



AGENDA

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

11 FEBRUARY 2019 AT 6:30 PM

IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY

MEMBERS

Cr A Duncan (Chairman)
Mayor G Aldridge (ex officio)
Cr L Braun
Cr C Buchanan (Deputy Chairman)
Cr D Hood
Cr S Ouk
Cr S Reardon
Cr A Duncan
Cr N Henningsen

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

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Sport, Recreation and Grants Committee Meeting held on 14 January 2019.

REPORTS

Administration

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Community Grants

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OTHER BUSINESS

CLOSE



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

14 JANUARY 2019

MEMBERS PRESENT

Cr A Duncan (Chairman)
Mayor G Aldridge (ex officio)
Cr L Braun
Cr C Buchanan (Deputy Chairman)
Cr N Henningsen
Cr D Hood
Cr S Ouk
Cr S Reardon (*from 6.35 pm*)

OBSERVERS

Cr K Grenfell
Cr P Jensen
Cr J Woodman

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 6.34 pm.

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

APOLOGIES

There were no Apologies.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr N Henningsen
Seconded Mayor G Aldridge

The Minutes of the Sport, Recreation and Grants Committee Meeting held on 04 December 2018, be taken and read as confirmed.

CARRIED

REPORTS

Administration

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

Moved Mayor G Aldridge
Seconded Cr C Buchanan

1. The information be received.

CARRIED

Community Grants

7.2.1 Youth Sponsorship Applications - November & December 2018

Moved Mayor G Aldridge
Seconded Cr N Henningsen

1. The information be received.

CARRIED

7.2.2 Community Grants Program Applications for January 2019

Moved Cr C Buchanan
Seconded Cr L Braun

1. The information be received and noted.

CARRIED

7.2.3 27/2018: UniSA Eagles Gridiron Club - Community Grants Program Report

Moved Cr N Henningsen
Seconded Cr L Braun

1. The information be received and noted.

CARRIED

7.2.4 **29/2018: North Pines Sports and Social Club - Community Grants Program Application**

Cr C Buchanan declared an actual conflict of interest on the basis of being the President of the North Pines Sports and Social Club. Cr Buchanan left the meeting at 6.37 pm.

Moved Mayor G Aldridge
Seconded Cr L Braun

1. The information be received and noted.

CARRIED

Cr C Buchanan returned to the meeting at 6.39 pm.

7.2.5 **Community Event Sponsorship Funding**

Moved Mayor G Aldridge
Seconded Cr N Henningsen

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, that the following applications are approved through Round two (2) of Community Events Sponsorship Program:
 - a. Grant No. 1/2019: Karrendi Primary School, application for \$4,077 for the 50th Anniversary Celebration (Parafield Gardens).
 - b. Grant No. 2/2019: Australian Refugee Association, application for \$5,000 for the ARA's Healthy Living Expo (Salisbury Primary School).
2. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, the following application is provided in principle support and will be considered for approval through Round two (2) of Community Events Sponsorship Program subject to the provision of a more detailed budget in February 2019:
 - a. Grant No. 3/2019: Game Fishing Club of South Australia application for \$5,000 for the Mawson Lakes Carp Fishing Competitions (held in conjunction with Salisbury Plays (Mawson Lakes).
3. Note that the following acquittals be received;
 - a. Mawson Lakes Community Church, Project Acquittal Report for The John Maxwell Team Global Youth Initiative (Mawson Lakes).
 - b. Para Vista Preschool – 7, Project Acquittal Report for the 50th Anniversary Celebration
 - c. United Way South Australia for the Read Aloud Open Day @ Parafield Airport.

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4. Note that the following acquittal remains outstanding due to timing of the event;
 - a. The Gilles Plains Lions Club (who auspiced the application from the Mawson Lakes Lions sub-branch) for the Mawson Lakes Carols.

CARRIED

OTHER BUSINESS

SRG-OB1 Grants for Defibrillators

Moved Cr D Hood
Seconded Cr C Buchanan

That a report be provided regarding the establishment of a new grant funding program for assisting sporting and community clubs in the City of Salisbury to purchase defibrillators.

CARRIED

The meeting closed at 6.42 pm.

CHAIRMAN.....

DATE.....

ITEM	7.0.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 February 2019
HEADING	Future Reports for the Sport, Recreation and Grants Committee
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	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 At the time of preparing this report, there are currently no resolutions of Council requiring a further report to be presented to the Sport, Recreation and Grants Committee.

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: 04/02/2019

ITEM	7.2.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 February 2019
HEADING	Community Grants Program Applications for February 2019
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This report outlines the Community Grants Program Applications submitted for the February 2019 round. One application is submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. One application is pending further information.

RECOMMENDATION

1. The information be received and noted.

ATTACHMENTS

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

1. Community Grants Program Guidelines and Eligibility Criteria

1. BACKGROUND

- 1.1 Two (2) applications were received for the February 2019 round of Community Grants of which one (1) is submitted for consideration and one (1) is waiting for further information.

2. REPORT

- 2.1 One (1) application is presented for the February 2019 round of Community Grants for consideration, of which is deemed compliant and listed below:
 - 2.1.1 01/2019: Walk With Wings Inc.
Agenda item 7.2.2; Sport, Recreation and Grants Committee; 11/02/2019
- 2.2 One (1) application received for the February 2019 round of Community Grants requires further information and will be submitted for consideration once the information has been received:
 - 2.2.1 02/2019: Brahma Lodge Sports Club Inc.
- 2.3 The Community Grant Funding budget allocation for 2018/2019 is \$82,000.

- 2.4 The monies committed to the one (1) compliant application for the February 2019 round, if approved is **\$2,500.00**.
- 2.5 The remaining balance of the grant funding if the one (1) application is approved is **\$50,550.00**.

3. CONCLUSION / PROPOSAL

- 3.1 One (1) Community Grants Program application is presented for funding consideration at the Sport, Recreation and Grants Committee meeting in February 2019.
- 3.2 One (1) Community Grants Program Application requires further information and will be presented once the information has been received.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 04/02/2019

Effective 27 November 2017



Community Grants Program

Guidelines and Eligibility Criteria



live it up

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City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

This document sets out the application process for organisations and groups wanting to apply for a Community Grant with the City of Salisbury. Applicants should review these Guidelines and Eligibility Criteria document carefully before submitting the organisation or group's application form. By submitting an Application Form your organisation or group agrees and acknowledges that it is bound by these Guidelines and Eligibility Criteria.

Applications must not be lodged unless all the eligibility criteria are met. The organisation or group must notify the Community Grants Program if it becomes aware that any of the criteria will not be met subsequent to the application being lodged.

If the organisation or group becomes aware that the application form is incorrect or requires updating the application form must be resubmitted with the correct and updated information.

The organisation or group acknowledges that it places no reliance on, and the Community Grants Program have not made any promise or statement, in association with the organisation or group's chances of receiving a Community Grant.

If you require any assistance in completing your application, please phone 8406 8352 and a City of Salisbury staff member will be happy to help you.

1. Introduction

- 1.1. The City of Salisbury, through its Community Grants Program, aims to encourage, develop and support community projects and events that provide a service to residents of the City of Salisbury, which foster opportunities for community participation and development.
- 1.2. The guidelines contained within this document outline the types of projects and events that will be considered for community grant funding. Eligible organisations or groups are invited to apply for up to \$5,000 to assist with projects and events:
 - Community Grants are bound to an upper limit of **\$2,500.00**;
 - For new groups an establishment grant may be available which is limited to a maximum of \$2,500 for an unincorporated (not-for-profit) group and \$5,000 for an incorporated group.
- 1.3. The Sport Recreation and Grants Committee may choose to allocate funding at an amount less than the maximum at its absolute discretion.
- 1.4. The Community Grants Program is open for applications year round and applications are submitted monthly.

Community Grants Program Guidelines and Eligibility Criteria - Page 3 of 18

2. Submitting an Application

- 2.1. A new application form is required every funding round and the **current** *Community Grant Application Form* must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:
www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 2.2. The application form can be completed by:
 - Downloading the *Current Community Grant Application Form - Print & Complete [Handwriting Version]* form, print the form and complete by hand; **or**
 - Downloading the *Current Community Grant Application - Fillable PDF Form [Electronic Version]* form, save to your computer, complete electronically and print the completed form for submission or email direct using the email button.
- 2.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 2.4. Applicants are encouraged to submit their completed application via email to:
city@salisbury.sa.gov.au.
- 2.5. Where email is not possible applications can be:

Faxed to:	8281 5466
Posted to:	City of Salisbury Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 12 James Street SALISBURY SA 5108
- 2.6. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 2.7. If assistance is required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you.

3. Community Grants Program Aim and Objectives

Aim

- 3.1. The Community Grants Program aims to uphold and improve community participation and development by providing financial assistance for activities, services and projects that support activities and services that sustain and/or enhance health and wellbeing, community participation, sport and recreation and supports Sister City and Friendship City relationships.

Objectives

- 3.2. The objectives of the Community Grants Program are to:
 - Increase opportunities for social activity and community participation: *increases in engagement, trust, respectfulness or collaboration; capacity to get involved in community groups or networks;*
 - Improve health behaviours and support healthy choices: *increases in improved mental health, physical activity, resilience and optimism and nutrition;*
 - Provide funds for one off projects or events that have a benefit for residents of the City of Salisbury: *better connected community, safer community, resourcefulness and interaction.*

4. Funding Rounds Opening and Closing Dates

- 4.1. The Community Grants Program funding rounds are open on an ongoing, rolling basis and are assessed monthly. Applications can be submitted at any time and will be processed in the next funding round.
- 4.2. Application forms must be properly completed and successfully received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th 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. It is the responsibility of the Applicant to ensure the application form is properly completed and successfully submitted before the deadline.

5. Community Grants Program Categories

Community Grants Program funding is available under the following categories:

- Community Grant
- Community Grant – Establishment of a new group
- Community Grant - Event (*applicants must organise public liability insurance*)
- Community Grant - Project
- Community Grant Event - Christmas Carols

6. Types of Community Grants and Amount of Funding

Different levels of funding are available to eligible organisations under the following categories:

- Community Grant – Event: up to \$2,500 per year
- Community Grant Event – Christmas Carols: up to \$2,500 per year
- Community Grant – Project: up to \$2,500 per year
- Community Grant: up to \$2,500 per year
- New Establishment Grant for Non-incorporated, Not for Profit, organisations: up to \$2,500
- New Establishment Grant for Incorporated organisations: up to \$5,000

7. Eligible Areas

- Health
- Establishment of a new group
- Education and Training
- Sport / Recreation
- Environment
- Culture / Arts
- Disability
- Youth
- Crime Prevention
- Aged
- Event

Community Grants Program Guidelines and Eligibility Criteria - Page 6 of 18

8. Eligibility to Apply

Eligible Organisations

- 8.1. The Community Grants Program will only provide funds to eligible organisations and groups that have not-for-profit objectives:
- Non-Government, Incorporated community organisation or group;
 - Non-incorporated organisations endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission. DGR status must be maintained until such time as the community grant is acquitted and evidence must be provided with the community grant application.
 - The group/organisation must be established as a legally constituted incorporated organisation or can demonstrate they are auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury*.
 - The group/organisation has a satisfactory management structure (e.g. President, Secretary, Treasurer). Evidence must be provided by way of meeting minutes that the group/organisation's committee has endorsed submission of the Community Grant Application.
 - Where applicable, the group/organisation has not received a Community Grant from the City of Salisbury within twelve months of submitting this application.
 - The organisation or group must hold a current bank account in South Australia in its name (i.e. the name of the organisation or group applying for the Community Grant must have their bank account in the same name).

** Legal entity details are checked with the Australian Business Register (ABR) website. If the organisation or group's legal entity is not clearly listed on the ABR website the Community Grants Program will request a copy of the legal entity's Certificate of Incorporation or Registration.*

Non-Eligible Organisations

- 8.2. Funding will not be considered for the following:
- An organisation trading as a Sole Trader or Individual including applications placed by organisations on behalf of individuals;
 - An organisation that is a non-incorporated body and is not auspiced by 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;
 - Organisations that are seeking commercial gain from the project (either directly or indirectly);
 - Organisations that have any outstanding acquittals and associated documents for any previous Community Grants Program funding;
 - Money already spent or funding of existing debts or shortfalls;
 - Salaries (initial or on-going);

Community Grants Program Guidelines and Eligibility Criteria - Page 7 of 18

- Recurrent administration or ongoing costs;
 - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
 - Upgrading facilities which belong to Local, State or Commonwealth Governments;
 - Educational programs in schools and other formal educational institutions;
 - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
 - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
 - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
 - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.

9. Eligible Items

Funding will be considered for the following:

9.1. Equipment

- 9.1.1. Funding may be considered for equipment purchases that are integral to a project or event providing the application demonstrates how the equipment will support delivery of the program or event. All items must be justified and be relevant to the project/event.

