                                                       |
| Youth                                                                                            | <input type="checkbox"/>                                                                                                                       |
| Crime Prevention                                                                                 | <input type="checkbox"/>                                                                                                                       |
| Aged                                                                                             | <input type="checkbox"/>                                                                                                                       |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

| Project/Event Details                                                                                                    |                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Previous Community Grants Program Funding</b>                                                                         |                                                                                                                                                               |
| Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:) | <input type="checkbox"/> Yes <span style="margin-left: 100px;"><input checked="" type="checkbox"/> No</span><br><i>(go to Group/Organisation Information)</i> |
| When was the Grant funding received (month & year):                                                                      |                                                                                                                                                               |
| What amount of Grant funding was provided:                                                                               | \$                                                                                                                                                            |
| When was the previous Grant acquitted (month & year):                                                                    |                                                                                                                                                               |
| <b>Group/Organisation Information</b>                                                                                    |                                                                                                                                                               |
| Group/Organisation Name                                                                                                  | MAWSON LAKES CRICKET CLUB                                                                                                                                     |
| Group/Organisation Description                                                                                           | SPORTING CLUB THAT PLAYS CRICKET                                                                                                                              |
| Group/Organisation Registered Address                                                                                    | Number/Street: MAWSON LAKES OVAL<br>CNR MAWSON LAKES BOULEVARD + MAIN NORTH RD<br>Suburb: MAWSON LAKES Postcode: 5095                                         |
| Is the Club Incorporated?                                                                                                | YES                                                                                                                                                           |
| Number of Members                                                                                                        | 90                                                                                                                                                            |
| % of Membership that reside in the City of Salisbury                                                                     | 80%                                                                                                                                                           |
| <b>Project/Event Details</b>                                                                                             |                                                                                                                                                               |
| Project/Event Name                                                                                                       | COMMENCEMENT OF CRICKET SEASON                                                                                                                                |
| Project/Event Summary                                                                                                    | COMMENCEMENT OF CRICKET SEASON                                                                                                                                |
| Date(s) of Project/Event                                                                                                 | SEPTEMBER 2018                                                                                                                                                |
| Location of Project/Event:                                                                                               | Number/Street: MAWSON LAKES OVAL<br>CNR MAWSON LAKES BOULEVARD + MAIN NORTH ROAD<br>Suburb: MAWSON LAKES Postcode: 5095                                       |
| How will the Project/Event benefit the residents of the City of Salisbury?                                               | CLUB IS LOCATED IN THE CITY OF SALISBURY WHICH IS A CRICKET CLUB FOR ALL RESIDENTS                                                                            |
| How many individuals will benefit from the Project/Event?                                                                | 90                                                                                                                                                            |
| % of project/event participants that reside in the City of Salisbury                                                     | 80%                                                                                                                                                           |
| If it is an Event, is it open to the public?                                                                             | YES                                                                                                                                                           |
| How will the Project/Event be promoted?                                                                                  | SOCIAL MEDIA                                                                                                                                                  |

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Community Grant Application - Page 8 of 13

| <b>Grant Money Requested</b>                                                                                           |                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amount Requested</b>                                                                                                | \$ 2,500                                                                                                                                                                                                                         |
| <b>Itemised Breakdown of Costs:</b>                                                                                    |                                                                                                                                                                                                                                  |
| <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i> |                                                                                                                                                                                                                                  |
| CRICKET BALLS                                                                                                          | \$ 2,500                                                                                                                                                                                                                         |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
|                                                                                                                        | \$                                                                                                                                                                                                                               |
| <b>TOTAL (including GST):</b>                                                                                          | <b>\$ 2,500</b>                                                                                                                                                                                                                  |
| <b>Quote Attached:</b><br><i>A detailed, current quote <u>must</u> be provided with the application.</i>               | <input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span><br><i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i> |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*



| Project or Event Scope                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Provide a description of the proposed project or event:</i></p> <p style="text-align: center;"><b>COMMENCEMENT OF CRICKET SEASON</b></p> <p>THIS PROJECT WILL SUPPLY OUR MEMBERS AND RESIDENTS OF THE CITY OF SALISBURY WITH THE ESSENTIAL EQUIPMENT TO SUCCESSFULLY AND SAFELY PARTICIPATE IN THEIR CHOSEN SPORT.</p> <p><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> <li>1. QUOTE FOR EQUIPMENT</li> <li>2.</li> <li>3.</li> </ol> |

| Benefits and Outcomes of the Project or Event                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p>THIS PROJECT WILL REDUCE THE FINANCIAL BURDEN OF ESSENTIAL EQUIPMENT NECESSARY TO SUCCESSFULLY ADMINISTER OUR CLUB FOR A 12 MONTH PERIOD BENEFITING OUR MEMBERS AND CITY OF SALISBURY RESIDENTS<sup>BY</sup> BEING ABLE TO USE FUNDS SAVED FOR CLUB EVENTS SUCH AS A CHRISTMAS SHOW FOR THEIR EXTENDED FAMILIES. TROPHIES AND UNIFORMS</p> |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

**Support for the Project or Event**

Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:  
 (include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.)

QUALITY CRICKET BALLS ARE CRUCIAL. OUR MEMBER BASE OF 90 PEOPLE DEPEND ON THIS EQUIPMENT TO ENJOY AND BE COMPETATIVE IN THEIR CHOSEN SPORT.

AFTER THE BALL HAS BEEN USED IN THE GAME IT IS THEN USED AS A PRACTICE BALL AT TRAINING, PROVIDING ATTACHMENTS OUR MEMBERS WITH A SAFE ENVIRONMENT. OVER

There are no attachments relating to Support for the Project or Event. <sup>USED/DAMAGED BALLS ARE DISPOSED OF.</sup>

The following documents are attached relating to Support for the Project or Event:

- 1.
- 2.
- 3.

**Project or Event Management**

Ongoing Projects or Events  
 Describe how the proposed project or event will be managed into the future:  
 (outline how you will ensure sustainability and achieve outcomes for the project or activity)

One-off Projects or Events  
 Describe how the proposed project or event will be managed:  
 (outline how you will achieve outcomes for the project or activity)

\* REQUEST A QUOTE FOR EQUIPMENT (CRICKET BALLS)

\* BALLS TO BE SECURED + LOCKED AWAY

\* THE CORRECT CRICKET BALL WILL BE ISSUED TO EACH CAPTAIN ON A WEEKLY BASIS BY THE PRESIDENT ACCORDING TO THE GRADE OF CRICKET TO BE PLAYED.

\* ALL MATCH BALLS WILL BE COLLECTED AND USED FOR TRAINING PURPOSES UNTIL DEEMED UNSAFE FOR PURPOSE.

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

**Application Declaration**

**Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)**

Please read, tick the S1 and S2 boxes and sign:

S1 S2

I acknowledge that I am authorised to make this application on behalf of the Organisation.

I acknowledge that the information provided in this application is true and correct.

I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.

I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.

I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

On behalf of MAWSON LAKES CRICKET CLUB (Group/Organisation)

JASON I HOLLIDAY and Kelly Williams, Treasurer  
 (Name/Position) (Name/Position)  
PRESIDENT

[Signature] (Signature 1) [Signature] (Signature 2)

3/5/18 (Date) 3/5/18 (Date)

Contact (phone number): [Redacted] Contact (phone number): [Redacted]

Both signatories will be contacted to verify the application - a contact phone number must be provided for each. Your application will not be submitted for consideration until contact and verification has occurred, **no exception.**

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered