



## **AGENDA**

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

**13 MAY 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 08 April 2019.

---

## PRESENTATIONS

### **PRES1 QON1: Youth Parliament Program**

At the 8 April 2019 meeting of the Sport, Recreation and Grants Committee, Cr C Buchanan asked a question in relation to whether there was any scope for funding for individual participants to attend the Youth Parliament Program at a cost of approximately \$500.00 per person.

The Question was Taken on Notice.

General Manager Community Development, Ms Pippa Webb has provided the following response:

Yes it is possible for funding to be allocated from the Youth Council training budget for this purpose. At the Council meeting held in May an allocated amount was approved to support one participant. In addition, staff have received requests from two other young people and these can be accommodated this year.

---

**REPORTS**

*Administration*

7.0.1 Future Reports for the Sport, Recreation and Grants Committee ..... 9

*Community Grants*

7.2.1 Youth Sponsorship Applications - April 2019 ..... 11

7.2.2 Community Grants Program Applications for May 2019 ..... 15

7.2.3 03/2019: Providence Ministries [LIFE] - Community Grants Program Application ..... 43

7.2.4 05/2019: The Burundian Drummers' Club in SA Inc. - Community Grants Program Application ..... 77

7.2.5 09/2019: Meals on Wheels (SA) Inc. - Community Grants Program Application ..... 101

7.2.6 Applicant Acquital 3/2018: Lions Club of Gilles Plains - Mawson Lakes Sub Branch - Community Event Sponsorship Program ..... 119

**OTHER BUSINESS**

**CLOSE**







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

**8 APRIL 2019**

**MEMBERS PRESENT**

Cr A Duncan (Chairman)  
Cr L Braun  
Cr C Buchanan (Deputy Chairman)  
Cr N Henningsen  
Cr D Hood  
Cr S Reardon

**OBSERVERS**

Cr M Blackmore  
Cr D Proleta

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd  
PA to the General Manager Community Development, Ms B Hatswell

The meeting commenced at 6.34 pm.

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

**APOLOGIES**

Apologies were received from Cr G Aldridge and Cr S Ouk.

**LEAVE OF ABSENCE**

Nil

---

## PRESENTATION OF MINUTES

Moved Cr L Braun  
Seconded Cr N Henningsen

The Minutes of the Sport, Recreation and Grants Committee Meeting held on 12 March 2019, be taken and read as confirmed.

**CARRIED**

## REPORTS

### *Administration*

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

Moved Cr L Braun  
Seconded Cr D Hood

1. The information be received.

**CARRIED**

### *Community Grants*

#### **7.2.1 Youth Sponsorship Applications - March 2019**

Moved Cr S Reardon  
Seconded Cr C Buchanan

1. The information be received.

**CARRIED**

#### **7.2.2 Community Grants Program Applications for April 2019**

Moved Cr N Henningsen  
Seconded Cr D Hood

1. The information be received and noted.

**CARRIED**

---

**7.2.3 07/2019: Bhutanese Australian Association of South Australia Inc. - Community Grants Program Application**

Moved Cr C Buchanan  
Seconded Cr N Henningsen

1. 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.

**CARRIED**

**7.2.4 Community Grants Program Guidelines and Eligibility Criteria Review**

Moved Cr C Buchanan  
Seconded Cr L Braun

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.

**CARRIED**

**7.2.5 Minor Capital Works Grant Program - Financial Review**

Moved Cr L Braun  
Seconded Cr S Reardon

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.

**CARRIED**

**OTHER BUSINESS**

**QWON1 Youth Parliament Program**

Cr C Buchanan asked a question in relation to whether there was any scope for funding for individual participants to attend the Youth Parliament Program at a cost of approximately \$500.00 per person.

The Question was Taken on Notice.

The meeting closed at 6.41 pm.

CHAIRMAN.....

DATE.....