9.2. Administration and Organisational Costs

- 9.2.1. An organisation or group's start-up administration costs, including:
- capital equipment (e.g. computers, office furniture, machinery, tools, sport equipment etc.);
 - consumables;
- All items must be justified and be relevant to starting up the organisation or group.

9.3. Replacement Items

- 9.3.1. Consideration will be given to replacing items previously funded through the Community Grants Program after a reasonable period of time has elapsed and where sufficient justification for replacement is provided.

9.4. Public Events and Tournaments

- 9.4.1. Funding may be considered for eligible items related to the costs associated with exhibitions, fairs, festivals, entertainment, sport and leisure events. Eligible items include costumes and accessories, sport uniforms and equipment, hall hire, bus hire, marquee & furniture hire, trophies, medals, musical instruments, public address equipment.

9.5. New Establishment Grant

- 9.5.1. Applications to establish a new organisation or group must address the sustainability of the service or program and must include evidence that the program and the organisation will have sufficient resources or foundation to maintain the program once the Community Grants Program funds have been expended.

10. Ineligible Items

Funding will not be considered for the following:

10.1. *Projects or items not deemed consistent with the Community Grants Program Aim and Objectives*

- 10.1.1. Funding for projects that support activities that are not consistent with the City of Salisbury's Aim and Objectives will not be considered.

10.2. *Existing Projects*

- 10.2.1. Projects or events that have already commenced with the exception of those considered to be a significant new direction or enhancement of an existing project.

10.3. *Expenses*

- Accommodation costs;
- Personal transportation costs such as fuel expenses and maintenance;
- Vehicle acquisition.

10.4. *Administration and Organisational Costs*

- 10.4.1. An organisation's **ongoing business**, administration or **day-to-day** running costs, including:
- capital equipment (e.g. computers, office furniture, machinery, tools etc.);
 - vehicles (used for business or administration purposes);
 - fundraising activities (for commercial, competition and/or event door prizes);
 - consumables (e.g. paper, toner, stationery, equipment etc.);
 - maintenance and repairs;
 - service charges (including additional warranties, service agreements and maintenance).

However, some administrative costs may be considered if directly and exclusively associated with the establishment of the project.

10.5. *Wages and Salaries*

- 10.5.1. Wages, salary payments or consideration of any type (e.g. payment to presenters/trainers/instructors including gifts for services/guest speakers etc.).

10.6. *Memberships and Fees*

- 10.6.1. Memberships and fees (e.g. physical fitness centre memberships, club memberships, entrance fees).

10.7. Existing Debts and Shortfalls

- 10.7.1. Reimbursement of expenses incurred by the organisation prior to grant funds being approved.

10.8. Other Exclusions

- 10.8.1. Equipment and services that are not supported by a program of activities and services.

11. Application Process

- 11.1. An acknowledgement letter will be posted within ten (10) working days of receiving the application. Community Grants Program Staff may contact you via post or email to seek further information. Community Grants Program Staff will contact both signatories to verify the application (application will not proceed until verification has occurred).
- 11.2. Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information. Applicants are requested to submit additional information within the timeframe for submission to the next round. Should the additional information not be received within three (3) months of receipt of the original application the application will be deemed ineligible and the organisation or group must submit a new application should it wish to proceed with applying for Community Grant funding.
- 11.3. Any changes in circumstances with regard to the Application must be made in writing; such as: resignation of the person responsible for the Grant, contact person details, change of address, change of ABN or any other variation to that listed on the Application. Receipt of the variation will be acknowledged in writing and the organisation or group may be asked for further information or to resubmit their Application.

Assessment of Applications

- 11.4. All applications are submitted to and assessed by the Sport, Recreation and Grants Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report. This means that all information contained within the application forms part of a public document and as such can be inspected by anyone. Reports presented to the Sport, Recreation and Grants Committee is also accessible via the City of Salisbury website.
- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.
- 11.7. Applications are assessed on merit and a comparative assessment made of all applications to establish priority for funding. Funding should not be anticipated or believed to be automatic.
- 11.8. Final decisions on all applications are at the discretion of Sport, Recreation and Grants Committee.
- 11.9. Applications in excess of available grant funds may result in some applications not being approved, being approved for a reduced amount or being deferred to a subsequent funding round even though they meet the eligibility requirements.

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12. Funding Criteria

The following criteria are examined when assessing applications:

12.1. *Aim and Objectives*

- 12.1.1. The project must meet the Aim and Objectives of the Community Grants Program.

12.2. *Target Group*

- 12.2.1. The primary target group for projects and events must be the City of Salisbury community.

12.3. *Project Outcomes*

- 12.3.1. The project must provide one or more of the following outcomes for the City of Salisbury community:
- promote and enhance healthy lifestyles, particularly nutrition, physical activity and mental wellbeing;
 - encourage involvement in community activities;
 - reduce social isolation;
 - encourage supportive and safe communities;
 - address gaps in local services;
 - Social Connectedness; and
 - Mental Wellness.

12.4. *Contribution*

- 12.4.1. Organisations and groups are expected to contribute towards the project. This can be financial or in-kind (such as the provision of volunteer labour costs).

12.5. *Value for Money*

- 12.5.1. Grant funds requested must be proportional to the benefits provided and the number of members/residents targeted by the project.

13. Community Grant Application

- 13.1. Applicants must address the following points in their application for Community Grants Program funding:

Target Group

- 13.2. Applications must identify the target group in the City of Salisbury that is the subject of the project. Where possible it is advantageous to provide evidence that the target group:
- is the focus of the project or event;
 - has been consulted about and is involved in the project or event;
 - is committed to actively participating in the project or event in significant numbers; and
 - has expressed support for the project or event.

- 13.3. The application must outline details of the relationship of the applicant to the target group.

Project or Event Plan

- 13.4. Provide a Project/Event Plan which details the activities and services that will be facilitated. The Project/Event Plan should include:
- details of the proposed program of activities and services including frequency and duration (this refers to the activities that will be supported by the project, or the items or services to be purchased with grant funds);
 - timeframes and how the project will be implemented, facilitated, and monitored;
 - details of the benefits/outcomes that the target group will derive from the project; and
 - details of how the project will meet any of the Community Grants Program Aim and Objectives.

Budget Plan

- 13.5. Provide a Budget Plan with details of the items/services to be purchased or works to be undertaken for the project. The Budget Plan must be reasonably costed and include:
- total cost of the project or event;
 - the amount of grant funds requested;
 - funds committed to the project by the applicant (this contribution can be financial or in-kind);
 - funds committed to the project from other sources, such as donations, funding from other stakeholders, funding from other grant sources; and
 - one quotation for each item requested.
- 13.6. Note that quotations must include GST and be sufficiently formal to clearly identify the proposed supplier and the items requested.

Evaluation Plan

- 13.7. Provide an Evaluation Plan appropriate to the complexity of the project and the level of funding requested. This must include details of:
- measures that will be taken to gather information to evaluate the project;
 - criteria that will be used to measure the success of the project; and
 - how information gathered for evaluation will be used to enhance/direct the project.
- 13.8. The Evaluation Plan is essential to the application and will form the basis of the Project Evaluation that must be provided as part of the grant acquittal at the conclusion of the project.

Other Requirements

- 13.9. In addressing the above points, applications must provide a level of detail that is in proportion to the amount of funds requested and the complexity of the project. Organisations applying for funding must demonstrate, where applicable:
- a capacity to provide infrastructure, administrative and operating costs;
 - an ability to support the project beyond the grant period; and
 - the availability of volunteer support for the ongoing viability of the project.

14. Referees

- 14.1. Referees listed on the application may be contacted regarding their support and should be informed of their inclusion prior to the application being submitted. Members of the Management Committee cannot be a referee. Written evidence is not required of the referees support.

15. Financial Information

- 15.1. The organisation or group must hold a current bank account in South Australia in its name. The account name (the organisation or group, not the type of account – i.e. savings, cheque), financial institution name (the name of the bank or credit union) and the location (city/suburb of where the account is held) is the only information required. BSB and account numbers are not required to be submitted on the application.

16. Application Outcome

- 16.1. All applicants will receive written notification via post regarding the outcome of their application.

Unsuccessful Applicants

- 16.2. If applicants are unsuccessful they are encouraged to phone or request an appointment with the Community Grants Program staff to receive feedback about the decision and where applicable aspects of the application that may be improved should the applicant wish to resubmit.

17. Expenditure of Community Grants Program Funds

Successful Applicants - Contractual Obligations

- 17.1. Successful applicants will receive a notification letter and Acceptance of Community Grant – Form 1 which is a legally binding agreement detailing the terms and conditions of funding. The Acceptance letter contains obligations which include agreed project or event outcomes and timeframes, acquittal, reporting and evaluation requirements. Agreements will be in place for a six (6) month period.
- 17.2. Organisations or groups that are awarded a community grant must only use their community grant to implement their project or event as outlined in their application form and spent in accordance with the conditions of the agreement.
- 17.3. Any proposed change to the project or expenditure of grant funds must be requested in writing to the Community Grants Program.
- 17.4. Organisations or groups must spend their Community Grant within six (6) months of receipt of Community Grant funding or they may be asked to return all or part of the funding. Unspent Community Grant funds must be returned to the City of Salisbury at the end of the project/event period. An unspent amount less than \$10.00 is not required to be returned.
- 17.5. Checks are undertaken to ensure that all information provided can be substantiated and that the Community Grant funding was spent on eligible items. All tax invoices and/or receipts submitted with the acquittal documentation must contain the business name, date of transaction, contact details and ABN number listed (where applicable) of the supplier. All items must be clearly identifiable and listed separately.
- 17.6. Where valid tax invoices or receipts cannot be produced the organisation or group will be requested to complete a statutory declaration, declaring that the Community Grant funding was used to purchase eligible items. Failure to provide valid tax invoices or receipts may result in the organisation or group's ineligibility for any future Community Grants regardless of completion of a statutory declaration. Failure to complete a statutory declaration will result in the organisation or group being requested to return the applicable Community Grant funding.

18. Goods and Services Tax (GST)

- 18.1. If the organisation or group is registered for GST and the application for Community Grant funding is successful, a tax invoice must be provided with the Acceptance of Community Grant Form before payment can be made. Furthermore, the Grant will be subject to GST and the organisation or group will be liable to remit the GST component to the Australian Taxation Office.
- 18.2. The Tax Invoice must clearly state the words **TAX INVOICE, Business Name, ABN and the approved Grant funding amount including GST.**

ABN Declaration

- 18.3. If the organisation or group does not have an ABN, an ABN Declaration must be completed as part of the application process.
- 18.4. Furthermore, if the organisation or group does not have an ABN, the City of Salisbury may be obliged to withhold tax from Grant payments at the highest marginal tax rate (currently 48.5%) unless a "Statement by a Supplier" is completed to justify the City of Salisbury not withholding from the payment. This document is contained within the Community Grants Program Application Form "Declaration Where No Australian Business Number is Required".
- 18.5. For more details, contact the Australian Tax Office on **132 866**.

19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.

20. Accountability and Reporting Requirements

- 20.1. The reporting and acquittal requirements are specified in the Acceptance of Community Grant Letter. This legally binding agreement must be signed and returned within seven (7) days of receipt of the Acceptance Letter.
- 20.2. All organisations and groups approved for Community Grants Program funding will be required to:
 - Measure the impact of the project or event and report the results in a Project/Event Evaluation;
 - Acknowledge the City of Salisbury as the funding body where applicable;
 - Provide valid tax invoices/receipts (*the organisation or group should maintain financial records in accordance with the generally accepted accounting principles and comply with the relevant laws in force in South Australia*);
- 20.3. These documents are due within six (6) months of receiving the grant funding and is detailed in the Acceptance of Community Grant Offer letter.

Community Grants Program Guidelines and Eligibility Criteria - Page 17 of 18

- 20.4. The Community Grants Program requires organisations and groups to comply with reporting requirements for past completed projects and events to be eligible to receive future community grants funding for another project or event. Failure to comply will result in the organisation or group being ineligible for future community grant funding.

Recognition of Community Grants Program Funding

- 20.5. Organisations must acknowledge the City of Salisbury's financial contribution to the project or activity where appropriate, e.g. through recognition of the grant in publicity and/or marketing material (use of the City of Salisbury Corporate Logo is prohibited without consent from the City of Salisbury Marketing Department).

21. Repayment of Community Grant

- 21.1. The City of Salisbury may take action to recover the Community Grant paid to the organisation or group if:
- The organisation or group does not use the Community Grant as set out in the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria and/or the Acceptance of Community Grant Agreement;
 - If applicable, the organisation or group does not have Deductible Gift Recipient (DGR) status at the time of acquittal;
 - The organisation or group does not provide documentation as required under these guidelines by the times specified.

