



AGENDA

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

8 APRIL 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 N Henningsen
Cr D Hood
Cr S Ouk
Cr S Reardon

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 12 March 2019.

REPORTS

Administration

7.0.1	Future Reports for the Sport, Recreation and Grants Committee	7
-------	---	---

Community Grants

7.2.1	Youth Sponsorship Applications - March 2019	9
7.2.2	Community Grants Program Applications for April 2019	11
7.2.3	07/2019: Bhutanese Australian Association of South Australia Inc. - Community Grants Program Application.....	39
7.2.4	Community Grants Program Guidelines and Eligibility Criteria Review.....	61
7.2.5	Minor Capital Works Grant Program - Financial Review	95

OTHER BUSINESS

CLOSE



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

12 MARCH 2019

MEMBERS PRESENT

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

OBSERVERS

Cr K Grenfell (*from 6.40 pm*)
Cr P Jensen (*from 6.40 pm*)

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 6.37 pm.

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

APOLOGIES

An apology was received from Cr L Braun.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Mayor G Aldridge
Seconded Cr C Buchanan

The Minutes of the Sport, Recreation and Grants Committee Meeting held on 11 February 2019, be taken and read as confirmed.

CARRIED

REPORTS

Administration

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

Moved Cr C Buchanan
Seconded Cr S Ouk

1. The information be received.

CARRIED

Community Grants

7.2.1 Youth Sponsorship Applications - February 2019

Moved Cr S Reardon
Seconded Cr D Hood

1. The information be received.

CARRIED

7.2.2 Community Grants Program Applications for March 2019

Moved Cr N Henningsen
Seconded Mayor G Aldridge

1. The information be received and noted.

CARRIED

7.2.3 02/2019: Brahma Lodge Sports Club Inc. - Community Grants Program Application

Moved Cr D Hood
Seconded Mayor G Aldridge

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 March 2019 round of Community Grants as follows:
 - a. Grant No. 02/2019: Brahma Lodge Sports Club Inc. be awarded the amount of **\$2,200.00** to assist with the purchase of **printed AFL post pads** for ongoing use as outlined in the Community Grant Application and additional information.

CARRIED

7.2.4 04/2019: Thai Food Fair and Entertainment Association Inc. - Community Grants Program Application

Cr C Buchanan declared a perceived conflict of interest on the basis of providing advice on grants programs to the Thai Food Fair and Entertainment Association Inc. Cr Buchanan managed the conflict by remaining in the meeting and not voting on the item.

Mayor G Aldridge declared a perceived conflict of interest on the basis of being advised that she would be receiving an invitation to the event. Mayor Aldridge managed the conflict by remaining in the meeting and not voting on the item.

Moved Cr S Ouk
Seconded Cr D Hood

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 Grant No. 04/2019 as a new group category application and allocated funding for the March 2019 round of Community Grants as follows:
 - a. Grant No. 04/2019: Thai Food Fair and Entertainment Festival Association Inc. be awarded the amount of **\$5,000.00** to assist with the establishment of a new group and with the purchase of **hall hire (exclusive of bond), light and sound for the Khon Live in Adelaide event** as outlined in the Community Grant Application and additional information.

CARRIED

*The majority of members present voted IN FAVOUR of the MOTION.
Cr C Buchanan DID NOT VOTE on the MOTION.
Mayor G Aldridge DID NOT VOTE on the MOTION.*

OTHER BUSINESS

Nil.

The meeting closed at 6.54 pm.

CHAIRMAN.....

DATE.....

ITEM	7.0.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	08 April 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: 01/04/2019

ITEM	7.2.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	08 April 2019
HEADING	Youth Sponsorship Applications - March 2019
AUTHOR	Karen Wehrmann, Debtors & Property Officer, Business Excellence
CITY PLAN LINKS	3.3 Be a connected city where all people have opportunities to participate.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

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

2. CONSULTATION / COMMUNICATION

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

3. REPORT

- 3.1 The following Youth Sponsorship Applications were assessed and approved by the Chairperson and one other member of the Sport, Recreation and Grants Committee in March 2019.

Funding per application	Event	Total Funding
1 @ \$1,000	One application has been received to represent Australia at the Junior International Artistic Freeskating Cup to be held in Freiburg, Germany in May 2019.	\$1,000
2 @ \$250	Two applications have been received to represent South Australia at the Tenpin Bowling Tournament to be held in Melbourne, Victoria in April 2019.	\$500
3 @ \$250	Three applications have been received to represent South Australia at the National Christian School Sports Games to be held in the Gold Coast, Queensland in May 2019.	\$750
1 @ \$500	One application has been received to represent Australia at the International Indigenous Arafura Football Games to be held in Darwin, Northern Territory in April 2019.	\$500
Total Funding for March 2019:		\$2,750.00

3.2 The following applications were received, however, are deemed ineligible:

3.2.1 One application to represent South Australia at the Sprint Canoe National Championships to be held in March 2019 however the application is not eligible as the application was not received 14 days prior to the event.

4. CONCLUSION / PROPOSAL

4.1 The 2018/19 Youth Sponsorship budget allocation is \$54,000 less expenditure to date of \$42,785 (including March applications) which leaves a balance remaining of \$11,215.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 01/04/2019

ITEM	7.2.2
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	08 April 2019
HEADING	Community Grants Program Applications for April 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 received and submitted for the April 2019 round. One application is submitted for consideration by the Sport, Recreation and Grants Committee in an individual report.

RECOMMENDATION

1. The information be received and noted.

ATTACHMENTS

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 April 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 April 2019 round of Community Grants for consideration, of which is deemed compliant and listed below:
 - 2.1.1 07/2019: Bhutanese Australian Association of South Australia Inc.
Agenda item 7.2.3; Sport, Recreation and Grants Committee; 08/04/2019
- 2.2 One (1) application received for the April 2019 round of Community Grants requires further information and will be submitted for consideration once the information has been received:
 - 2.2.1 06/2019: Burton Community Centre 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 April 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 **\$40,850.00**.

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 April 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: 01/04/2019

Effective 27 November 2017



Community Grants Program

Guidelines and Eligibility Criteria



live it up

Contents

1.	Introduction	3
2.	Submitting an Application	4
3.	Community Grants Program Aim and Objectives	5
4.	Funding Rounds Opening and Closing Dates.....	5
5.	Community Grants Program Categories	5
6.	Types of Community Grants and Amount of Funding	6
7.	Eligible Areas.....	6
8.	Eligibility to Apply	7
9.	Eligible Items.....	9
10.	Ineligible Items	10
11.	Application Process.....	12
12.	Funding Criteria.....	13
13.	Community Grant Application	14
14.	Referees	15
15.	Financial Information	15
16.	Application Outcome	15
17.	Expenditure of Community Grants Program Funds	16
18.	Goods and Services Tax (GST).....	17
19.	Presentation of Community Grants Program Cheques	17
20.	Accountability and Reporting Requirements.....	17
21.	Repayment of Community Grant	18
	ATTACHMENT A – Community Grants Program Documents.....	19
	ATTACHMENT B – Likely Funded Project and Event Examples	20
	ATTACHMENT C – Unlikely Funded Project and Event Examples	21
	ATTACHMENT D - Project Evaluation Requirements	22
	ATTACHMENT E – Frequently Asked Questions	23

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).