---

|                        |  |
|------------------------|--|
| <b>ITEM</b>            | 7.0.1  |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>  |
| <b>DATE</b>            | 13 May 2019  |
| <b>HEADING</b>         | Future Reports for the Sport, Recreation and Grants Committee  |
| <b>AUTHOR</b>          | Joy Rowett, Governance Coordinator, CEO and Governance   |
| <b>CITY PLAN LINKS</b> | 4.3 Have robust processes that support consistent service delivery and informed decision making.   |
| <b>SUMMARY</b>         | This item details reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral. |

### **RECOMMENDATION**

1. The information be received.

### **ATTACHMENTS**

There are no attachments to this report.

### **1. BACKGROUND**

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

### **1. CONSULTATION / COMMUNICATION**

- 1.1 Internal
  - 1.1.1 Report authors and General Managers.
- 1.2 External
  - 1.2.1 Nil.

### **2. REPORT**

- 2.1 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.

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

- 3.1 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: 06/05/2019



---

|                        |  |
|------------------------|--|
| <b>ITEM</b>            | 7.2.1  |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>  |
| <b>DATE</b>            | 13 May 2019  |
| <b>HEADING</b>         | Youth Sponsorship Applications - April 2019  |
| <b>AUTHOR</b>          | Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence |
| <b>CITY PLAN LINKS</b> | 3.3 Be a connected city where all people have opportunities to participate.            |

### **RECOMMENDATION**

1. The information be received.
2. A 2018/19 Third Quarter Discretionary Budget Review Bid for \$10,000 be presented to Council for consideration to provide additional Youth Sponsorship funding for the committee to continue funding applications up to 30 June 2019.

### **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 April 2019.

| <b>Funding per application</b> | <b>Event</b>  | <b>Total Funding</b> |
|--------------------------------|---|----------------------|
| 2 @ \$250                      | Two applications have been received to represent South Australia at the Tier 2 Women's Ice Hockey Tournament to be held in Canberra in April 2019.  | \$500                |
| 6 @ \$250                      | Six applications have been received to represent South Australia at the National Drill Dance Championships to be held in Werribee, Victoria in April 2019.  | \$1,500              |
| 1 @ \$250                      | One application has been received to represent South Australia at the Gridiron Australia Junior National Championships to be held in Narrabeen, New South Wales in April 2019.  | \$250                |
| 3 @ \$250                      | Three applications have been received to represent South Australia at the National Christian School Games to be held in Queensland in May 2019. Applying the appropriate category of funding these applicants receive \$250 sponsorship each. | \$750                |
| 1 @ \$250                      | One application has been received to represent South Australia at the National Artistic Roller Skating Championships to be held in Queensland in June 2019.   | \$250                |
| 2 @ \$250                      | Two applications have been received to represent South Australia at the National Tenpin Bowling Championships for People with a Disability to be held in Tuggeranong, Canberra in June 2019.  | \$500                |
| 1 @ \$250                      | One application has been received to represent South Australia at the Junior President's Interstate Shield (Tenpin Bowling) Tournament to be held in Melbourne in April 2019.   | \$250                |
| 1 @ \$250                      | One application has been received to represent South Australia at the Australian Aged Indoor Netball National Championships to be held in Queensland in May 2019.   | \$250                |
| 1 @ \$1,000                    | One application has been received to represent Australia at the World Flying Disc Federation 2019 Asia-Oceanic Beach Ultimate Championships to be held in Shirahama, Japan in June 2019.  | \$1,000              |
| 1 @ \$1,000                    | One application has been received to represent Australia at the Womens Cycle Speedway World Championships to be held in Poland in August 2019.  | \$1,000              |



| <b>Funding per application</b>       | <b>Event</b>   | <b>Total Funding</b> |
|--------------------------------------|--|----------------------|
| 1 @ \$1,000                          | One application has been received to represent Australia at the 2019 Canadian Boccia Nationals to be held in Montreal, Canada in April 2019. | \$1,000              |
| <b>Total Funding for April 2019:</b> |  | <b>\$7,250.00</b>    |

#### **4. BUDGET CONSIDERATION**

- 1.1 As outlined below the remaining budget available for allocation for the remainder of the year is \$4,215. The average monthly allocation is approximately \$3,000 and therefore it is recommended that the committee seek further funding of \$10,000 as a discretionary budget review bid at the Third Quarter Budget Review to ensure sufficient funding is available for allocation for the remaining 3 months.
- 1.2 The current year budget of \$54,000 includes a 2017/18 carry forward amount of \$9,000.