ATTACHMENT A – Community Grants Program Documents

- 1. Documents relating to the Community Grants Program**
 - 1.1. Application form for the City of Salisbury Community Grants Program;
 - 1.2. A Guide to completing the City of Salisbury Community Grant Application;
 - 1.3. The Acceptance of Community Grant Offer – Form 1 letter
- 2. Documents relating to the Acquittal of successful Community Grant funding**
 - 2.1. Acquittal – Form 2
 - 2.2. Tax Invoice/Receipt
 - 2.3. Project Evaluation Report (refer to Attachment D).

ATTACHMENT B – Likely Funded Project and Event Examples

Project/Event examples likely to be funded through the Community Grants Program

Project/Event	Grant funds can assist to:
Community Christmas Carols	Purchase of candles, booklets, stage hire, children's entertainment (i.e. face painting, jumping castle); fireworks, catering, advertising).
New Group	Purchases to establish the group such as computer equipment, launch catering, costs associated with inaugural Annual General Meeting, forums and workshops – i.e. seal, venue hire, stationery, promotional materials, letterhead, envelopes and stamps.
Volunteer Lawn Mowing Service	Purchase of mowing equipment and garden tools appropriate to the project.
Fitness classes	Purchase equipment appropriate to the project (<i>a fitness trainer is not eligible as this is deemed a salary</i>).
Dance Club Competition	Purchase uniforms, material, costumes and related accessories.
Craft Groups	Purchase equipment and supplies appropriate to the project (<i>i.e. purchase of wool and knitting needles to knit knee rugs for the needy</i>).
Men's Shed	Purchase equipment and furniture for woodworking, metalworking and social activities.
Sporting Club	Purchase training equipment and uniforms; bus hire to transport team to an event.
History Group	Purchase computer and scanning equipment for scanning of books.

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment B
Page 20*

ATTACHMENT C – Unlikely Funded Project and Event Examples

*Examples of projects/events and items **unlikely** to be funded through the Community Grants Program*

Project/Event	Items
<ul style="list-style-type: none"> Projects or events held outside the City of Salisbury region. 	<ul style="list-style-type: none"> Gifts for any purpose (i.e. judges, MC's, presenters).
<ul style="list-style-type: none"> Capital equipment that is stored at a residential address (e.g. computers, office furniture, machinery, tools etc.). 	<ul style="list-style-type: none"> Capital equipment (e.g. computers, office furniture, machinery, tools etc.) unless for the establishment of a new group.
<ul style="list-style-type: none"> Project that requests the purchase of a vehicle. 	<ul style="list-style-type: none"> Website Development.

*Examples of items **ineligible** for funding through the Community Grants Program*

<ul style="list-style-type: none"> Salaries, wages or compensation – i.e. payment for competition judges, trainers, presenters, umpires including gifts for service. 	<ul style="list-style-type: none"> Vehicle acquisition.
<ul style="list-style-type: none"> Payments to volunteers. 	<ul style="list-style-type: none"> Consumables.
<ul style="list-style-type: none"> Payments for fuel expenses/vehicle maintenance. 	<ul style="list-style-type: none"> Maintenance and repairs.

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment C
Page 21*

ATTACHMENT D - Project Evaluation Requirements

1. An evaluation of the project must be undertaken at the completion of the grant period as detailed in the Acceptance of Community Grant letter.
2. Where applicable, the Project Evaluation must detail the following:
 - 2.1. Introduction – *outline the project, its purpose and overall achievements.*
 - 2.2. People assisted (target group) – *provide details about the people assisted by the project. This could include families, individuals, age groups, type and level of needs/issues.*
 - 2.3. Number of people assisted by the project (*and outlining the number of residents of the City of Salisbury*).
 - 2.4. Assistance provided – *describe what was provided for the target group in terms of programs, activities, other actions or strategies, such as:*
 - 2.4.1. *Assistance to meet general and basic needs;*
 - 2.4.2. *Group programs, courses, activities and training;*
 - 2.4.3. *Improving resources/facilities/equipment or other initiatives.*
 - 2.5. Outcomes achieved by target group – *describe what the target group achieved through participation in the project, such as:*
 - 2.5.1. *Improvement in knowledge, skills, self-esteem, social contacts/networks, motivation, confidence, community participation, quality of life, empowerment and personal development;*
 - 2.5.2. *Enhanced healthy lifestyles, particularly physical activity and mental well-being;*
 - 2.5.3. *Reduction in social isolation.*
 - 2.6. Other achievements – *describe other achievements of the project, such as:*
 - 2.6.1. *Existing programs expanded or enhanced;*
 - 2.6.2. *Improvement in facilities or services;*
 - 2.6.3. *New programs or services established;*
 - 2.7. Any other comments or information relevant to the project or event, such as *(newspaper articles, media releases, internal newsletters, etc.).*

ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

- 1.1. Applications for Community Grants must be received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting). Applications received after the 15th of the month will be submitted for the following round, without exception (i.e. an application received on the 16th of February will be assessed at the April meeting as it has missed the March deadline).

2. When will organisations or groups know if their application is successful?

- 2.1. All applicants will be advised in writing about the outcome of their application within ten (10) days of the relevant Sport, Recreation and Grants Committee meeting.

3. How do organisations and groups apply for Community Grants?

Applications can be submitted in the following ways:

- 3.1. A new application form is required every funding round and the current Community Grant Application Form must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website: www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 3.2. The form can be saved to a computer, completed electronically and then printed for submission or printed and completed by hand for submission.
- 3.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 3.4. Applicants are encouraged to submit their completed application via email to: city@salisbury.sa.gov.au.

4. What if our organisation or group doesn't have access to the internet or email?

4.1. Where email is not possible applications can be:

Faxed to: 8281 5466
Posted to: City of Salisbury
Community Grants Program
PO Box 8
SALISBURY SA 5108

Delivered in
Person to: City of Salisbury
12 James Street
SALISBURY SA 5108

5. Can I speak to someone about our organisation or group's Community Grant Application if I deliver it in person?

5.1. While City of Salisbury staff endeavour to make themselves available at short notice this is not always possible and therefore Applicants are encouraged to phone the Community Grants Program to make an appointment should they wish to speak to staff when submitting their Application.

6. Can our organisation or group get assistance to complete the Community Grant application?

6.1. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.

6.2. If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

7. Do documents need to be included with the application?

7.1. Yes. All relevant documents requested must be provided with your Application. Failure to provide the documents required will result in a delay with processing your application to the Sport, Recreation and Grants Committee; or the Application may be deemed ineligible.

8. Can organisations and groups submit more than one application per round?

- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.

9. Who assesses the Community Grants Program Applications?

- 9.1. The Applications are assessed initially by the Community Grants Program Team and the General Manager Community Development who make recommendations to the Sport, Recreation and Grants Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Sport, Recreation and Grants Committee have delegation to authorise funding and make the final decision on offering grants.

10. How are the Community Grants Program Applications assessed?

- 10.1. Applications are assessed on merit based on the following criteria:
- The level and type of need, evidence of the need provided and geographic area;
 - The benefit to the target group, specifically residents of the City of Salisbury;
 - Proposals that represent value for money;
 - Relevance to Community Grants Program Aims and Objectives and/or the City of Salisbury Strategic Plan;
 - New organisations or groups that can demonstrate sustainability and do not require ongoing funding to succeed;
 - Proposals that have secured in-kind support to reduce the project or event cost;
 - Proposals that demonstrate a level of community engagement;
 - The extent to which the applicant has the infrastructure, support or resources to successfully carry out the project or event;
 - The extent to which the application estimates, and proposes to measure, the impact of the project or event.

11. Can organisations and groups apply for another round if they are unsuccessful in a previous round?

11.1. Yes. Organisations and groups that are unsuccessful in a round can apply for another round providing the eligibility criteria has been met. An organisation or group that has been declined funding for a project or event can submit an application for a separate project or event (i.e. another application cannot be made for the same project or event that was declined). The application can be made at any time (the organisation or group doesn't need to wait twelve (12) months).

12. Our organisation/group's name on the application is different from our ABN and/or that registered with ASIC, are we eligible to apply?

12.1. No. The organisation or group applying for the Community Grant must have the same name registered with ASIC and the ASIC registration must be in the same name as the ABN registration. The only exception is where an organisation or group is auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury.

13. If successful, when will our organisation receive the Community Grant cheque?

13.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December, commencing at 6.30 pm. The table below outlines the cheque presentation schedule:

Application Received:	Application submitted to the Sport, Recreation and Grants Committee held in:	Successful Applicants - Community Grants Program Cheque Presentation Ceremony to be held in:
16 November to 15 December	January	March
16 December to 15 January	February	March
16 January to 15 February	March	June
16 February to 15 March	April	June
16 March to 15 April	May	June
16 April to 15 May	June	September
16 May to 15 June	July	September
16 June to 15 July	August	September
16 July to 15 August	September	December
16 August to 15 September	October	December
16 September to 15 October	November	December
16 October to 15 November	December	March

ITEM	7.2.2
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 February 2019
HEADING	01/2019: Walk With Wings Inc. - Community Grants Program Application
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Walk With Wings Inc. 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 February 2019 round of Community Grants as follows:
 - a. Grant No. 01/2019: Walk With Wings Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of **multifunction makeup cabinets, alginate and Hydrostone® for the Angel Impressions project** as outlined in the Community Grant Application and additional information.

ATTACHMENTS

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

1. 01/2019: Walk With Wings Inc. - Application
2. 01/2019: Walk With Wings Inc. - Additional Information

1. BACKGROUND

- 1.1 Walk With Wings Inc. has not received prior Community Grants Program funding.

2. REPORT

- 2.1 The Walk With Wings Inc. Application meets the eligibility criteria for the upper limit Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Walk With Wings Inc. Application is submitted for consideration by the Sport, Recreation and Grants Committee.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 04/02/2019



Community Grants Program

Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th 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)? <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 NOT 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		
1. GROUP / ORGANISATION DETAILS		
Name:	<i>Walk With Wings Incorporated</i>	
Address:	<i>7, 57-63 Bagsters Road</i>	
Suburb:	<i>Salisbury North</i> Postcode: <i>5108</i>	
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	<i>Mrs Kerry Norris</i>	
Title (your role with the group/organisation):	<i>Director</i>	
Address:	[REDACTED]	
Phone:	Landline: Mobile: [REDACTED]	
Email:	[REDACTED]	
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	<i>Mrs Kerry Norris</i>	
Title (role with the group/organisation):	<i>Director</i>	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed:	<i>Board of members</i>	
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	Yes <input type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)
Parent Organisation		
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

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <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 <input checked="" type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input type="checkbox"/> (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>Walk With Wings</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED]	
	Branch Location: [REDACTED]	
6. REFEREE INFORMATION		
<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:	<i>Josephine Radshaw</i>	
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 <small>(If Yes - Please Quote ABN:)</small> 5 8 4 5 2 6 9 6 7 1 9 <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 checked="" type="checkbox"/>	No <input 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.		