Community Grants Program Guidelines and Eligibility Criteria - Page 10 of 18

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 12 of 18

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).

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment A
Page 19

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.

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	7.2.3
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	08 April 2019
HEADING	07/2019: Bhutanese Australian Association of South Australia Inc. - Community Grants Program Application
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.3 Be a connected city where all people have opportunities to participate. 3.4 Be a proud, accessible and welcoming community. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Bhutanese Australian Association of South Australia Inc. 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 April 2019 round of Community Grants as follows:
 - a. Grant No. 07/2019: Bhutanese Australian Association of South Australia Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of **hall hire (exclusive of bond) and costumes for the Annual Settlement Day 2019** event as outlined in the Community Grant Application and additional information.

ATTACHMENTS

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

1. 07/2019: Bhutanese Australian Association of South Australia Inc. - Application
2. 07/2019: Bhutanese Australian Association of South Australia Inc.- Additional Information

1. BACKGROUND

- 1.1 The Bhutanese Australian Association of South Australia Inc. received \$1,835 in July 2015 to assist with the purchase of hall hire, premium exhibition banner, lanyards and pouches, cultural hair sets and bracelets and radio advertising for the Bhutanese Women's Festival (Teej 2015).

2. REPORT

- 2.1 The Bhutanese Australian Association of South Australia Inc. Application meets the eligibility criteria for the upper limit Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Bhutanese Australian Association of South Australia Inc. is submitted for consideration by the Sport, Recreation and Grants Committee.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 01/04/2019

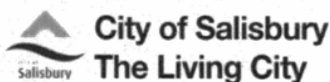


Community Grants Program

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>Bhutanese Australian Association of South Australia (BAASA)</i>	
Address:	<i>Post box 265</i>	
Suburb:	<i>Salisbury</i> Postcode: <i>5108</i>	
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	<i>Mr Indra Adhikari</i>	
Title (your role with the group/organisation):	<i>Volunteer</i>	
Address:	<i>Post Box 265 Salisbury SA 5108</i>	
Phone:	Landline: Mobile: XXXXXXXXXX	
Email:	<i>basa@bhutanesesa.org.au</i>	
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	<i>Mr Sushil Niroula</i>	
Title (role with the group/organisation):	<i>Chairperson</i>	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed:	<i>Volunteer based community Organisation</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 type="checkbox"/> <small>(evidence must be attached to this application)</small>	No <input checked="" type="checkbox"/>
d) Government Funded: <small>(If Yes, please list funding source/s and purpose in part e & f)</small>	Yes <input type="checkbox"/> <small>(go to question e & f)</small>	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>Bhutanese Australian Association of South Australia</i> <small>*do not provide account or BSB numbers*</small>	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>Sandra Dzafic</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		
<p>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.</p>		
<p>Does your group/organisation have an ABN</p> <p><small>(If Yes - Please Quote ABN:)</small></p> <p>-----</p> <p><small>(If No, the ABN Declaration Form attached must be signed)</small></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Is your group/organisation registered for GST</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>NB: GST Registration</p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 4,998
Organisation's contribution:	\$ 6,000
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):	\$ 10,998
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Volunteers = 40 * \$25 * 6 hrs = \$6000 (organisational contribution) \$4946 = Salisbury Council Grant proposed
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
Hall hire	\$ 2,948
Annual Event Insurance	\$ 1,855
Costumes	\$ 195
In kind contribution from organisation	\$ 6,000
TOTAL (including GST):	\$ 10,998

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 checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	<i>Annual Settlement Day 2019</i>
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	<i>11 May 2019</i>
Total cost of Project/Event	<i>\$ 10,998</i>
Amount of Community Grant Funding Requested	<i>\$ 4,998</i>
Is there any other information that you may feel is relevant to your application?	<i>Annual Settlement day is a community celebration that marks the arrival of first Bhutanese family in Australia under Australian Government's humanitarian resettlement program. The event is held on second weekend of May every year.</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 type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" 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? (If Yes – when, amount granted and what the grant was for:)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	August 2015
What amount of Grant funding was provided:	\$ 2,000
When was the previous Grant acquitted (month & year):	September 2018 (Acquittal was accepted only in 2018 due to some items)
Group/Organisation Information	
Group/Organisation Name	Bhutanese Australian Association of South Australia (BAASA)
Group/Organisation Description	Not-for-profit Community Organisation
Group/Organisation Registered Address	Number/Street: Pox Box 265 Suburb: Salisbury Postcode: 5108
Is the Club Incorporated?	Yes
Number of Members	1,000
% of Membership that reside in the City of Salisbury	75 %
Project/Event Details	
Project/Event Name	Annual Settlement Day 2019
Project/Event Summary	Celebrating 11 years of successful Bhutanese settlement in Australia
Date(s) of Project/Event	11/05/2019
Location of Project/Event:	Number/Street: 5 Maxwell Road Suburb: Pooraka Postcode: 5095
How will the Project/Event benefit the residents of the City of Salisbury?	City of Salisbury residents will be able to share culture with Bhutanese
How many individuals will benefit from the Project/Event?	2000 plus
% of project/event participants that reside in the City of Salisbury	75 %
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	Through social media, community radio, flyers and group emails