#### **5. CONCLUSION / PROPOSAL**

- 5.1 The 2018/19 Youth Sponsorship budget allocation is \$54,000 less expenditure to date of \$49,785 (including April applications) which leaves a balance remaining of \$4,215.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 06/05/2019



---

|                        |  |
|------------------------|--|
| <b>ITEM</b>            | 7.2.2  |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>  |
| <b>DATE</b>            | 13 May 2019  |
| <b>HEADING</b>         | Community Grants Program Applications for May 2019   |
| <b>AUTHOR</b>          | Bronwyn Hatswell, PA to General Manager, Community Development   |
| <b>CITY PLAN LINKS</b> | 3.2 Have interesting places where people want to be.<br>3.3 Be a connected city where all people have opportunities to participate.<br>4.3 Have robust processes that support consistent service delivery and informed decision making.  |
| <b>SUMMARY</b>         | This report outlines the Community Grants Program Applications submitted for the May 2019 round. Two applications are submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. One application is deemed ineligible and submitted 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 Four (4) applications were received for the May 2019 round of Community Grants of which three (3) are waiting for further information and one (1) is deemed ineligible.
- 1.2 Two (2) applications received for the March 2019 round of Community Grants required additional information. The additional information has been received and the applications are submitted for consideration<sup>1</sup>.

## 2. REPORT

- 2.1 Two (2) applications are presented for the May 2019 round of Community Grants for consideration, all of which are deemed compliant and listed below:
  - 2.1.1 03/2019: Providence Ministries [LIFE]<sup>1</sup>  
*Agenda item 7.2.3; Sport, Recreation and Grants Committee; 13/05/2019*
  - 2.1.2 05/2019: The Burundian Drummers' Club in SA Inc.<sup>1</sup>  
*Agenda item 7.2.4; Sport, Recreation and Grants Committee; 13/05/2019*

- 2.2 Three (3) applications received for the May 2019 round of Community Grants require further information and will be submitted for consideration once the information has been received:
  - 2.2.1 08/2019: The Royal Life Saving Society Australia, South Australia Branch Inc.
  - 2.2.2 10/2019: Greek Pensioners Society of Salisbury & Suburbs Inc.
  - 2.2.3 11/2019: The Association of Australian Tertiary Students from Afghanistan Inc.
- 2.3 One (1) application received for the May 2019 round of Community Grants is presented for information. The application is deemed ineligible and listed below:
  - 2.3.1 09/2019: Meals on Wheels (SA) Inc.  
*Agenda item 7.2.5; Sport, Recreation and Grants Committee; 13/05/2019*
- 2.4 The Community Grant Funding budget allocation for 2018/2019 is \$82,000.
- 2.5 The money committed to the two (2) compliant applications for the May 2019 round, if all approved, is **\$5,000.00**.
- 2.6 The remaining balance of the grant funding if the two (2) applications are approved is **\$35,850.00**.

### 3. CONCLUSION / PROPOSAL

- 3.1 Two (2) Community Grants Program applications are presented for funding consideration at the Sport, Recreation and Grants Committee meeting in May 2019.
- 3.2 Three (3) Community Grants Program applications require further information and will be presented once the information has been received.
- 3.3 One (1) Community Grants Program application is ineligible and presented for information.

### CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 06/05/2019

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](http://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](mailto:city@salisbury.sa.gov.au).
- 2.5. Where email is not possible applications can be:

|                            |  |
|----------------------------|--|
| Faxed to:                  | 8281 5466  |
| Posted to:                 | City of Salisbury<br>Community Grants Program<br>PO Box 8<br>SALISBURY SA 5108 |
| Delivered in<br>Person to: | City of Salisbury<br>12 James Street<br>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

*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: up to \$2,500 per year
- New Establishment Grant for Non-incorporated, Not for Profit, organisations: up to \$2,500
- New Establishment Grant for Incorporated organisations: up to \$5,000

## 7. Eligible Areas

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

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

## 8. Eligibility to Apply

### *Eligible Organisations*

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

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

### *Non-Eligible Organisations*

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

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

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

## 9. Eligible Items

Funding will be considered for the following:

### 9.1. Equipment

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

### 9.2. Administration and Organisational Costs

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

### 9.3. Replacement Items

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

### 9.4. Public Events and Tournaments

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

### 9.5. New Establishment Grant

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

## 10. Ineligible Items

Funding will not be considered for the following:

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

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

### 10.2. *Existing Projects*

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

### 10.3. *Expenses*

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

### 10.4. *Administration and Organisational Costs*

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

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

### 10.5. *Wages and Salaries*

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

### 10.6. *Memberships and Fees*

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

*10.7. Existing Debts and Shortfalls*

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

*10.8. Other Exclusions*

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



## 11. Application Process

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

### *Assessment of Applications*

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

*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*

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

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

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

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

### **ATTACHMENT D - Project Evaluation Requirements**

---

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

## **ATTACHMENT E – Frequently Asked Questions**

---

### *About applying for a City of Salisbury Community Grant*

**1. Will late applications be accepted?**

- 1.1. Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting). Applications received after the 15<sup>th</sup> of the month will be submitted for the following round, without exception (i.e. an application received on the 16<sup>th</sup> 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](http://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](mailto: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 <b>Received:</b> | 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  |



---

|                        |  |
|------------------------|--|
| <b>ITEM</b>            | 7.2.3  |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>  |
| <b>DATE</b>            | 13 May 2019  |
| <b>PREV REFS</b>       | Sport, Recreation and Grants Committee      7.2.2      12/03/2019  |
| <b>HEADING</b>         | 03/2019: Providence Ministries [LIFE] - Community Grants Program Application   |
| <b>AUTHOR</b>          | Bronwyn Hatswell, PA to General Manager, Community Development   |
| <b>CITY PLAN LINKS</b> | 3.3 Be a connected city where all people have opportunities to participate.<br>3.4 Be a proud, accessible and welcoming community.<br>4.3 Have robust processes that support consistent service delivery and informed decision making. |
| <b>SUMMARY</b>         | The Providence Ministries [LIFE] Application is submitted to the Sport, Recreation and Grants Committee for consideration.   |

#### RECOMMENDATION

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the May 2019 round of Community Grants as follows:
  - a. 03/2019: Providence Ministries [LIFE] be awarded the amount of **\$2,500.00** to assist with the purchase of **catering for the 2019 Providence Conference** as outlined in the Community Grant Application and additional information.

#### ATTACHMENTS

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

1. 03/2019: Providence Ministries [LIFE] - Application
2. 03/2019: Providence Ministries [LIFE] - Additional Information

#### 1. BACKGROUND

- 1.1 The Providence Ministries Application was received for the March 2019 round of Community Grants. The Application was incomplete and required further information.
- 1.2 Providence Ministries received \$2,500 Community Grants Program funding in November 2017 to assist with the purchase of catering for the 2018 Providence Conference.

## 2. REPORT

- 2.1 The Providence Ministries Application was originally received for the March 2019 round of Community Grants Program funding however the Application was incomplete and required further information as follows:
- evidence that the Board has endorsed submission of the application was not provided; and
  - a supporting letter from the auspicing organisation was not provided.
- 2.2 The additional information has been received and the Providence Ministries Application meets the eligibility criteria for the upper limit Community Grants Program funding.
- 2.3 Providence Ministries is auspiced by LIFE, a registered Business Name held by World Harvest Christian Centre Inc. that is registered with the Australian Charities and Not-for-profits Commission (ACNC) as a charity.

## 3. CONCLUSION / PROPOSAL

- 3.1 The Providence Ministries [LIFE] Application is submitted for consideration by the Sport, Recreation and Grants Committee.

### CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 06/05/2019



**From:** Providence Ministries [REDACTED]  
**Sent:** Wednesday, 6 February 2019 3:30:25 PM  
**To:** City of Salisbury  
**Subject:** Community Grant Application

Hello,

I am from a non-profit organisation, Providence Ministries. We would love to apply for a community grant to help us hold our annual conference.  
I have attached 2 documents with the application, sorry about it being split in 2, my photocopier wouldn't let me scan double side. I have also attached our coles shopping list for catering.

Kind Regards,  
Isabel Coleman  
Providence Ministries  
[providencechick.com](http://providencechick.com)

E:\C:\Users\kbatwell\AppData\Roaming\Thunderbolt\2009\Date\Date\Temp\5 12/02/2019



# Community Grants Program

## Application Form

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

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



*Live it up*

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

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

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

Community Grant Application - Page 2 of 13

| Applicant Organisation Information   |   |   |  |
|--|---|---|--|
| <b>1. GROUP / ORGANISATION DETAILS</b>   |   |   |  |
| Name:  | <i>Providence Ministries</i>  |   |  |
| Address:   | <i>61 baloo street</i>  |   |  |
| Suburb:  | <i>ingle farm</i> <span style="float: right;">Postcode: <i>5098</i></span>  |   |  |
| <b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>  |   |   |  |
| Name:  | <i>Ms</i> <input checked="" type="checkbox"/> <i>Isabel Coleman</i>   |   |  |
| Title (your role with the group/organisation):   | <i>Personal Assistant/Administrator</i>   |   |  |
| Address:   | ██████████  |   |  |
| Phone:   | Landline:<br>Mobile: ██████████   |   |  |
| Email:   | ██████████  |   |  |
| <b>3. COMMUNITY GRANT RESPONSIBILITY</b>   |   |   |  |
| Name of Person Responsible for the Grant:  | <i>Other:</i><br><i>Karen Vander Veen</i>   |   |  |
| Title (role with the group/organisation):  | <i>Founder</i>  |   |  |
| <b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>  |   |   |  |
| How is your group/organisation managed:  | <i>Overseen yb a board</i>  |   |  |
| <b>Is your organisation:</b>   |   |   |  |
| a) Incorporated:   | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b><br/> <input checked="" type="checkbox"/><br/>           (go to question c)         </td> <td style="text-align: center; width: 50%;"> <b>No</b><br/> <input type="checkbox"/><br/>           (go to question b)         </td> </tr> </table> | <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c) | <b>No</b><br><input type="checkbox"/><br>(go to question b)            |
| <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c)  | <b>No</b><br><input type="checkbox"/><br>(go to question b)   |   |  |
| ASIC Registration Number:  |   |   |  |
| b) Operated under a Parent Organisation:<br><small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small> | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b><br/> <input type="checkbox"/><br/>           (go to question c)         </td> <td style="text-align: center; width: 50%;"> <b>No</b><br/> <input checked="" type="checkbox"/><br/>           (go to question c)         </td> </tr> </table> | <b>Yes</b><br><input type="checkbox"/><br>(go to question c)            | <b>No</b><br><input checked="" type="checkbox"/><br>(go to question c) |
| <b>Yes</b><br><input type="checkbox"/><br>(go to question c)   | <b>No</b><br><input checked="" type="checkbox"/><br>(go to question c)  |   |  |
| <b>Parent Organisation</b>   |   |   |  |
| Name:  |   |   |  |
| ASIC Registration Number:  |   |   |  |