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

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	<i>Rent, fuel, insurances, labour, telephone</i>
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 0
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Labour x 6 hrs per impression taken to completion, Volunteer counseling/ referral service, In-kind products currently on site, rent costs x 6 months</i>
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
<i>Gift Boxes</i>	\$ 600
<i>Alginate</i>	\$ 2,275
<i>Granate Stone</i>	\$ 315
<i>Name Plaques \$5 each</i>	\$ 500
<i>Prep Materials-Glue, Screws, Paint, Wire</i>	\$ 479
<i>Casting Kit</i>	\$ 857
TOTAL (including GST):	\$ 5,026

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: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	<i>Angel Impressions</i>
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	<i>Ongoing Project</i>
Total cost of Project/Event	<i>\$ 5,026</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<i>1 in 4 Pregnancies result in Miscarriage, Stillbirth and Infant Loss. 1 in 10 Babies are born Prematurely. Prematurity is one of the leading causes of death in children under 1years of age.</i>
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input checked="" type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input checked="" 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	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for.)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <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):	
Group/Organisation Information	
Group/Organisation Name	<i>Walk With Wings Incorporated</i>
Group/Organisation Description	<i>Not for Profit Charity</i>
Group/Organisation Registered Address	Number/Street: <i>7, 57-63 Bagsters Road</i> Suburb: <i>Salisbury North</i> Postcode: <i>5108</i>
Is the Club Incorporated?	<i>yes</i>
Number of Members	<i>6</i>
% of Membership that reside in the City of Salisbury	<i>83 %</i>
Project/Event Details	
Project/Event Name	<i>Angel Impressions</i>
Project/Event Summary	<i>Hand and Feet impressions of children/ babies who pass away too soon</i>
Date(s) of Project/Event	<i>1/3/19-1/9/19</i>
Location of Project/Event:	Number/Street: <i>7, 57-63 Bagsters Rd</i> Suburb: <i>Salisbury North</i> Postcode: <i>5108</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>Provides support to parents and siblings effected by the death of a child</i>
How many individuals will benefit from the Project/Event?	<i>600</i>
% of project/event participants that reside in the City of Salisbury	<i>58 %</i>
If it is an Event, is it open to the public?	<i>No</i>
How will the Project/Event be promoted?	<i>Through Hospitals, funeral homes, social media, social work team, web</i>

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

Grant Money Requested	
Amount Requested	\$ 5,000
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Alginate 450gm \$17.50 x 5 p/w x 26w	\$ 2,275
Grainate Stone 22.5kg \$52.50 x 6 bags	\$ 315
Spray Paint \$12.40 x 18cans	\$ 223
Primer \$14.90 x 6 cans	\$ 89
Trolley Case \$159.97	\$ 529
Mixing Bowl \$28.90 \$22.30 \$48.75	\$ 251
Gift Boxes	\$ 600
Name Plaques \$5 x100	\$ 500
Water Jug \$10 x 3	\$ 30
Spatula \$3.85 x 6	\$ 23
Storage Tub \$8 x3	\$ 24
Paper Towel \$2 x12	\$ 24
Baby Oil \$6 x 3	\$ 18
Cling Wrap \$6.75 x 3	\$ 20
Baby Wipes \$2 x 24	\$ 48
Gloves \$9.49 x 6	\$ 57
	\$
TOTAL (including GST):	\$ 5,027
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No <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><i>Walk With Wings will take hand and feet impressions of Babies and Children from 16 weeks gestation to 18 years of age at South Australian Hospitals Mortuary's, and Funeral homes who died from any cause of death and gift the hand and feet impressions to their parents/carers as a keepsake. This helps the family through the grieving process and also helps to build support networks with them.</i></p> <p><i>Walk With Wings will get a telephone call from the Hospital Midwives, Social Worker and/or parents to request the castings to be made. One of our Volunteers then go to the requested location to take the impressions following strict OHS guidelines and Infection Control Principles.</i></p> <p><i>The impressions are then poured with a granite stone to ensure they do not damage over time, primed, painted and sealed, and gift boxed then gifted to the family to cherish for a life time. Giving the parents the opportunity to hold their hand once again offering comfort and reminding them that their baby did exist.</i></p> <p><i>Walk With Wings has been running this program since 24th Feb 2015.</i></p> <p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> 1. 2. 3.

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><i>Walk With Wings Angel Impressions provides comfort to the family we provide them to assisting during their grieving process, supports the family through their stages of grief, offers understanding and comfort to the direct and indirect family and friends. It also helps to build a support network of families and support services who can help offer support, understanding and hope during their darkest hours.</i></p> <p><i>By having the extra support networks in-place assists in reducing the long term Mental Health complications by having access to prompt support during the early stages supporting families returning to work / study / volunteer work after the death of a child.</i></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
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(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.</i></p> <p><i>Walk With Wings has been taking hand and feet impressions of babies and children who have passed away since 2015 and has since built a strong and professional rapport within the grief and loss network and SA Health. Walk With Wings also works with businesses in South Australia who support our mission and project.</i></p> <p><i>Cath Lyon Pediatric Instinctive Care Unit Womens and Children's Hospital</i> <i>Crystal Inglis Funeral Director Blackwell Funerals</i> <i>Margaret Forgie Funerals Gawler</i> <i>Claire Forgie - Forgie Funerals</i> <i>Josephine Radshaw - Bunnings</i> <i>Kylie - Signarama Salisbury</i> <i>Parafield Gardens Community Club</i> <i>Nicole Gibbins- Allied Heath Lyell McEwein Hospital</i> <i>Shayne - Smithfield and Elizabeth Funerals</i></p> <p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>Walk With Wings has ran this project since 2015 and will continue to in the future with the support of businesses, local councils, families supported and through holding and hosting fundraising events.</i> <i>Walk With Wings has submitted this grant to be able to work closely with the City of Salisbury, to also show the residents and community that their local council also helps to support them through providing grants to local not for profit organisations.</i> <i>Walk With Wings holds a number of fundraising events such as Harri's Walk With Wings an 80km event from Paralowie to Port Wakefield, Pregnancy and Infant Loss Remembrance Night, World Prematurity Day Events, Pedal 4 Prens Charity Bike Ride, Quiz Nights.</i></p>

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

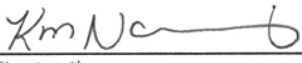
- I acknowledge that I am authorised to make this application on behalf of the Organisation.
- I acknowledge that the information provided in this application is true and correct.
- I acknowledge that our Organisation may be required to supply further information prior to consideration of this application 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 Walk With Wings Incorporated (Group/Organisation)

Kerry Norris / Director
(Name/Position)

and

James Norris / President
(Name/Position)



(Signature 1)


(Signature 2)

18 December 2018
(Date)

18 December 2018
(Date)

Contact (phone number): 

Contact (phone number): 

Both signatories will be contacted to verify the application - a contact phone number must be provided for each. Your Application will **not** be submitted 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**

12/14/2018

Large Multi-Function Wheeled Makeup Beauty Cosmetic Case | Crazy Sales



Track My Order | Help | Shopping on our app

Search bar containing 'xdream spring mattress' and 'All Categories' dropdown

Cart | Wish List | Sign In | Join My CrazySales

All Categories | Home | Clearance | Free Shipping | New Arrivals | Hot Deals | Top Review

Online Shopping | Health & Beauty | Makeup & Skin Care | Makeup Case

CRAZY DISCOUNT! Was: \$299.95 Now: \$159.97! Limited time offer and while supplies last! BUY NOW

Large Multi-Function Wheeled Makeup Beauty Cosmetic Case



PID: 107677 Overall Rating: 5 out of 5



Read all 21 Reviews | write a review and get crazypoints *

Crazy Price : \$159.97

or 4 payments of \$39.99 with

Qty: 1

Earn 159.97 CrazyPoints! 100 CrazyPoints Equal \$1

In stock

Help

Enter postcode and suburb to recalculate.

Your Postcode: 2000 BARANGAROO

Delivery & Handling: \$17.49

Shipping Carrier: Parcel

Combine Shipping & Save Help

ETA: 1 - 4 working days

Express Post Available

Help

Delivery Choices Available

Share this Bargain:

Twitter | Save | G+ | Share



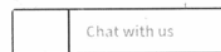
6



- Earn CrazyPoints with our Reward Program! 30 Day Change-of-Mind Policy Fast Delivery for Online Shopping in Australia Safe Online Shopping With Secure Payment Shop Online With Over 1 Million Happy Customers Award-Winning Online Shopping in Australia

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4.6 Google Customer Reviews



https://www.crazysales.com.au/online-large-multi-function-wheeled-makeup-beauty-cosmetic-case-107677.html

1/6

12/14/2018

Online Shopping Australia – Beauty & Health, Computers, Toys, - Deals & Discounts | CrazySales



[Shipping Information](#)

[Return Policy](#)

[Your Privacy & Security](#)

Your Shopping Cart

Item Description	Quantity	Unit Price	Postage	Item Total
 <p>Large Multi-Function Wheeled Makeup Beau... PID: 107677</p>	3	\$159.97	upgrade to express post \$49.59 \$52.99	\$529.50

Optional Discount

Total 0 Credits I want to use [Sign in](#)

please sign in to check your credits

Total 0 CrazyPoints I want to use [Sign in](#)

please sign in to check your points

[Apply Discount](#)

This quotation is based on postcode 5108. Help?

PostCode: 5108 PARALOWIE

Our system will choose the cheapest courier for your package(s) based on your postcode and suburb. The cost of postage and courier may change after inputting your shipping address at check-out.

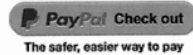
Sub Total: \$479.91

Shipping: \$49.59

Total Amount: \$529.50

You Save \$3.30 Today!

OR



Your payment details are protected and encrypted by 256-bit SSL technology. Your privacy and security is guaranteed.

We Proudly Accept:



Customer Who Bought These Products Also Bought

<p>300ml 4-in-1 Aroma Diffuser - Dark Wood</p> <p>Crazy Price: \$49.96</p>	<p>8 CM Queen Cool Gel Memory Foam Mattress Topper...</p> <p>Crazy Price: \$139.97</p>	<p>3 x 3L Bain Marie Bow Chafing Dishes Stainless ...</p> <p>Crazy Price: \$79.96</p>	<p>Wooden Outdoor Storage Bench</p> <p>Crazy Price: \$169.96</p>
-----------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------	-------------------------------------------------------------------------

4.6 ★★★★★
Google Customer Reviews

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<https://www.crazysales.com.au/viewcart>

1/2

12/14/2018

The Shopping Cart : Adelaide Moulding & Casting Supplies



Login | Register



+61 8 8294 0451







+61 8 8294 0458

sales@amcsupplies.com.au

9 Vincent Avenue, Somerton Park SA 5044

YOUR SHOPPING CART CONTENTS

Shop With Confidence

Item Name	Unit	Qty.	Total	
 Plastic Spatula		x 6	\$23.10	✘
 Chromatic Dental Alginate - 450gm		x 130	\$2,275.00	✘
 Flexible Bowl - 165mm		x 2	\$97.40	✘
 Flexible Bowl - 145mm		x 1	\$38.15	✘
 Flexible Bowl - 105mm		x 3	\$66.90	✘
 Hydrostone® TB - 22.6kg		x 6	\$315.00	✘

Privacy Policy

We will never share or sell any of your personal information, including your e-mail address. For more information, see our privacy policy.

Security Guarantee

We use industry standard 256-bit Secure Connection to protect your personal information during your shopping experience. We also guarantee that every transaction you make at Adelaide Moulding & Casting Supplies will be safe.

Shipping Policy

All goods are insured, covering damage in transit within Australia. For more information, please see shipping and returns.

Returns Policy

Please make your selections carefully as returns will not be accepted if they are incorrect or for change of mind. Any item deemed defective by Adelaide Moulding & Casting Supplies will be replaced or a credit applied. For more information, see shipping and returns.

CONTINUE SHOPPING

Sub-Total: \$2,815.55

Estimate Shipping Costs

Country:

Post/Zip Code:

Shipping quotes are based on the address information you selected:
GLENOWRIE 5044 TO AUSTRALIA

Available Shipping Methods - NOTE: HUNTER EXPRESS QUOTES WILL SHOW ONLY AFTER YOU LOGIN TO THE SITE. **Rat** Offline
 Express **Walk In Store Pickup**







https://www.amcsupplies.com.au/index.php?main_page=shopping_cart

1/2

12/14/2018 Checkout - Woolworths Online

Delivery ✓ **Review** **Payment**

Yes No **7**

	Johnson's Baby Oil 200ml \$18.00 Add Instructions ▾ <input type="button" value="-"/> 3 <input data-bbox="319 515 534 593" type="button" value="+"/>	×
	Little One's Baby Wipes Scented 80 pack \$48.00 Add Instructions ▾ <input type="button" value="-"/> 24 <input data-bbox="319 761 534 840" type="button" value="+"/>	×
	Sistema Klip It Plasticware 3.0l \$24.00 Add Instructions ▾ <input type="button" value="-"/> 3 <input data-bbox="319 996 534 1075" type="button" value="+"/>	×
	Sistema Klip It Plasticware Juice 2l \$30.00 Add Instructions ▾ <input type="button" value="-"/> 3 <input data-bbox="319 1232 534 1310" type="button" value="+"/>	×
	Hercules Gloves Tough Task Ntrile 75 pack \$56.94 Add Instructions ▾ <input type="button" value="-"/> 6 <input data-bbox="319 1467 534 1545" type="button" value="+"/>	×
	Homebrand Cling Wrap 33cmx300m \$20.25 Add Instructions ▾ <input type="button" value="-"/> 3 <input data-bbox="319 1702 534 1780" type="button" value="+"/>	×

<https://www.woolworths.com.au/checkout> 1/1

12/14/2018

Checkout - Woolworths Online

Delivery ✓

Review

Payment

Total (7 items):

\$217.59

Substitute all out of stock items ?

Enter promo code...

Apply

BYO bags ?