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

Grant Money Requested	
Amount Requested	\$ 4,998
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Hall hire	\$ 2,948
Annual Event Insurance	\$ 1,855
Costumes	\$ 195
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 4,998
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>Annual Settlement Day is celebration to mark the arrival of first Bhutanese families in Australia under the Australian government's humanitarian resettlement programme. The first five families landed in Australia on 12 May 2008 – two of those families currently live in South Australia.</i></p> <p><i>The event will be held on Saturday, 11th May 2019 in Victory Function Centre in Pooraka to mark the 11th year of resettlement. The annual day function celebrates the rich culture of Bhutanese community and lets the multicultural South Australia to understand it. This will enhance the understanding in other communities of their cultures and heritages. The event will showcase the cultural dance performances by community members, display of cultural dress and items make presentation of the community activities carried out so far and the plans ahead.</i></p> <p><i>Members from other communities will also be invited to share our culture, food and achievements which will help broaden mutual understanding and cooperation between Bhutanese community and other communities. Guests from other communities are especially invited with intention to help old and young people from Bhutanese community get interact and make friendship. This is also the occasion where we take opportunity to express our thanks and gratitude to service providers and volunteers who helped Bhutanese to settle down well in South Australia.</i></p> <p><i>The whole function will be designed and held with wider participation of the community members-more than 2,000 people are expected to attend along with some 100 guests from other communities and government offices. Large no of volunteers will be mobilised for the preparation and management of the event.</i></p> <p><i>Bhutanese have a unique culture. It is important that this culture is passed on to the new generation. A good method to keep this culture preserved and let the future generation know is to prepare a team that devotes to protect, preserve and promote Bhutanese culture. BAASA has, with support from the interested and enthusiastic community members, initiated to form a team of people to work towards this achievement.</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>Resident of City of Salisbury will be directly benefited from the Annual settlement day celebration. Celebrating the multiculturalism through this cultural event by Bhutanese along with other community members will promote cross-cultural exchanges, enhance understanding of others' culture and build respect and harmony in the Salisbury community.</i></p> <p><i>Additionally, this is the best occasion for members of Bhutanese community pass to the younger generation about our culture and continue our cultural legacy.</i></p> <p><i>We expect the wider Australian community to attend the event. In addition to that, we expect a large number of local residents from the City of Salisbury to enjoy the festivities and reap the benefits of enhancing community ties.</i></p> <p><i>We also expect Bhutanese community members from other councils including Playford and Port Adelaide Enfield to join the event.</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>There was an overwhelming support of the wider Australian community from within the City of Salisbury and it's surroundings during the annual settlement celebration in the previous years. This event has provided a platform for everyone who come together and rejoice in merry making that add extra flavour to the event. We have got the huge support and participants from the individual, service providers, local organisation, government and non-government agencies. There is a regular consultation being held within and outside the Bhutanese community of South Australia.</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>The proposed event will be managed by the BAASA executive members, large number of community volunteers, participants of the event, active youths of the community.</i></p> <p><i>BAASA will help the Bhutanese community members in the community to set up an organising committee which will oversee, coordinate and present the show. The committee will manage the volunteers, planning and preparations for the event while BAASA will oversee the expenses. The committee will include those members who have experiences of hosting and coordinating similar events in the past.</i></p> <p><i>As the Bhutanese community members gradually get settled with their own businesses, we look forward from their financial contribution in organising such events in future. We are also looking actively to seek sponsorships from wider business and this will be further intensified for future events.</i></p> <p><i>The community members and guests will be invited by the organising committee to attend the event and enjoy the unique Bhutanese culture.</i></p>

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

Application Declaration		
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>		
<p>Please read, tick the S1 and S2 boxes and sign:</p>		
S1	S2	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I acknowledge that I am authorised to make this application on behalf of the Organisation.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I acknowledge that the information provided in this application is true and correct.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.		
<p>On behalf of <u>BAASA</u> (Group/Organisation)</p>		
<p>Sushil Niroula / Chairperson <small>(Name/Position)</small></p>	<p>and</p>	<p>Lal Rai / Vice-Chairperson <small>(Name/Position)</small></p>
 <p>_____ <small>(Signature 1)</small></p>		 <p>_____ <small>(Signature 2)</small></p>
<p>15 March 2019 _____ <small>(Date)</small></p>		<p>15 March 2019 _____ <small>(Date)</small></p>
<p>Contact (phone number): [REDACTED]</p>		<p>Contact (phone number): [REDACTED]</p>

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



Friday, 15 March 2019
Kamal Dahal
Bhutanese Society of SA

Re: Quotation for Hire of Venue for Settlement Day on May 11th

Dear Kamal,

Thank you for your enquiry for the hire of our facility on the 11th of May 2019. The main hall is available for hire on this day. Please see the quotation below.

Requirements;

- Hire of Main Hall from 1.00pm to 7.00pm on the day for up to 600 people
- Supply full production team for this day, including sound, AV and camera persons
- Supply 2 microphones
- Supply café area and playground area at no extra cost
- Supply coffee and light snacks and drinks for purchase during your event for 4 hours from 2.30 to 6.30pm
- Supply a video recording of your event on a hard drive provided by you

The total cost of hire will be \$2680 + GST which comes to \$2948.00.

Please note that I have attached a copy of the terms and conditions of venue hire. Also to make you aware we are no longer able to provide the use of any musical equipment. You must provide all musical equipment and instruments apart from our sound system.

On payment of a deposit we can arrange a time for your production person to meet with our Production Director your technical requirements.

This Quote also does not cover;

- Use of the other areas of the building not outlined in this quote.
- Additions hours of hire will be charged at \$350 per hour.

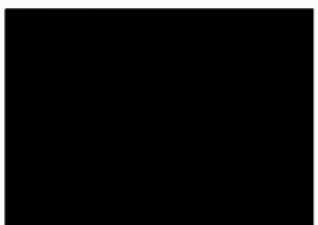
Please let me know if you would like to proceed with this booking and I can provide you with a payment invoice.

In Sincerity,





14-03-2019



Sushil Niroula
 Bhutanese Australian Association of South Australia Inc

Renewal Remittance Statement

Quote Number: 6436262982
 Payment Due: 06-05-2019

Insurance Cover	Premium	FSL	Fee	GST	Stamp Duty	Total Due
Annual Public and Products Liability - \$20,000,000	\$485.55	\$0.00	\$100.00	\$58.56	\$58.75	\$702.86
Association and officials - \$2,000,000	\$505.00	\$0.00	\$110.00	\$61.50	\$61.11	\$737.61
Volunteer workers - Death and Capital: \$50,000, Weekly: \$500	\$250.00	\$0.00	\$100.00	\$35.00	\$30.25	\$415.25
						\$1,855.72

Please note your existing policy will expire on 6 May 2019. In order to ensure continuing cover, please pay for your new policy by this date.

Tear off below this line and attach with your cheque/money order

Remittance Advice

Please forward your payment to:



Month	March 2019
Quote Number	[Redacted]
Organisation Name	Bhutanese Australian Association of South Australia Inc

PAYMENT OPTIONS

1. Payment by cheque/money order
 Cheque Money Order

2. Payment by direct deposit.

Please be sure to provide your quote number in the description field when making your deposit.

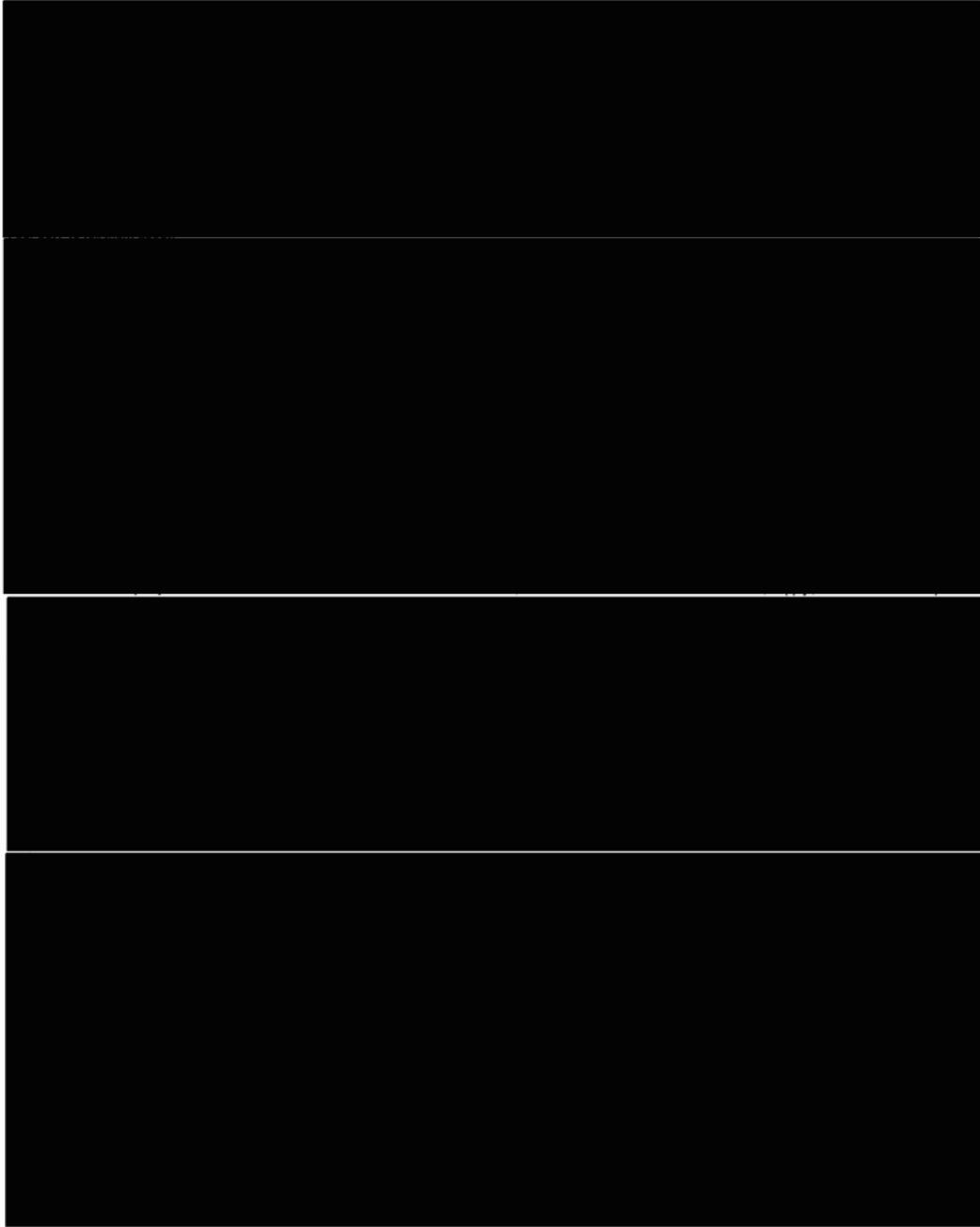
Bank:
 Account Name:
 BSB:
 Account:
 Quote Number:



It is really important you include the Quote Number with your payment so we can match the money to the policy. If you cannot fit all 11 numbers in when making a bank transfer use as many as you can starting from the beginning of the Quote Number.



IMPORTANT INFORMATION



**Quote**

14/3/2019

To,
 Bhutanese Australian Association of South Australia
 PO Box 265, Salisbury, SA 5108

S/No	Description	Amount (\$)
1	Khadas- 30 pieces @ \$4 (cultural scarf made of fabric)	\$120.00
2	Bhutanese Thanka – 3 pieces @ \$25 (cultural handwoven fabric for the stage)	\$75.00
	Total	\$195.00

Bronwyn Hatswell

From: Sushil Niroula [REDACTED]
Sent: Wednesday, 27 March 2019 3:59 PM
To: City of Salisbury
Cc: Bronwyn Hatswell
Subject: Re: (DWS Doc No 5297965) City of Salisbury - Community Grants Program Application - 07/2019: Bhutanese Australian Association of South Australia Inc.
Attachments: Meeting Minutes.pdf; Meeting Minutes Page 2.pdf

Dear Bronwyn,

Please find the document in an attachment.

I have attached the meeting minutes in two different files because my scanner did not support the two sided attachment.

Also, ABN for Bhutanese Australian Association of South Australia (BAASA) is **50 054 569 652**.

Please advise me if there is anything I should supply to make my application successful.

Looking forward to hearing from you soon.

Kind Regards

Sushil Niroula
Chairperson

Bhutanese Australian Association of South Australia
PO Box 265 Salisbury SA 5108

[REDACTED]
W: www.bhutaneseesa.org.au
F: www.facebook.com/bhutaneseesa



From: Sushil Niroula
Sent: Tuesday, 26 March 2019 12:57:01 PM
To: [REDACTED]
Subject: Fw: (DWS Doc No 5297965) City of Salisbury - Community Grants Program Application - 07/2019: Bhutanese Australian Association of South Australia Inc.

Sushil Niroula
Chairperson

Bhutanese Australian Association of South Australia
PO Box 265 Salisbury SA 5108
[REDACTED]
W: www.bhutanese.org.au
F: www.facebook.com/bhutanese



From: Bronwyn Hatswell [REDACTED]
Sent: Tuesday, 26 March 2019 12:54 PM
To: BAASA
Subject: FW: (DWS Doc No 5297965) City of Salisbury - Community Grants Program Application - 07/2019: Bhutanese Australian Association of South Australia Inc.

From: Bronwyn Hatswell
Sent: Wednesday, 20 March 2019 4:27 PM
To: [REDACTED]
Subject: (DWS Doc No 5297965) City of Salisbury - Community Grants Program Application - 07/2019: Bhutanese Australian Association of South Australia Inc.
Importance: High

BHUTANESE AUSTRALIAN ASSOCIATION OF SOUTH AUSTRALIA INC.