\$0.00

Change selection

Delivery Fee

\$0.00

Buy a delivery saver



Woolworths Christmas Pop-Outs

×

FREE

Yes No 7



Johnson's Baby Oil 200ml

\$18.00

Add Instructions ▾



- 3 +

×



Little One's Baby Wipes Scented 80 pack

\$48.00

Add Instructions ▾



- 24 +

×



Sistema Klip It Plasticware 3.0l

×

Cancel

Confirm

https://www.woolworths.com.au/checkout

1/1



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 individual 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



Certificate of Insurance

CLASS OF BUSINESS: COMMUNITY SERVICES ORGANISATION INSURANCE

POLICY NUMBER: NFPIB/31041

INSURED: Walk With Wings

INSURED'S BUSINESS: Family Support Group

PERIOD OF INSURANCE: 06/08/2018 to 06/08/2019

RETROACTIVE DATE: 06/08/2018 (excluding any known claims and/or circumstances)

LIMITS OF LIABILITY:

General Public & Products Liability	\$20,000,000
	Any one OCCURENCE and in the aggregate in respect of PRODUCT LIABILITY
Medical Malpractice	\$2,000,000
Personal Accident	Not Insured
Management Liability	Not Insured
Professional Indemnity	Not Insured
Property and Income Protection	Not Insured

EXCESS:

General Public & Products Liability	\$300
Personal Accident	Not Insured
Management Liability	Not Insured
Professional Indemnity	Not Insured
Property and Income Protection	Not Insured

POLICY WORDING: Community Services Organisations Wording COMSERVPOL 0416 VERSION 2.0

INSURER: Ansvar Insurance Limited ABN: 21 007 216 506 AFSL: 237826



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

Walk With Wings

ABN:58 452 696 719

HAS BEEN REGISTERED BY THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF
26 May 2015

CERTIFIED BY

A handwritten signature in black ink, appearing to read "Gary Johns".

Hon. Dr Gary Johns
Commissioner

Australian Charities and Not-for-profits Commission





16/01/2019

Community Grants Program

Re: 01/2019 (BMH)

To Whom it may concern,

Please see Minute Meetings for Walk With Wings Incorporated grant application as requested on the 8th of January 2019. If you have any further questions, feel free to contact me.

Kind regards,

Kerry Norris

*Please note the address has changed to 7, 59-63 Bagsters Rd Salisbury North 5108

kerry@walkwithwings.info
www.walkwithwings.com.au

6/99 Grand Junction Road
Rosewater South Australia 5013

(08) 8244 4979
[REDACTED]

AGM MINUTES

December 2018 Walk With Wings Incorporated

15/12/2018 18.00 | Meeting called to order by Kerry Norris

In Attendance

Carol McKenzie- Campbell, Peter McKenzie Campbell, Robert Gibbins, Kylie Gibbins, Kerry Norris, James Norris, Louise McKenzie Campbell.

Approval of Minutes

The minutes were read from the November meeting and approved.

Board



Agenda

- Event Calendar for 2019
- Application of New Grants and Sponsorships
- Applications to markets/locations to hold Monthly Fundraising BBQ's
- Renewal of Lease to Office
- Community Advertising
- Changes to Premmie Support
- Increase in Angel Castings

Budget



Directors Report



New Business

- [Redacted]
- Application of New Grants and Sponsorships- List of possible grants and end dated to be completed. Grants to apply for are City of Salisbury Community Grant, Grants SA Minor Grant, City of Adelaide Event Grant.
- Applications to markets/locations to hold Monthly Fundraising BBQ's
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Committee Reports

Committee reports

- [Redacted]
- [Redacted]
- [Redacted]

Announcements

[Redacted]

Next Meeting

[Redacted]

Signed: *L A McKenzie - Campbell.*

Position: *Secretary*

Signed: *Km N...*

Position: *Director.*

ITEM	7.2.3		
	SPORT, RECREATION AND GRANTS COMMITTEE		
DATE	11 February 2019		
PREV REFS	Sport, Recreation and Grants Committee	7.2.1	10/03/2014
	Sport, Recreation and Grants Committee	7.2.2	12/05/2014
	Sport, Recreation and Grants Committee	7.2.6	13/04/2015
	Sport, Recreation and Grants Committee	7.2.7	13/04/2015
	Sport, Recreation and Grants Committee	7.2.7	11/05/2015
	Sport, Recreation and Grants Committee	7.2.7	11/07/2016
HEADING	Community Grants Program Guidelines and Eligibility Criteria Review		
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development		
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.		
SUMMARY	This report provides historical context around the Community Grants Program Guidelines and Eligibility Criteria review and Recognition Event.		
RECOMMENDATION	<ol style="list-style-type: none"> 1. The information be received and noted. 2. The Community Grants Program Guidelines and Eligibility Criteria remain unchanged. 3. The upper limit Community Grants Program funding remains unchanged. 4. Organisations continue to utilise Community Grants Program funding for the purchase of defibrillators. 		
ATTACHMENTS	There are no attachments to this report.		

1. BACKGROUND

- 1.1 At its meeting held on Tuesday, 4 December 2018, the Sport, Recreation and Grants Committee recommended:

SRG-OB1 Review of Policies

1. That Council undertake a review of the Community Grants Program, Youth Sponsorship applications and Capital Works Grants Program policies.

Resolution Number 0052/2018; 17/12/2018

- 1.2 This report provides historical context around the **Community Grants Program Guidelines and Eligibility Criteria** and the Recognition Event.

2. REPORT

Guidelines and Eligibility Criteria Document - Historical Context

- 2.1 Community Grants were assessed on value for money and impact to the community with two funding rounds open for one month, each in February and August that culminated in a presentation ceremony conducted by the Mayor and Chairman of the Sport, Recreation and Grants Committee, held in April and October of each year.

- 2.2 In July 2013 Council resolved inter alia that the revised timing of the Community Grants Program be open to applications year round and be implemented from August 2013 and the revised Eligibility and Assessment Criteria was endorsed (Resolution Number 1822; 22/07/2013).

- 2.3 At its meeting held on Monday, 24 February 2014 Council resolved that:

“staff report back in relation to criteria regarding eligibility for community grants to non-incorporated bodies.”

Resolution Number 2199; 24/02/2014

- 2.3.1 The Community Grants Program Guidelines and Eligibility Criteria at that time stipulated the following to be ineligible for grant funding:

- Money already spent;
- Salaries;
- Recurrent administration costs;
- Capital development;
- Upgrade of facilities that belong to Local, State or Commonwealth Government;
- Applications from Public and Private Schools;
- An organisation trading as a sole trader/individual; or
- Groups/organisations that have previously received funding and haven't provided acquittal documentation.

- 2.3.2 As part of the Community Grant Application Form, applicants were asked to provide information on whether the group was:

- Incorporated or under a parent incorporated body;
- Community/Non-Profit;
- Government Funded; or

- Any other type of structure.
- 2.3.3 Neither the eligibility guidelines and criteria or the application form provided any basis to exclude non-incorporated bodies from being eligible for funding.
- 2.3.4 Investigation into the matter determined the risk, audit and financial acquittal aspects associated with grant funding being awarded to non-incorporated bodies as follows:
- The standard acquittal timeframe was six (6) months, therefore if a non-incorporated body was to misuse grant funding it may prove difficult for staff to locate the grant recipient at the time of following up acquittal advice and obtain any information to meet the acquittal reporting requirements.
 - Legal Entities or Incorporate bodies with suitable terms of reference, reporting structures and officer positions that are held accountable for financial integrity are less of a liability to Council than non-incorporated bodies, as it would be easier to take action against a legal entity rather than an individual.
 - From a financial aspect, if Council is unable to obtain acquittal advice, staff would be unable to correctly report on and balance the Community Grant budget.

2.3.5 Consequently, Council resolved that:

The Community Grant Program Guidelines and Eligibility Criteria documentation be altered to stipulate that non-incorporated bodies or groups/organisations that do not have a parent incorporated body are ineligible to receive grant funding to reduce the financial risks to Council.

Resolution Number 2267; 26/03/2014

2.4 At its meeting held March 2015 the Sport, Recreation and Grants Committee requested that staff investigate options to accommodate Community Grant Applications for not-for-profit organisations that are registered as a Public Company as the current criteria does not deem a non-incorporated entity eligible.

Furthermore it was apparent that the (then current) Community Grants Program Guidelines and Eligibility Criteria document was ambiguous and could cause confusion for both the applicants and the Committee in determining eligibility of submissions.

2.4.1 A revised (in draft) Community Grants Program Guidelines and Eligibility Criteria document and Application Form was presented to the April 2015 meeting of the Sport, Recreation and Grants Committee with the aim of providing potential applicants with detailed information to assist their organisation or group in both determining their eligibility for the grant and accurately completing their application.

2.4.2 Council resolved:

That feedback from the Committee on the proposed Community Grants Program Guidelines and Eligibility Criteria be incorporated into the

final document and presented to the May Committee meeting for endorsement.

Resolution Number 0341; 27/04/2015

2.5 The significant changes to the revised Community Grants Program Guidelines and Eligibility Criteria document presented to the Sport, Recreation and Grants Committee in May 2015 were:

- Page 5 – 3.2 *Objectives* included to provide guidance around the purpose of the program;
- Page 6 – 6. *Types of Community Grants and Amount of Funding Community Grant Event – Christmas Carols: up to \$2,000 per year* updated (previously \$1,000);
- Page 7 – 8.1 *Eligible Organisations:*
 - *Non-incorporated organisations endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission. DGR status must be maintained until such time as the community grant is acquitted and evidence must be provided with the community grant application included to allow for entities not registered as Incorporated and therefore (currently) ineligible;*
 - *The group/organisation has a satisfactory management structure (e.g. President, Secretary, Treasurer). Evidence must be provided by way of meeting minutes that the group/ organisation’s committee has endorsed submission of the Community Grant Application included to assure that the Grant application has been supported for submission;*
- Page 9 – 9. *Eligible Items* - included to assist organisations in assessing their eligibility for a Community Grant Application.
- Page 10 – 10. *Ineligible Items* - included to assist organisations in assessing their eligibility for a Community Grant Application.
- Page 13 – 12.3 *Project Outcomes* included and linked to the objectives;
- The “City of Salisbury Office Use Only – Recommendations” report information page was no longer necessary and subsequently abolished as the recommendation is contained in the individual departmental report: as the Sport, Recreation and Grants Committee have delegation to authorise funding and make the final decision on offering Grants, the Committee, instead of receiving one overarching report for consideration, is provided with each Community Grant Application received, whether eligible or not, in its entirety for reasons of transparency and to assist informed decision making for approval of funding. Each application is attached to an individual report (per application) enabling discussion and a recommendation for each application for the purpose of the Minutes.
- The revised document was updated to include resolution number 0340/2015 whereby the presentation of Community Grants cheques will take place at a quarterly Ceremony to be held on the fourth Wednesday of the month in March, June, September and December.

2.5.1 Subsequently, Council resolved:

The revised Community Grants Program Guidelines and Eligibility Criteria document be endorsed for publication from 01 June 2018, with

application of the revised Guidelines and Eligibility Criteria effective as at 01 July 2015.

Resolution Number 0397/2015; 25/05/2015

2.6 At its meeting held June 2016, Council resolved that:

A report be brought forward to increase the maximum community grant amount payable to 2,500 and 3,000 with all other existing terms and conditions to remain unchanged.

Resolution Number 1168/2016; 27/06/2016

2.6.1 Prior to July 2016, the Community Grants Program funding was bound to an upper limit of \$2,000. An establishment grant was also available which was limited to a maximum of \$2,000 for an unincorporated group and \$5,000 for an incorporated group.

2.6.2 The average approval statistics indicated an increasing trend however the average funding value was below the then upper limit funding of \$2,000. It was recommended that the maximum Community Grants Program funding was increased to \$2,500 and staff continue to monitor trends.

2.6.3 As a result, Council resolved:

2. *The maximum community grants amount be increased to \$2,500.*
3. *A review of the maximum Community Grant level be undertaken as part of the 2017/18 budget process and then every two years.*

Resolution Number 1228/2016; 25/07/2016

Community Grants Cheque Presentation Ceremony - Historical Context

2.7 Originally Community Grant Applications were available twice each financial year and Community Grant cheques were presented to successful Applicants at a Ceremony scheduled the month following assessment by the Sports, Recreation and Grants Committee.

2.8 Council at its meeting in April 2013 resolved that:

- i. *Staff bring back a further report for an alternative approach to administration of the Community Grant and Minor Capital Works Grants Program that would see grant applications being able to be submitted by clubs on an as needs basis throughout the year in line with the Community Benefit SA program and the Multicultural Affairs grant model, with grant applications to be considered by the Sports, Recreation and Grants Committee on a monthly basis.*
- ii. *The report to include options for presentation of grants and recognition of achievements of community groups and sporting clubs throughout the year.*

2.9 In July 2013, the Committee resolved that:

- 1.3.1. *The revised timing of the Community Grants Program to be open to applications year round to be implemented from August 2013.*
- 1.3.2. *Staff report further on method of presenting cheques, with ideas to include:*
 - *Mayor/Ward Councillor present cheques;*

- *Annual/seasonal recognition event for community groups/ sporting clubs (Resolution No. 1822/2013).*

2.10 In August 2013, the Committee resolved that:

1.4.1. Staff conduct a review of the community grants funding process at the conclusion of the 2013/14 year (Resolution No. 1881/2013 - Part 4).

2.11 The presentation of Community Grants Program cheques to successful organisations moved from a bi-annual event to monthly presentations at the Club premises by the Ward Councillors, the Chair of the Sports, Recreation and Grants Committee and the Mayor.