Service

Security



Progress

Prosperity

13/01/2019: Time: 10-11.30 am

1 Brown Terrace, Salisbury, SA 5108

Meeting Minute:

Agendas:

- Australia Day Parade 2019
- Annual Settlement Day 2019

Attendees:


Sushil Niroula, Chairperson
 Lal Rai, Vice-Chairperson
 Kamal Dahal, Secretary
 Tara Gautam, Treasurer
 Sita Dulal, Public Officer
 Mohan Bhattarai, Volunteer Coordinator
 Dhan Rai, Sports Coordinator
 Dhan Rup Biswa, Cultural Coordinator
 Girish Bharati, Event Coordinator
 Indra Adhikari, Grant Writing Volunteer
 Chitra Gautam, Member

1. Australia Day Parade 2019



2. Annual Settlement Day 2019

- 11th Annual Settlement Day to be held on 11/05/2019; if the federal election is held on the on same date, then the event out event to be held on 12/05/2019
- Proposed venue for the event-Victory Function Centre, Pooraka
- Event to showcase Bhutanese Cultural performance and cuisine
- BAASA to present the progress of the Bhutanese community- BAASA Chairperson
- **Apply for grant for funding to City of Salisbury- By Indra Adhikari**
- Compile a presentation of individual success stories of settlement with in the Bhutanese community in SA- by Aasish Dhakal

 PO Box 265
Salisbury SA 5109

 basa@bhutanesesa.org.au

 www.bhutanesesa.org.au

- Celebrate 100 years Birthday of one of the community members
- Volunteer coordinator to mobilise the pool of to run the event
- Cultural coordinator to prepare the cultural performances
- Chairperson to draft the invitation and send to all the guests that include local government, state and federal government, private organization and local sports and social clubs
- Request for speeches will be made to the guests
- Snacks and water to be served to guests



.....
Sushil Niroula

Chairperson

Bhutanese Australian Association of South Australia

PO Box 265 Salisbury SA 5108

W: www.bhutanese.org.au

F: www.facebook.com/bhutanese

ITEM	7.2.4
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	08 April 2019
HEADING	Community Grants Program Guidelines and Eligibility Criteria Review
PREV REFS	Sport, Recreation and Grants Committee 7.2.3 11/02/2019
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 provides historical context around the Community Grants Program Guidelines and Eligibility Criteria review and Recognition Event.

RECOMMENDATION

1. The information be received and noted.
2. The upper limit Community Grants Program funding is increased to \$5,000 effective 01 July 2019 with all other existing terms and conditions to remain unchanged.
3. The revised Community Grants Program Guidelines and Eligibility Criteria document (attachment 1, 7.2.4, 08/04/2019) be endorsed to take effect 01 July 2019 and include the increase to the upper limit funding outlined in part 2 of this Recommendation.
4. Staff monitor Community Grants Program trends and provide a review in March 2020, noting that the program continue to operate within existing approved budget.

ATTACHMENTS

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

1. Draft Revised Community Grants Program Guidelines and Eligibility Criteria

1. BACKGROUND

- 1.1 At its meeting held on Monday, 11 February 2019, the Sport, Recreation and Grants Committee recommended, inter alia:

Community Grants Program Guidelines and Eligibility Criteria Review

2. *A new Grant category be created for community and sporting groups to apply for up to \$2,000 for the purchase of defibrillators as part of the Community Grants Program, with an amount of \$10,000 of the overall budget allocation being made available for this purpose per financial year.*

3. *The performance of the new grant category as part of the Program be reviewed in two (2) years.*
4. *The Terms of Reference of the Community Grants Program be amended to reflect this change.*

That the Terms of Reference for the Community Grants Program be amended to include the following additional clause:

19.2 Early disbursement of funds, if requested, to be at the discretion of the Chairman of the Sport, Recreation and Grants Committee and the relevant General Manager.

That staff bring back a report with amended draft Terms of Reference and advice on the cost implications of increasing community grants from \$2,500 to \$5,000, for consideration as part of the 2019/2020 budget process.

Resolution Number 0104/2019; 25/02/2019

2. REPORT

Grants for Defibrillators

- 2.1 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.
- 2.2 Grants for defibrillators fit the criteria with regard to the aim and objectives for Community Grants Program funding and has previously been allocated to assist with the purchase of defibrillators to eligible applicants under the category of equipment. Funding has been awarded for a total of four defibrillators since 2015 to the following Applicants:

Year	Month	Applicant	Amount Awarded
2015	July	Salisbury Football Club Inc.	\$2,000.00
2016	March	Brahma Lodge Sports Club Inc.	\$2,000.00
2017	October	Penfield Pistol, Rifle & Archery Club Inc.	\$2,500.00
2018	December	The Dutch Community (Dutch Social And Welfare Club) Inc.	\$2,500.00

- 2.3 Based on the average one (1) application awarded \$2,250 per year towards the purchase of a defibrillator, it is not anticipated that the funding allocation of \$10,000 of the overall Community Grants Program budget allocation specified in resolution number 0104/2019, will be exceeded in 2019/2020.
- 2.4 The Community Grants Program Guidelines and Eligibility Criteria document (attachment 1) has been revised accordingly to specifically include a Defibrillator category.

Early disbursement of funds

- 2.5 The revised Community Grants Program Guidelines and Eligibility Criteria document (attachment 1) has been updated to include the clause around early disbursement of funds as per resolution number 0104/2019.

Upper Limit Community Grants Program Funding

- 2.6 This section of the report examines the Community Grants Program applications received and represented by calendar years 2016 to 2018 in their entirety and 2019 to date.
- 2.7 Community Grants Program Applications 2016:
- 2.7.1 A total of thirty nine (39) applications were received for the January to December 2016 rounds of Community Grants Program funding. Of the thirty nine applications received:
- Twenty eight (28) applications were approved;
 - Two (2) applications were withdrawn;
 - Three (3) applications were ineligible; and
 - Two (2) applications were unsuccessful.
- 2.7.2 The total funds requested by the thirty nine (39) applications was \$80,406 of which \$50,763 was approved by the Sport, Recreation and Grants Committee.
- 2.7.3 A total of \$425.49 was returned by four (4) successful applicants as a result of part of their allocated funding monies being unspent.
- 2.7.4 Fourteen (14) successful applicants acquitted by the deadline, fourteen (14) were sent a reminder to acquit and to date there are three (3) outstanding acquittals whereby a final reminder has been sent.
- 2.7.5 The average request for funding in 2016 was \$2,062 and the average approved funding was \$1,302; 52% of the upper limit funding.
- 2.8 Community Grants Program Applications 2017:
- 2.8.1 A total of thirty nine (39) applications were received for the January to December 2017 rounds of Community Grants Program funding. Of the thirty nine applications received:
- Twenty one (21) applications were approved;
 - Two (2) applications were withdrawn;
 - Fourteen (14) applications were ineligible; and
 - Two (2) applications were unsuccessful.
- 2.8.2 The total funds requested by the thirty nine (39) applications was \$115,887 of which \$49,473 was approved by the Sport, Recreation and Grants Committee.
- 2.8.3 A total of \$2,706.65 was returned by three (3) successful applicants, one (1) applicant returning funds in full and two (2) as a result of part of their allocated funding monies being unspent.
- 2.8.4 Eight (8) successful applicants acquitted by the deadline, thirteen (13) were sent a reminder to acquit and to date there are five (5) outstanding acquittals.
- 2.8.5 The average request for funding in 2017 was \$2,971 and the average approved funding was \$1,269; 51% of the upper limit funding.

2.9 Community Grants Program Applications 2018:

2.9.1 A total of thirty four (34) applications were received for the January to December 2018 rounds of Community Grants Program funding. Of the thirty four applications received:

- Twenty one (21) applications were approved;
- One (1) application was withdrawn;
- Twelve (12) applications were ineligible; and
- There were no (0) unsuccessful applications.

2.9.2 The total funds requested by the thirty four (34) applications was \$105,812 of which \$48,198 was approved by the Sport, Recreation and Grants Committee.

2.9.3 A total of \$2,586.83 was returned by two (2) successful applicants, one (1) applicant returning funds in full and one (1) as a result of part of their allocated funding monies being unspent.

2.9.4 Four (4) successful applicants acquitted by the deadline, eight (8) were sent a reminder to acquit and to date there are five (5) outstanding acquittals and seven (7) are pending.

2.9.5 The average request for funding in 2018 was \$3,112 and the average approved funding was \$1,418; 57% of the upper limit funding.

2.10 Community Grants Program Applications 2019:

2.10.1 A total of five (5) applications were received for the January to March 2019 rounds of Community Grants Program funding. Of the five applications received:

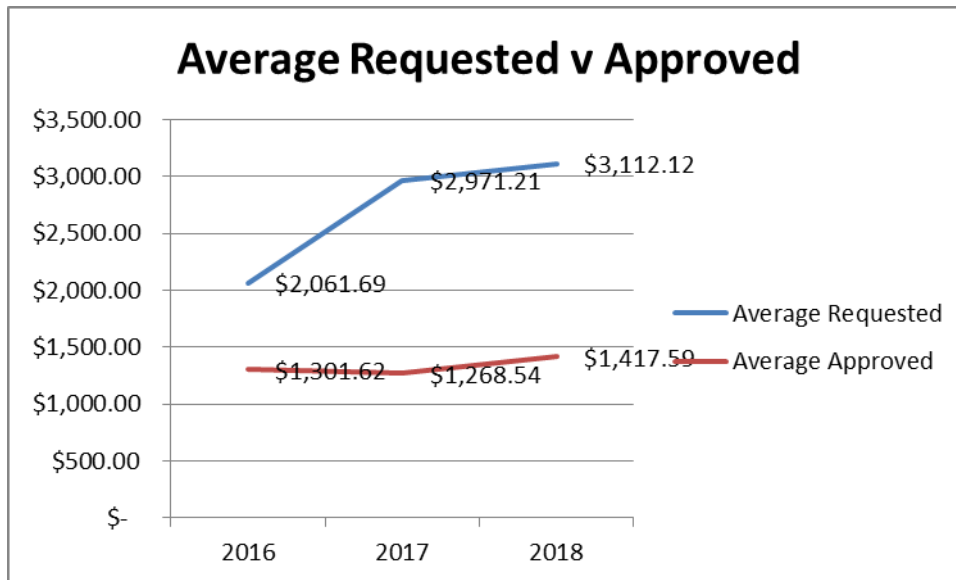
- Three (3) applications were approved;
- Two (2) applications require further information.

2.10.2 The total funds requested by the five (5) applications was \$16,400 of which \$9,500 was approved by the Sport, Recreation and Grants Committee.

2.10.3 Further data is not available at this time as it is too early for adequate analysis.

2.11 The average requested funding amount between 2016 and 2019 indicates an increasing trend and the average approved funding amount indicates a neutral trend and remains below the upper limit funding of \$2,500, as outlined in the chart below (2.12).

2.12 Average Requested v Average Approved Chart:



- 2.13 To develop a scenario that models the impacts of the proposed upper limit increase to \$5,000 we have assumed a small level of growth in the number of applications to forty (40) per annum. An average of 37 applications have been received between 2016 and 2018 and the increase is predicted on an assumption that the increase in the upper limit of grant funding will make the grant potentially more attractive and therefore more groups will apply.
- 2.14 Based on an estimated forty (40) Community Grants Program applications being approved the proposed upper limit funding of \$5,000 per annum tally is as follows:
- 2.14.1 Should forty applications be approved at an average of \$3,000 (60% of the upper limit) this would equate to \$120,000.
- 2.14.2 The financial year budget allocation is \$82,000 of which \$10,000 is set aside for Defibrillator Grants per resolution number 0104/2019.
- 2.14.3 The budget forecast shortfall is 38,000.
- 2.15 The average approval statistics outlined in 2.12 of this report indicates a neutral trend and the average funding value is below the current upper limit of \$2,500. As a result it is not proposed to increase the funding envelope, and continue to deliver the program within the approved budget. With this in mind and the potential budget shortfalls outlined in 2.14.3 it is recommended the upper limit Community Grants Program funding is increased to \$5,000 effective 01 July 2019 and staff continue to monitor trends with a review provided in March 2020.

3. CONCLUSION / PROPOSAL

- 3.1 The revised Community Grants Program Guidelines and Eligibility Criteria document is presented to the Sport, Recreation and Grants Committee for endorsement.
- 3.2 The upper limit Community Grants Program funding be increased to \$5,000 effective 01 July 2019, noting potential budget shortfalls, with all other existing terms and conditions to remain unchanged.

- 3.3 The performance of the Defibrillator grant category as part of the overall Community Grants Program funding allocation be reviewed in two (2) years, and the program continue to operate within the approved budget.
- 3.4 Staff continue to monitor the Community Grants Program trends and provide an evaluation report in March 2020.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 01/04/2019



Community Grants Program

Guidelines and Eligibility Criteria



live it up

Contents

1. Introduction 3

2. Submitting an Application 4

3. Community Grants Program Aim and Objectives 5

4. Funding Rounds Opening and Closing Dates 5

5. Community Grants Program Categories 5

6. Types of Community Grants and Amount of Funding 6

7. Eligible Areas 6

8. Eligibility to Apply 7

9. Eligible Items 9

10. Ineligible Items 9~~10~~

11. Application Process 12

12. Funding Criteria 13

13. Community Grant Application 14

14. Referees 15

15. Financial Information 15

16. Application Outcome 15

17. Expenditure of Community Grants Program Funds 16

18. Goods and Services Tax (GST) 17

19. Presentation of Community Grants Program Cheques 17

20. Accountability and Reporting Requirements 17

21. Repayment of Community Grant 18

ATTACHMENT A – Community Grants Program Documents 19

ATTACHMENT B – Likely Funded Project and Event Examples 20

ATTACHMENT C – Unlikely Funded Project and Event Examples 21

ATTACHMENT D - Project Evaluation Requirements 22

ATTACHMENT E – Frequently Asked Questions 23

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.
 - Up to \$2,000 funding towards the purchase of a Defibrillator.
- 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 and sport and recreation.