2.12 The intent of the new approach was to provide an opportunity for the Councillors and Mayor to meet with members of the organisation at their premises and help them to celebrate their success in winning the Community Grant. However, due to the restricted times of the week in which we were able to schedule presentations (Councillors are primarily only available Wednesday and Thursday nights), this objective was not always achieved. Clubs often train or meet earlier in the week and in some instances don't have access to their club rooms on the nights Councillors are available for presentation. In these instances handover of the cheques was arranged at the Council premises to a representative from the Club.

2.13 Consequently, at its meeting held on Monday, 26 May 2014 Council resolved that:

- 2. Presentations of cheques to successful grant applicants be made at the commencement of each council meeting, with cheques to be presented by the Mayor and Ward Councillors and the Chairman of the Sports, Recreation and Grants Committee to announce cheque recipients.*

Resolution Number 2421; 26/05/2014

2.13.1 Subsequently, the presentation of cheques to successful Community Grants Program Applicants took place at the commencement of the monthly Council meetings.

2.14 At its meeting held in March 2015, Council resolved:

- 1. That staff report back on options for changing the presentation of community grant cheques to an event that facilitates networking of club representatives and elected members.*

Resolution Number: 0256/2015; 23/03/2015

2.15 Pros and Cons were provided for Council's consideration for the following options:

2.15.1 Community Grant Cheque presentation continue to take place at the beginning of the monthly Council meeting where all Elected Members are scheduled to attend and therefore provides the best opportunity for all Elected Members to associate with Community Grant recipients and celebrate their funding success in a ceremonial setting. Elected Members are invited to join Community Grant recipients at the light refreshments prior to the Council meeting at 6.30 pm in Committee Room 3. Notification of the Community Grant cheque presentations is made via

the Council Agenda and a separate notification distributed with the relevant business papers that are delivered on Thursday; or

- 2.15.2 Alternatively, Community Grant cheque presentations take place at the beginning of the monthly Sport, Recreation and Grants Committee meeting whereby Elected Members that are not members of the Committee are invited to associate with Community Grant recipients and Sport, Recreation and Grants Committee members to celebrate the recipients funding success in a formal setting. Light refreshments would be provided prior to the Committee meeting. Notification of the Community Grant cheque presentations would be made via the Sport, Recreation and Grants Committee Agenda and a separate notification distributed with the relevant business papers that are delivered on Thursday; or
- 2.15.3 Community Grant cheque presentations take place at a quarterly ceremony with cheques presented by the Mayor, Deputy Mayor, Sport, Recreation and Grants Committee Chairman and relevant ward Councillors. All Elected Members have the opportunity to associate with Community Grant recipients and help them celebrate their funding success. Clubs have the opportunity to network simultaneously. Light refreshments will be provided and notification of the Ceremony would be made via invitation.
- 2.15.4 Council resolved that:
1. *The Community Grants Program cheque presentations to successful Applicants take place at a Quarterly Ceremony on a Wednesday evening from 6.30pm.*

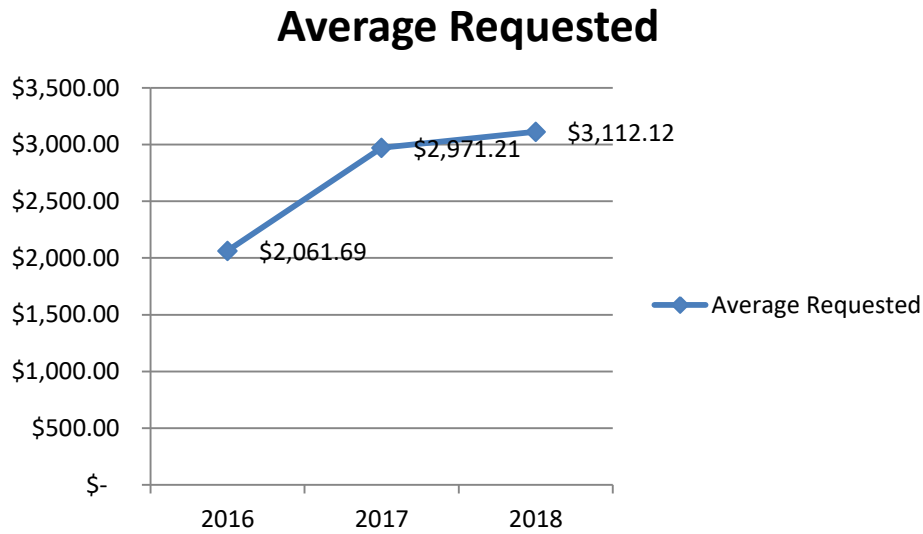
Resolution Number 0340/2015; 27/04/2015

Upper Limit Community Grants Program Funding

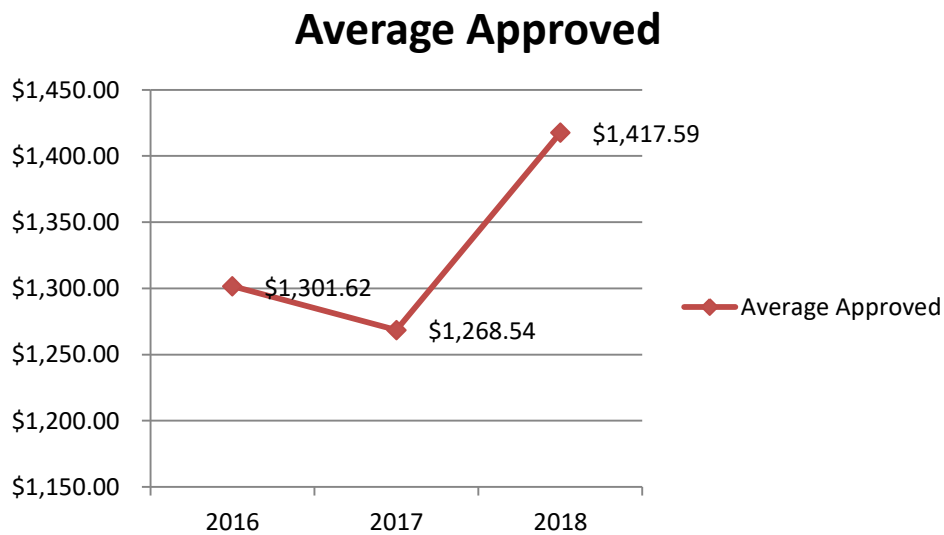
- 2.16 The table below examines the Community Grants Program applications received in 2016, 2017 and 2018 in their entirety:

	2016	2017	2018
Total Received	39	39	34
of the total - Approved	28	20	21
of the total - Withdrawn by Applicant	2	3	1
of the total - Ineligible	7	14	12
of the total - Unsuccessful	2	2	0

2.17 The average requested funding amount indicates an increasing trend:



2.18 The average approved funding amount indicates a neutral trend:



2.19 The average approval statistics outlined in 2.18 of this report indicates a neutral trend with the average funding allocated remaining well below the upper limit funding of \$2,500.

2.20 There are no predicted budget shortfalls in 2019.

Grants for Defibrillators

2.21 At its meeting held January 2019, Council resolved:

1. That a report be provided regarding the establishment of a new grant funding program for assisting sporting and community clubs in the City of Salisbury to purchase defibrillators.

Resolution Number 0081/2019; 29/01/2019

2.21.1 The Community Grants Program aims to uphold and improve community participation and development by providing financial assistance for activities, services and projects that support activities and services that

sustain and/or enhance health and wellbeing, community participation, sport and recreation and supports Sister City and Friendship City relationships.

- 2.21.2 Grants for defibrillators fit the criteria with regard to the aim and objectives for Community Grants Program funding.
- 2.21.3 Community Grants Program funding has previously been allocated for funding defibrillators to eligible applicants under the category of equipment.
- 2.21.4 With this in mind and the average Community Grants Program funding allocated remaining well below the upper limit funding of \$2,500 as outlined in 2.19 of this report, it is recommended that organisations continue to utilise Community Grants Program funding for the purchase of defibrillators rather than establishing a new grant funding program for this purpose.

3. CONCLUSION / PROPOSAL

- 3.1 Based on the information outlined in this report it is recommended that:
 - 3.1.1 the Community Grants Program Guidelines and Eligibility Criteria remains unchanged;
 - 3.1.2 the upper limit funding remains unchanged; and
 - 3.1.3 Organisations continue to utilise Community Grants Program funding for the purchase of defibrillators.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 04/02/2019

ITEM	7.2.4
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 February 2019
HEADING	Review of Youth Sponsorship Application and Funding
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	3.3 Be a connected city where all people have opportunities to participate.

RECOMMENDATION

1. The current Youth Sponsorship Application/Guideline be endorsed with no changes.

ATTACHMENTS

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

1. Youth Sponsorship Application/Guideline

1. BACKGROUND

- 1.1 At the Council meeting held on 24 July 2017 it was resolved:

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.

- 1.2 The report was scheduled for October 2018, but due to the election process was deferred to allow the new Council to consider the review outcome.

- 1.3 At its meeting held on Tuesday, 4 December 2018, the Sport, Recreation and Grants Committee recommended:

SRG-OB1 Review of Policies

1. *That Council undertake a review of the Community Grants Program, Youth Sponsorship applications and Capital Works Grants Program policies.*

Resolution Number 0052/2018; 17/12/2018

- 1.4 This report aims to cover both the initial resolution from 2017 and the recent decision of Council to undertake a review of the Youth Sponsorship policy.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal

- 2.1.1 General Manager Business Excellence

- 2.2 External
2.2.1 Nil

3. REPORT

- 3.1 The changes endorsed by Council in April 2017 have been monitored and feedback is provided below.
- 3.2 Changes made and impacts include:
- 3.2.1 The funding amounts were reviewed and increased as follows:
- Representing South Australia or the community at a National level in South Australia – was \$120 – increased to \$125.
 - Representing South Australia or the community at a National level interstate – was \$240 – increased to \$250.
 - Representing Australia or the community at an International level in Australia – was \$480 – increased to \$500.
 - Representing Australia or the community at an International level overseas – was \$960 – increased to \$1,000.
- 3.2.2 The increase in funding amounts has had a minimal impact on the budget with total expenditure in 2017/18 being \$56,000 (156 applications) compared to total expenditure in 2016/17 (208 applications) being \$63,465.
- 3.2.3 An acquittal process was introduced and has been received well. The process is reinforced when assessing further applications from the same applicant to ensure eligibility. To date there have been no applicants who have not met the eligibility criteria due to the acquittal process.
- 3.2.4 Allowing applicants to apply at **each** level per twelve month period has been beneficial to a number of applicants as selection at a state level can lead to an opportunity of international representation.
- 3.3 The various categories available also provide a good cross section of activities that applicants can apply for. This allows not just sport related applications but recognises, art and cultural activities.
- 3.4 The Youth Sponsorship Guidelines and Application are attached for reference.
- 3.5 Overall the Youth Sponsorship Application/Guidelines are being received well with the process for eligibility being clear and therefore no further changes have been identified.

4. CONCLUSION / PROPOSAL

- 4.1 That the current Youth Sponsorship Application Guidelines be endorsed with no further changes identified at this stage.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 04/02/2019



YOUTH SPONSORSHIP GUIDELINES

The City of Salisbury has committed funds to assist local young people who have **excelled** in their particular sport/cultural/recreational activity and have been **selected** for representation at a national or international competition/event/activity in the following categories:

- Sport and Recreation (football, netball, swimming etc) – letter from peak sporting body
- For School organised sporting competitions – letter from organising (non-profit) Association (eg, SAPSASA, SA Christian School Sports Association)
- Arts and Culture (art, dancing, singing, theatre etc) – letter from event organiser (non profit)
- Education and Academic Performance (Maths, Science, Language etc) – letter from event organiser (non profit)
- Community Involvement (public speaking, debating, activities that support Sister City and Friendship City relationships etc) – letter from event organiser (non profit)

ELIGIBILITY

To be eligible for sponsorship applicants must be:

1. A resident of the City of Salisbury, 25 years or under
2. Selected to participate in a sporting competition or a cultural/recreational event at a national or international level.
3. Able to provide a letter (on official letterhead) from the relevant peak sporting body/State Association or Event Organiser advising that you have been chosen to compete/exhibit/perform at a national or international level, including details of competition/event and the background/accomplishments of the applicant.
4. Applicants who are undertaking activity that may result in earning an income are not eligible to receive funds from the grants program.
5. Provide the completed Acquittal of Youth Sponsorship document within one month of the event.

Please ensure the following document is included with the application.

A letter from the State Association/Event Organiser including applicants name

1. Applications **must be received at least 14 days before the event takes place.**
2. Applications **will not be considered without the supporting documentation.**
3. Applications are considered on a **monthly** basis (usually the fourth Monday of the month).
4. One application, for each level, per person per 12 months may be eligible for funding.

LEVEL OF SPONSORSHIP

Sponsorship grants will be based on the following levels of funding.

- Representing South Australia at a **National level in South Australia** –\$125
- Representing South Australia at a **National level interstate** –\$250
- Representing Australia at an **International level in Australia** –\$500
- Representing Australia at an **International level overseas** –\$1000

Payment of any approved sponsorship funds will be made available as soon as possible, however there is **no guarantee that the funds can be made available prior to the beginning of the competition.** Funding will be allocated to successful applicants until the Youth Sponsorship budget is expended.

December 2017



**YOUTH SPONSORSHIP PROGRAM
APPLICATION FORM**

Completion of and acceptance by Council of this application does not in itself constitute any agreement nor should any inference be assumed that the grant applied for would be provided either in whole or in part.

Applicant Details:

Name.....

Address.....

.....Telephone:.....

Date of Birth.....

Name of School/Tertiary Institution (if applicable).....

.....

Representing (name of State body).....

Are you in full time employment? YES / NO

Do you have commercial sponsorship? YES / NO

Details of event for which sponsorship is sought:
.....

Date/place of the event.....

Parent/Guardian Name.....

Signature.....Date of Application.....

Youth Sponsorship Programme enquiries can be directed to the Administrative Coordinator – Business Excellence on 8406 8340.

Return to: City of Salisbury, PO Box 8, SALISBURY. 5108 or email ~ city@salisbury.sa.gov.au

December 2017



YOUTH SPONSORSHIP PROGRAM

DECLARATION

(Application will not be considered if this page is not completed)

This certifies that.....
(applicant)

Of.....
(address)

is a member of.....
(Club/Organisation)

competing in.....
(event for which sponsorship is sought)

in.....on.....
(place) (date)

Name of State Association completing this declaration.....

Name of coach/representative completing this declaration *(Please print)*.....

.....Telephone No.....

Signature.....Date.....

ITEM	7.2.5
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 February 2019
HEADING	Minor Capital Works Grant Program Review
AUTHOR	William McInerney, Community Planner Sport and Recreation, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Minor Capital Works Grant Program has been reviewed and this report makes some suggestions for consideration to provide efficient service to potential applicants of the Program and support strategic decision making.

RECOMMENDATION

1. The information be received and noted.
2. That a further report be prepared for the April 2019 meeting to include suggested changes to the Minor Capital Grants Program after consideration of the options presented to the Sport Recreation and Grants Committee.

ATTACHMENTS

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

1. Minor Capital Works Grant Program - Guidelines and Eligibility Criteria

1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program was established in September 2000 and has historically reported to the Sport, Recreation and Grants Committee (or equivalent).
- 1.2 The Sport, Recreation and Grants Committee at its December 2018 meeting resolved:
 - 1.2.1 *That Council undertake a review of the Community Grants Program, Youth Sponsorship applications and Capital Works Grants Program policies.*
- 1.3 The Sport, Recreation and Grants committee have the delegated power through the Terms of Reference to:
 - 1.3.1 *Allocate the Minor Capital Works funding on an annual basis and provide a report of these allocations to Council for information;*
 - 1.3.2 *Report and make recommendations to Council on the eligibility criteria for the Minor Capital Works funding program.*

- 1.4 The City of Salisbury, through the Minor Capital Works Grant Program (MCWGP), aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements and to improve service delivery to the community.
- 1.5 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance club viability.
- 1.6 The MCWGP aims to deliver outcomes in alignment with the Salisbury City Plan 2030 in order to achieve the vision of “a flourishing City with opportunity for all.”
- 1.7 The MCWGP is open to all community organisations that meet all of the following criteria:
 - are an incorporated not-for-profit community organisation;
 - are physically located in the City of Salisbury;
 - provide sporting, recreation and leisure services to the City of Salisbury;
 - are significantly free of Council debt;
 - have not received MCWGP funding in the past 24 months;
 - have completed all relevant sections of the application form; and
 - have supplied all essential documentation.
- 1.8 The MCWGP currently offers two funding categories:
 - 1.8.1 Category A: Up to \$30,000
 - 1.8.2 Category B: Up to \$2,000
- 1.9 Currently, clubs that meet one of the following may apply for CATEGORY A funding, up to \$30,000:
 - have a current lease or sub-lease of a Council owned building; or
 - licence or sub-licence over Council owned land; or
 - have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or
 - operate from facilities located on land where the City of Salisbury maintains a contracted interest to purchase that land.
- 1.10 Currently, not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community within the City of Salisbury may apply for CATEGORY B funding, up to \$2,000.
- 1.11 All eligible applications are assessed by the Sport, Recreation and Grants Committee against the following criteria:
 - completion of the application in full;
 - ability to meet the purpose of the MCWGP;
 - alignment with MCWGP priorities;
 - demonstrated need for the project;
 - relevance to the strategic directions of the City;

- project budget is realistic, comprehensive and provides value for money;
- risk management; and
- extent to which alternative, complementary funding sources has been explored or secured.

1.12 MCWGP funding is often used by clubs as matched funding through external grant opportunities such as the Office for Recreation, Sport and Racing.

1.13 The Program is administered by Community Development staff that work in conjunction with staff across Council to deliver the program. Approved projects are then managed internally by qualified Project Managers within the City Infrastructure department.

1.14 The budget for the Minor Capital Works Grant Program is \$360,000 which includes internal capital project management provided by City Infrastructure.

1.15 Over several years the Minor Capital Works Grant Program has not expended the total budget amount to community projects. The Program is promoted through the Salisbury Sport and Recreation Network newsletter, at Network events, information sessions, and Forums, in meetings with clubs and community, and on Council's website.

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 Community Planning and Vitality, Community Development

2.1.2 Property & Buildings, City Infrastructure

2.1.3 Projects, City Infrastructure

2.2 External

2.2.1 Local sport and recreation clubs and organisations

2.2.2 Office for Recreation, Sport and Racing

2.2.3 Local Governments within South Australia

3. REPORT

3.1 The Minor Capital Works Grant Program has been reviewed to ensure that the program utilises best practice, provides efficient service to the community, and aligns with the priorities of the community.

3.2 It is important to note that the Program works in conjunction with Council's Building Renewal Program. Building audits have previously been conducted on Council owned assets which inform projects/works to be conducted through Council's Building Renewal Program to ensure clubs are being provided with quality facilities. Minor Capital Works Grant Program funding should be accessed by clubs looking to bring the timeline of proposed work forward, projects that go beyond the level of service provided by Council or projects that achieve sport specific requirements for facilities.

3.3 The following report provides information about the Program's Eligibility Criteria, Maximum Funding Allocation Amount, Assessment Criteria, Application Process, and Assessment Timing/Rounds, for Councils consideration.

4. ELIGIBILITY CRITERIA

- 4.1 The eligibility criteria of the MCWGP have previously been reviewed in 2004, 2006, 2007, 2011, 2013, 2015, and 2018. These reviews considered factors including broadening of eligibility criteria, increasing the maximum available funding, amending timing of grants and the streamlining of the application process.
- 4.2 In order for clubs to be eligible to apply for the Minor Capital Works Grant Program, they must meet the following criteria:
 - 4.2.1 are an incorporated not-for-profit community organisation;
 - 4.2.2 are physically located in the City of Salisbury;
 - 4.2.3 provide sporting, recreation and leisure services to the City of Salisbury;
 - 4.2.4 have not received MCWGP funding in the past 24 months;
 - 4.2.5 have completed all relevant sections of the application form; and
 - 4.2.6 have supplied all essential documentation.

Clarification of Eligibility Definitions

- 4.3 Some further clarity could be considered in relation to the intent of the criteria “providing recreation and leisure services to the City of Salisbury”. The current criteria is quite broad in nature and could be further refined to, for example, support growth in sporting codes, support niche sports (to encourage diversity) and limit leisure as a category. Examples of leisure activities include bicycling, bowling, curling, horseback riding, golfing, hiking/walking, skating, skiing and swimming. However, not all leisure activities are sportive. It may also include painting, drawing, reading, listening to music or meditating. Exploration of this as a criterion requires some further consideration.

Council Debt Eligibility

- 4.4 Currently, applicants must ‘be significantly free of Council debt’ to be eligible to apply to the Program however it is proposed that a clarification be considered.
- 4.5 Blanket ineligibility for applicants with debt to Council disqualifies potential applicants that have debt which is increasing the value of facilities and service provided to the community. For example, if a club took out a loan from Council to significantly upgrade a facility which in turn can provide greater participation opportunities, attract events, or cater for growth which increases the club’s viability, ability to generate revenue in order to pay off loans, as well as the club providing a significant service to the community which should be encouraged by Council rather than disqualified from Grant opportunities.
- 4.6 Eligibility consideration could be given to a definition of ‘Council Debt’ to include unspent funds, overdue acquittals from previous funding applications, outstanding payments, or overdue lease fees.
- 4.7 Providing clarification will encourage and allow additional clubs to apply for funding to further enhance their viability, provision of services and higher standard facilities for the community.

Additional Applicant Ineligibility Criteria

- 4.8 Consideration could be given to ensuring that Minor Capital Works Grant Program funding is being accessed by organisations that are supporting and meeting the purpose of the Program, have the ability to receive grants, and have previously followed due process with successful grants. In order to achieve this the following additional applicant ineligibility criteria could be included:
- 4.8.1 Organisations that have been operating for less than 12 months;
 - 4.8.2 Organisations that have overdue City of Salisbury grant acquittals;
 - 4.8.3 Unincorporated organisations;
 - 4.8.4 Organisations that are not physically located within the City of Salisbury;

Additional Project Ineligibility Criteria

- 4.9 Consideration could be given to ensuring that Minor Capital Works Grant Program funding is being accessed for projects that support and meet the purpose of the Program, the conditions of funding and those that can be funded and covered through insurance. The inclusion of the following additional project ineligibility criteria could be included:
- 4.9.1 Projects conducted outside of the City of Salisbury;
 - 4.9.2 Projects that do not meet the purpose of the Minor Capital Works Grant Program;
 - 4.9.3 Projects where the request for funding is greater than \$30,000; and
 - 4.9.4 Projects for the repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance.

Priority Projects List

- 4.10 Previously, the Minor Capital Works Grant Program priorities have only provided a list of examples of eligible projects as a guide for applicants.
- 4.11 The Minor Capital Works Grant Program's priorities could provide strategic direction and guidance as to what types of projects are needed in the community. This is based on demand for projects through previous applicants, identification by clubs and based on industry best practice.
- 4.12 Consideration could be given to provision of the following list to provide examples of the types of projects considered as priorities:
- 4.12.1 Projects that address gaps in the provision of facilities offered to the community;
 - 4.12.2 Projects that increase participation, inclusive opportunities, and/or club viability;
 - 4.12.3 Projects that upgrade facilities to meet relevant State/National Sporting Organisation standards;
 - 4.12.4 Projects that utilise and achieve universal design principles;
 - 4.12.5 Upgrade or development of a single use active recreation and sport facility or multi use sports hub;

- 4.12.6 Modifications to ensure that an existing facility meets environmental, Occupational Health and Safety regulations or DDA compliance; and
- 4.12.7 Upgrades to playing surfaces' and/or other initiatives which achieve water and energy savings.

5. MAXIMUM FUNDING ALLOCATION AMOUNT

- 5.1 The Minor Capital Works Grant Program was established in September 2000 with a maximum limit of \$10,000 funding allocation. This was subsequently reviewed and increased to \$20,000 shortly after and further increased to the current Category A amount of \$30,000 in 2011, with the introduction of the \$2,000 Category B funding opportunity in 2015.
- 5.2 Few metropolitan Councils offer a similar Minor Capital Works Grant Program and where they do exist, the maximum funding amount offered is significantly less than the City of Salisbury's Minor Capital Works Grant Program.
- 5.3 The aim of this funding is to support and provide not-for-profit organisations within the community with minor works and upgrades to facilities, not to fully fund major capital works, upgrades, or significant infrastructure. Funding for these types of projects should be sourced within alternative Council Budgets or external grant programs.
- 5.4 Currently, eligible applicants can apply for Category A funding of up to \$30,000 and Category B funding of up to \$2,000.
- 5.5 Consideration could be given to a contribution from applicants for category A and B of either 25%, 10% or 5 %, in order to encourage a co-investment and in consideration of the other investments which Council makes into sporting facilities, non-commercial lease fees, grounds maintenance, facilities upgrades, and maintenance, solar panels access to lighting program funds.