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
- Community Grant - Defibrillator

Community Grants Program Guidelines and Eligibility Criteria - Page 5 of 18

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 – Defibrillator: one-off funding up to \$2,000
- 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.

~~8.3.8.4.~~ An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply regardless of any grant funding received within twelve (12) months of receipt of their previous Community Grant however the previous funding must have been acquitted in full.

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.

9.6. Defibrillator

- 9.6.1. Funding may be considered to assist with the purchase of a defibrillator. All other eligibility criteria applies, with the exception that eligible organisations may apply for Defibrillator Funding if they have received Community Grants Program funding for a project or event within twelve (12) months, providing the funding has been acquitted in full.

Formatted: List Paragraph, Indent: Left: 2 cm, Hanging: 1.25 cm, Space After: 6 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.9 cm, Tab stops: 1 cm, Left + 2.5 cm, Left + 16 cm, Right

Formatted: Font: Not Expanded by / Condensed by

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold, Font color: Auto, Not Expanded by / Condensed by

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).

Community Grants Program Guidelines and Eligibility Criteria - Page 10 of 18

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.

10.9. Prior Funding Received for Defibrillators

10.9.1. Applications will not be considered for organisations that have received prior Community Grants Program funding for the purchase of a defibrillator.

10.8.1.

Formatted: Font:
Formatted: Normal, Space After: 0 pt, No bullets or numbering, Tab stops: Not at 1 cm + 2.5 cm + 16
Formatted: Expanded by 1 pt

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.

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 13 of 18

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.

~~19.1~~ 19.2.

requests for early disbursement of funds must be made in writing. Approval is at the discretion of the Chairman of the Sport, Recreation and Grants Committee and the relevant General Manager.

Formatted: Tab stops: Not at 1 cm + 2.5 cm

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*);

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

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.

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).

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment A
Page 19*

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.

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.

~~8.1.8.2.~~ **Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full.**

Formatted: Space Before: 6 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

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 [the second Wednesday of the month in 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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E
Page 26*

16 September to 15 October	November	December
16 October to 15 November	December	March

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E
Page 27

ITEM	7.2.5
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	08 April 2019
HEADING	Minor Capital Works Grant Program - Financial Review
AUTHOR	William McInerney, Community Planner Sport and Recreation, 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 Minor Capital Works Grant Program maximum allocation amount has been reviewed in order to provide a recommended increase in maximum allocation amount.

RECOMMENDATION

1. The information be received and noted.
2. The Minor Capital Works Grant Program adopt the following maximum funding allocation amounts per application, effective May 2019:
 - a. Category A: Increase maximum allocation amount from \$30,000 to \$50,000 per application.
 - b. Category B: Remain unchanged at \$2,000 per application.
3. The Minor Capital Works Grant Program's eligibility criteria for Category A and Category B remain unchanged as previously endorsed [*Resolution Number: 0105/2019*].
4. The attached Minor Capital Works Grant Program Guidelines be endorsed to reflect the increased maximum allocation amount of \$50,000 for Category A, effective May 2019.
5. A total budget of \$360,000 for the Minor Capital Works Grant Program for the 2019/20 financial year be endorsed through Council's budget process.

ATTACHMENTS

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

1. Minor Capital Works Grant Program - Proposed Guidelines

1. BACKGROUND

1.1 Council resolved at its February 2019 meeting:

- 1.1.1 *That a report be provided to the April 2019 Sport, Recreation and Grants Committee meeting, on the cost and budget implications of increasing minor capital works funding support criteria from \$30,000 to \$50,000. [Resolution Number: 0105/2019]*

- 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 have the delegated power through the Terms of Reference to:
 - 1.2.1 *Allocate the Minor Capital Works funding on an annual basis and provide a report of these allocations to Council for information;*
 - 1.2.2 *Report and make recommendations to Council on the eligibility criteria for the Minor Capital Works funding program.*
- 1.3 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.
- 1.4 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.
- 1.5 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.”
- 1.6 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.
- 1.7 The MCWGP currently offers two funding categories:
 - 1.7.1 Category A: Up to \$30,000
 - 1.7.2 Category B: Up to \$2,000
- 1.8 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.

- 1.9 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.
- 1.10 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.
- 1.11 MCWGP funding is often used by clubs as matched funding through external grant opportunities such as the Office for Recreation, Sport and Racing.
- 1.12 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.
- 1.13 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.
- 1.14 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.
- 1.15 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.
- 1.16 Currently, eligible applicants can apply for Category A funding of up to \$30,000 and Category B funding of up to \$2,000.
- 1.17 The budget for the Minor Capital Works Grant Program is \$360,000 which includes internal capital project management provided by City Infrastructure.
- 1.18 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 Projects, City Infrastructure

2.2 External

2.2.1 Local sport, recreation, and leisure organisations

3. REPORT

4. CATEGORY A FUNDING INCREASE CONSIDERATION

4.1 The maximum funding amount for Category A applications of \$30,000 was set in 2011 and has not been increased to account for the Consumer Price Index since this time, which would now be valued at approximately \$35,139.41.

4.2 The maximum funding allocation amount has also not been reviewed to take into account the demand for additional and increased funding from clubs and potential applicants. 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 of time.

4.3 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. Costs for Council project managers are incorporated into the total budget allocation for the Program, which is in the order of \$10,000 however is subject to change depending on the amount of projects funded.

4.4 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 [*Resolution Number: 2572/2018*]:

4.4.1 *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.*

4.4.2 *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.*

4.5 Given that applicants must apply a 20% contingency to the total amount of their project as part of their application; this will mean that applications with project costs between \$41,667 and \$50,000 will be required to apply for the recommended maximum amount of \$50,000.

4.6 It is important to note that any costs above the maximum funding amount endorsed by Council must be borne by the applicant.

5. CATEGORY B

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 Organisations that operate from their own facilities do not have the same support from Council as organisations that operate from Council owned assets. Organisations that operate from Council owned facilities can access Council funding both through the MCWGP and other internal budgets, as well as State and Federal Government funding programs.
- 5.5 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.
- 5.6 Since the inception of the Category B funding, \$20,000 of the allocated budget has been allocated for funding up to 10 projects per year however Category B has never been accessed or applied for.