Funding increases consideration

- 5.6 The maximum funding amount of \$30,000 (Category A) was set in 2011 and has not been increased to account for the Consumer Price Index which would now be valued at approximately \$35,139.41.
- 5.7 The maximum funding allocation amount has also not been reviewed to take into account the demand for additional and increased funding from clubs. Consideration could be given to increasing the Category A amount to \$40,000. An increase in the maximum funding allocation amount would encourage applicants to complete additional works when eligible, to ensure club priorities are adequately met for a longer duration.
- 5.8 It is important to note that unlike other grant programs offered by Council and external organisations, any Category A funding allocated through the MCWG Program is project managed by internal Council Staff and works are undertaken by Council approved and preferred contractors.

Category B considerations

- 5.9 In 2015, Council introduced the Minor Capital Works Grant Program Category B funding in which not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community within the City of Salisbury may apply for up to \$2,000.

- 5.10 Not-for-profit organisations that own their own facilities provide a valuable service to the community within the City of Salisbury through opportunities to participate in sport, recreation and leisure activities.
- 5.11 The MCWGP Category B funding has not been accessed by Not for Profits with their own facilities, despite the opportunity being available since 2015. Previous potential applicants have raised concerns that the maximum limit is not enough funding to support vital works that need to be undertaken at their facilities.
- 5.12 Organisations that operate from their own facilities do not have the same support from Council as organisations that operate from Council owned assets. While organisations can access Council funding both through the MCWGP and other internal budgets, as well as State and Federal Government funding programs.
- 5.13 Not-for-profit organisations that own their own land must raise their own funds, access State and Federal Government funding programs, or seek sponsorship for facility upgrades, building renewal or minor capital works.
- 5.14 It is not recommended that Council change its current policy position in relation to this category of funding due to the conflicts which could arise in supporting private interests. There are, however, other mechanisms which could be deployed to encourage greater diversity of sporting activities thought network support, Community Grants and building alliances and sharing of facilities which could be further explored.

6. ASSESSMENT CRITERIA

Inclusive Opportunities

- 6.1 Council recognises the opportunities for people with a disability, women and girls, and people from culturally and linguistically diverse backgrounds to participate in and support sport and recreation in the community as participants, coaches, administrators, volunteers, and in leadership positions.
- 6.2 MCWGP funding can be used to develop, upgrade, or modify infrastructure to allow greater concentration of Universal Design Principles to be applied in order to support equitable access and use by all people regardless of ability or background.
- 6.3 In order to support the increase of inclusive opportunities delivered by local sporting clubs in the community, the Minor Capital Works Grant Program could further encourage applicants to understand, consider, and implement universal design principles into the projects they are proposing (where applicable).
- 6.4 To deliver on this intent the following changes to the Minor Capital Works Grant Program Assessment Criteria could be considered:
 - 6.4.1 *Extent to which the project utilises Universal Design Principles and increases inclusive opportunities including for women and girls, people with a disability, and/or people from culturally and linguistically diverse backgrounds.*

7. APPLICATION PROCESS

- 7.1 Staff from various departments within Council are provided details of the application/proposed project in order to review the specifications, future plans and eligibility of the applicant and project. This is to ensure that any projects conducted meet relevant standards and requirements, are feasible and applicants are made aware of any constraints, alternative solutions and/or impediments to the proposals and/or likely cost implications which have not been considered, and align with Council priorities as well as identifying any existing plans for similar work at Council sites (which may render an application for funding for a specific project unnecessary).
- 7.2 Technical staff meet with potential applicants prior to submitting an application to support the development of a scope of works for the project and application. This scope of works is developed in consultation and approved by internal and external stakeholders. Applicants are then able to seek quotations from qualified and licensed contractors based on this scope of work.

Online Application Form

- 7.3 In order to streamline the application process for potential applicants, an online Application Form for the Minor Capital Works Grant Program is under development.
- 7.4 While potential applicants will be encouraged to utilise the online application form, once tested and operating, a print friendly version of the form will also be available if required.

Project Cost Estimates and Quotations

- 7.5 Applicants are currently required to submit three (3) quotes as part of their funding application. This allows applicants to source best value costings for the project as well as providing justification for the amount requested through the MCWGP.
- 7.6 Council could consider streamlining this process for the to the community and adjust the requirements so that that the minimum amount of quotes required as part of an application to the Program be reduced the number of quotes from a Council preferred, prequalified and licensed contractor. Whilst this would reduce the amount of work required from applicants, it will increase the risk to council in terms of the reliability of project costing. This would be mitigated by utilising prequalified and licensed contractor from existing panel arrangements.
- 7.7 Applicants would continue to be liable for amounts or costs for the project over the approved amount and would be borne by the club.
- 7.8 In order to ensure that applicants are allocated sufficient funding for the proposed works, and to address any minor deviations or unexpected costs, the Sport, Recreation and Grants Committee at its July 2018 meeting resolved that:
- 7.8.1 *Apply a 20% contingency to grant application amounts for approval by the Committee and; where the application of 20% takes the grant amount over the Grants upper limit that recommendations for grants approval amounts be set at \$30,000.*

- 7.8.2 *Note that the following conditions continue to apply to applicants*
- *any amounts over the approved amount would be borne by the club; and*
 - *any significant departures in scope of original intent would require approval by the committee.*

7.8.3 *Procedures for staff be amended to ensure that only current quotations are presented to the committee.*

7.9 No change is recommended to this contingency.

8. ASSESSMENT ROUNDS

- 8.1 From the Program's inception in 2000 until 2014, the Minor Capital Works Grant Program was open for applications year round however only assessed once per year in line with Council's budget bid process.
- 8.2 Since 2014, applications have been open for submission throughout the year and eligible applications are assessed on a monthly basis by the Sport, Recreation and Grants Committee.
- 8.3 Having the ability to assess eligible applications on a monthly basis (when received) allows for clubs to have access to the MCWG Program year round, it also results in staff sporadic workloads, irregular reporting and assessment, and project delivery on an ad hoc basis.
- 8.4 Consideration could be given to a schedule of Sport, Recreation and Grants Committee assessments of Minor Capital Works Grant Program applications on a four times per financial year basis.
- 8.5 Utilising a structured schedule of assessment and funding allocation will allow staff to streamline the administration process of the Program, plan projects strategically, manage and align similar projects (either geographically or type), share resources and package tenders.
- 8.6 Potential applicants will also be able to plan their priorities and applications (to the MCWGP and external funding programs) more strategically.
- 8.7 The implementation of assessment rounds will allow all potential projects and applications for that financial quarter to be received, reviewed, and assessed at one time, rather than spread throughout the quarter. This will mean projects can be assessed based on their individual merit (MCWGP Assessment Criteria) as well as their priority and strategic value based on other applications received.
- 8.8 Historically, the Program policy has limited the amount of grant funding offered per financial quarter in order to ensure that the funding is shared equally throughout the year. Currently, no more than 25% of the total budget is to be awarded in any financial quarter.
- 8.9 If the proposed schedule was adopted, the 25% limit per financial quarter could continue however as part of quarterly assessment rounds.
- 8.10 Any unallocated funding has the provision to be carried forward to the next financial year's budget to allow for increase funding available.

- 8.11 The timing of the proposed Assessment rounds could align with the Office for Recreation, Sport and Racing funding programs, allowing sport and active recreation clubs to apply for increased funding or co-contributions for larger projects which can be co-funded by Local and State Government.
- 8.12 The timing could also align with Council's budget bid process, in which there may be provision for projects identified by applicants to be incorporated into other funding programs or budgets.

9. CONCLUSION / PROPOSAL

- 9.1 Council's Minor Capital Works Grant Program has been reviewed and suggested options and considerations for change have been provided. Further feedback and discussion on the elements and priorities for changes are sought with a view to providing additional analysis for Councils consideration of any changes.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 04/02/2019



Minor Capital Works Grants Program Guidelines and Eligibility



1. About the Program

The City of Salisbury, through its Minor Capital Works Grants Program (MCWGP), aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.

The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance the club viability.

The MCWGP 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.”*

The MCWGP assists clubs that deliver sport, recreation and leisure programs through Council’s many assets to improve service delivery to the community. The guidelines contained within this document outline the types of projects that can be considered for funding.

2. Before you begin

Before commencing your application please contact the Community Planner: Sport & Recreation on 8406 8278 who will:

- assess the eligibility of your project;
- book a site assessment with you;
- assist in developing a scope of works for seeking quotations;
- advise you of the MCWGP application process and timelines; and
- advise you of potential trades people for quotations.

Applications must be made using the **Minor Capital Works Grants Program Application Form**.

You can download a MCW Grants Program application form from Council’s website at: 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 8278.

Submit your completed application via:

Email: city@salisbury.sa.gov.au
Fax: 8281 5466
Post: Minor Capital Works Grants Program
City of Salisbury
PO Box 8
Salisbury SA 5108

If you require any assistance in completing your application, please call 8406 8278 and a City of Salisbury staff member would be happy to help you.

3. Who can apply?

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

- are an incorporated not-for-profit community organisation;
- are physically located in the City of Salisbury;
- provide sporting, recreation and leisure services to the City of Salisbury;
- are significantly free of Council debt;
- have not received MCWGP funding in the past 24 months;
- have completed all relevant sections of the application form; and
- have supplied all essential documentation.

CATEGORY A– up to \$30,000

Clubs that meet one of the following may apply for **CATEGORY A** funding:

- have a current lease or sub-lease of a Council owned building; or
- licence or sub-license over Council owned land; or
- have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or
- operate from facilities located on land where the City of Salisbury maintains a contracted interest to purchase that land.

IMPORTANT – funding for Category A applications will remain with Council who will coordinate and undertake all works and pay the contractor(s).

CATEGORY B– up to \$2,000

Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for **CATEGORY B** funding.

IMPORTANT – following confirmation by Council, Category B applicants will be required to invoice Council for the value of the grant.

If you are unsure of the eligibility of your project or which category to apply for, please contact the Community Planner: Sport & Recreation on 8406 8278.

4. Who can't apply?

The following are ineligible for MCWGP funding:

- clubs who have received an MCWGP grant in the past 24 months;
- for profit / commercial organisations;
- schools / school councils;
- individuals; and
- incorporated not for profit organisations that operate from commercial, privately owned and/or education facilities.

5. How much money is available?

The annual budget is capped at approximately \$250,000 for Category A projects and \$20,000 for Category B projects. Applications that include contributions from the applicant and other sources are encouraged.

The MCWGP is open for applications year round, with projects awarded monthly. No more than 25% of funding will be allocated in any one financial quarter.

The MCWGP 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 funding, but a percentage of the amount sought. If your project can not proceed without full funding then this should be indicated in your application.

6. Timing

The MCWGP is open for applications all year.

Applications to the MCWGP must be received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th 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.

7. What projects can be funded?

The following list provides examples of eligible projects and is a guide only to assist in the preparation of your application:

- Change rooms / toilets
- First aid rooms
- Access for participants and spectators with a disability
- Food preparation areas
- Equipment storage
- Security upgrades
- Solar (PV) Installation
- Umpires rooms
- Verandas and shelter areas
- Air conditioning
- Administration rooms
- Electrical additions (e.g. general lights and power points)
- Meeting spaces
- Ceiling insulation
- Construction of new turf wickets
- Safety cages (eg discus and hammer areas)
- Specialised playing surfaces
- Task lighting
- Players boxes
- Score boards
- Spectator seating
- Sight screens
- Spectator fencing

8. What cannot be funded?

The following types of projects are ineligible and will not be considered for funding:

- retrospective works: works partially or completely undertaken;
- furniture: all furniture is the responsibility of the lessee and is not classified as minor capital works;
- fixtures and fittings (loose): identified noncore fixtures and fitting items that can be easily removed from the building;
- land purchase or donation: requests to purchase or donate land;
- consultancy: funding for clubs and associations to undertake a consultancy;
- salaries and administration costs: salaried or paid positions;
- grounds maintenance: grounds or surface maintenance and repair;
- other expenses: including conferences, travel, equipment, presentations, and personal equipment; and
- volunteer labour: projects that utilise volunteer and unskilled labour.

9. 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;
- a copy of building works drawings or concept plans for the project;
- three (3) project quotes from a qualified individual or business;
- evidence of cash support (where applicable)
- letters of support for the project from each of the user groups (where applicable)
- letter or email from the head lessee supporting the application (where applicable)
- photos that clearly demonstrate why the works are needed;
- Certificate of incorporation demonstrating not-for-profit status; and
- signed copy of committee minutes endorsing the project, authorising an application to the MCWGP and documenting the authorised project contact.

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for funding. 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 funding, therefore funding should not be deemed automatic or anticipated.

10. Assessment Criteria

All eligible applications will be assessed against the following criteria:

- completion of the application in full;
- ability to meet the purpose of the MCWGP (see section 1);
- alignment with MCWGP priorities (see section 7);
- demonstrated need for the project;
- relevance to the strategic directions of the City;
- project budget is realistic, comprehensive and provides value for money;
- risk management; and
- extent to which alternative, complementary funding sources has been explored or secured.

11. Funding Conditions

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.