6. BUDGET IMPLICATIONS

- 6.1 The total budget for the program is currently being reviewed and allocated as part of Council's Budget process and reflects current policy.
- 6.2 Costs for Council project managers are incorporated into the total budget allocation for the Program, which is in the order of \$10,000, this amount is capitalised against the project.
- 6.3 Staff have submitted a Budget Bid for the Minor Capital Works Grant Program through the existing budget process for the following allocations:
 - 6.3.1 2019/20 Financial Year - \$360,000
 - 6.3.2 2020/21 Financial Year - \$369,000
 - 6.3.3 2021/22 Financial Year - \$376,000
 - 6.3.4 2022/23 Financial Year - \$385,000
- 6.4 Category A and Category B budget allocations are limited to allow no more than 25% of the total budget to be allocated in any quarter of the financial year. This allows Program funding to be available and accessible year round and applications are not based on a first-come, first-served basis.
- 6.5 Consideration should also be given to the amount of funding that can be available per financial quarter due to the limitation on 25% of the total budget able to be allocated in any financial quarter. The main concern is that if there is insufficient funding to allow allocation for multiple applications to receive the maximum

funding amount per financial quarter this may deter potential applicants from applying to the program at a specific time.

- 6.6 Table 1 identifies the proposed budget breakdown, these are the maximum allocation amounts available for each Funding Category per each financial year, should the budget proposal be endorsed as part of Council's budget process. A significant majority of funding is available for eligible applicants operating from Council-owned facilities (Category A applicants).

Table 1: Proposed budget breakdown and availability of funding for MCWGP categories

YEAR	TOTAL BUDGET ALLOCATION	CATEGORY A ALLOCATION	CATEGORY B ALLOCATION	STAFF/PROJECT MANAGER COST ALLOCATION
2020	\$360,000	\$330,000	\$20,000	\$10,000
2021	\$369,000	\$339,000	\$20,000	\$10,000
2022	\$376,000	\$346,000	\$20,000	\$10,000
2023	\$385,000	\$355,000	\$20,000	\$10,000

- 6.7 Table 2 identifies potential maximum allocation amounts for Category A and the amount of applications that would be able to receive the maximum allocation amount as per the proposed 2019/20 financial year budget.

Table 2: Category A - Number of applications able to receive maximum funding

2019/20 FINANCIAL YEAR PROPOSED CATEGORY A BUDGET	PROPOSED MAXIMUM ALLOCATION AMOUNT	NUMBER OF APPLICATIONS ABLE TO RECEIVE MAX FUNDING	REMAINING BUDGET
\$330,000	\$30,000	11	\$0.00
\$330,000	\$40,000	8	\$10,000
\$330,000	\$50,000	6	\$30,000

7. IMPLICATIONS OF AN INCREASE TO THE MAXIMUM

- 7.1 Following the review of the MWCGP in 2011, the maximum allocation amount was increased to \$30,000 and an additional \$75,000 was allocated to the total

Program budget to accommodate a consistent amount of projects/applications being funded.

- 7.2 Since 2011, an average of 8.375 applications for the MCWGP have been endorsed by Council for funding. This accounts for an average of \$251,250 funding being allocated per year. It has been identified that this increased budget has been undersubscribed with an average of 84% of the total budget being allocated per year.
- 7.3 This undersubscription could be contributed to a lack of demand for the MCWGP due to an increase in projects being included in existing Council budget programs such as the Building Renewal Program. This could also be due to the carryover of unallocated MCWGP funding into the following years' budgets which increases the total amount of funding available.
- 7.4 As identified in Table 2, with the proposed 2019/20 MCWGP budget up to 11 applications for the current maximum amount would be able to be funded however increasing the maximum allocation amount to \$50,000 would reduce the amount of applications able to receive maximum funding to 6 applications (with an additional \$30,000 remaining).
- 7.5 It is recommended to utilise the currently proposed MCWGP budget for the 2019/20 financial year of \$360,000 with an increase in maximum allocation amount for Category A to \$50,000. This will allow a full financial year to occur in which the Program can be reviewed and demand for funding can be assessed. This would then be able to inform and provide recommendations for future budget bids/allocations for the MCWG Program.

8. CONCLUSION / PROPOSAL

- 8.1 The Minor Capital Works Grant Program has been reviewed to investigate the budget implications for increasing the maximum funding allocation amount per application for Category A from the current \$30,000 to \$50,000.
- 8.2 Consideration should be given to the number of applications that can be funded in the proposed Minor Capital Works Grant Program budget each financial year, noting that with an increase in the maximum amount that may be allocated per application may will reduce the total number of applications able to be endorsed if no increase in budget allocation is also endorsed.
- 8.3 It is recommended that the Minor Capital Works Grant Program adopt the following maximum funding allocation amounts per application, effective May 2019:
 - 8.3.1 Category A: Increase maximum allocation amount from \$30,000 to \$50,000 per application.
 - 8.3.2 Category B: Remain unchanged at \$2,000 per application.
- 8.4 It is recommended that the Minor Capital Works Grant Program's eligibility criteria for Category A and Category B remain unchanged as previously endorsed [Resolution Number: 0105/2019].
- 8.5 It is recommended that the attached Minor Capital Works Grant Program Guidelines be endorsed to reflect the increased maximum allocation amount of \$50,000 for Category A, effective May 2019.

- 8.6 It is recommended to utilise the currently proposed MCWGP budget for the 2019/20 financial year of \$360,000. This amount will be reviewed to throughout the financial year to inform and provide recommendations for future budget bids/allocations for the MCWG Program.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 01/04/2019



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 contact the Community Planner: Sport & Recreation on 8406 8278.

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.

*for the purposes of Council Debt Eligibility under this policy, Council Debt is defined as including unspent funds, overdue acquittals from previous funding applications, outstanding payments or overdue lease fees. Further in this instance, Council debt does not include where clubs have taken out loans from Council and are making repayments in accordance with the terms and conditions of this loan (note that if the club is behind in repayments, then this is regarded as an 'outstanding payments').

CATEGORY A- up to \$50,000

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.

Please note: a 20% contingency must be applied to the quoted project/works costs in case of unforeseen additional works to be undertaken as part of the agreed project scope of works. Where the application of 20% takes the grant request amount over the Program's upper limit, application approval amounts will be set at \$50,000 for Category A and \$2,000 for Category B.

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.
4. The applicant acknowledges and accepts that any project cost amounts over the approved Minor Capital Works Grant Program funding amount would be borne by the club.

Category A Applications

5. 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.
6. City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
7. The City of Salisbury will project manage the implementation of funded projects.
8. All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
9. Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
10. The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
11. 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.
12. Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.
13. Unspent funds may be retained by the City of Salisbury for future projects.
14. All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.
15. 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

16. Applicants must be able to demonstrate, if requested, their ownership of the property.
17. It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.
18. 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.
19. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
20. Organisations that are not registered for the GST will not have the grant grossed up.
21. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
22. 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.
23. Unspent funds are to be returned to City of Salisbury.