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

Community Grant Application - Page 3 of 13

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

| <b>GST Declaration</b>  |   |                             |
|---|---|-----------------------------|
| I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.  |   |                             |
| Does your group/organisation have an ABN<br><i>(If Yes - Please Quote ABN:)</i>   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 8 4 2 1 5 2 9 6 6 5 7<br><i>(If No, the ABN Declaration Form attached must be signed)</i>   |   |                             |
| Is your group/organisation registered for GST   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <p><b>NB: GST Registration</b></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 checked="" type="checkbox"/> No <input type="checkbox"/><br><small>(enter '0' dollar amounts below)</small> |
| <i>If Yes, provide details:</i>  |  |
| <b>INCOME</b>  | <b>\$ AMOUNT</b>   |
| Project or event generated income:   | \$ 6,046   |
| Organisation's contribution:   | \$ 0   |
| Income received from other Grants:<br><small>(list organisation(s) providing Grant funding and their contribution)</small>       | \$ 0   |
| Income received from sponsors:<br><small>(list sponsor(s) and their contribution)</small>  | \$ 0<br><i>Fundraising Event, Individual Donations</i>   |
| Donations:<br><small>(please specify the source, product or service and estimated amount of funding requested)</small>           | \$ 4,000   |
| Have you sought any other funding for the project:<br><small>(please specify the source and amount of funding requested)</small> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |
| <b>TOTAL (including GST):</b>  | <b>\$ 10,046</b>   |
| What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?                      |  |
| <b>EXPENSES</b><br><small>(specify the proposed expense budget by item:)</small>   | <b>\$ AMOUNT</b>   |
| <i>admin and postage</i>   | \$ 1,075   |
| <i>catering</i>  | \$ 4,400   |
| <i>props, opening night</i>  | \$ 900   |
| <i>cleaning and skip bin</i>   | \$ 740   |
| <i>merchandise costs</i>   | \$ 1,150   |
| <i>decorations</i>   | \$ 860   |
| <i>gifts</i>   | \$ 940   |
| <i>miscellaneous</i>   | \$ 1,535   |
| <b>TOTAL (including GST):</b>  | <b>\$ 11,600</b>   |

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



| Summary of Project/Event Information   |  |
|--|--|
| Is the funding for:<br><i>(please tick which is applicable)</i>                                  | <input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group   |
| Name of Project/Event Requiring Funding  | 2019 Providence Conference   |
| Date(s) of Project/Event<br><i>(if ongoing please state "ongoing")</i>                           | 2-4 October 2019   |
| Total cost of Project/Event  | \$ 11,600  |
| Amount of Community Grant Funding Requested  | \$ 4,400   |
| Is there any other information that you may feel is relevant to your application?                | <i>Providence Conference is a 3 night &amp; 2 day young girls conference for aged 8-18+. The primary purpose of this conference is to give keys to girls in their adolescent years to build self-esteem and purpose.</i> |
| <input checked="" type="checkbox"/> There are no relevant attachments.                           | <input type="checkbox"/> There are relevant attachments and the following documents are attached:<br>1.<br>2.  |
| <b>Which category best describes your project/event?</b><br><i>(please check all that apply)</i> |  |
| Health   | <input checked="" type="checkbox"/>  |
| Establishment of a new group   | <input type="checkbox"/>   |
| Education and Training   | <input checked="" type="checkbox"/>  |
| Culture / Arts   | <input 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 type="checkbox"/>   |

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



| Project/Event Details  |   |
|--|---|
| <b>Previous Community Grants Program Funding</b>   |   |
| Has your Organisation previously received a Community Grant? <i>(If Yes, when, amount granted and what the grant was for.)</i> | <input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span><br><i>(go to Group/Organisation Information)</i> |
| When was the Grant funding received (month & year):  | August 2016   |
| What amount of Grant funding was provided:   | \$ 2,000  |
| When was the previous Grant acquitted (month & year):  | October 2016  |
| <b>Group/Organisation Information</b>  |   |
| Group/Organisation Name  | Life  |
| Group/Organisation Description   | Religious organisation  |
| Group/Organisation Registered Address  | Number/Street: 61 baloo street<br>Suburb: ingle farm <span style="float: right;">Postcode: 5098</span>  |
| Is the Club Incorporated?  | Yes   |
| Number of Members  | 7   |
| % of Membership that reside in the City of Salisbury   | 80 %  |
| <b>Project/Event Details</b>   |   |
| Project/Event Name   | 2019 Providence Conference  |
| Project/Event Summary  | 150 girls attending, receiving encouragement, gifts & activities  |
| Date(s) of Project/Event   | Wed 2 Oct - Fri 4 Oct   |
| Location of Project/Event:   | Number/Street: 61 baloo st<br>Suburb: ingle farm <span style="float: right;">Postcode: 5098</span>  |
| How will the Project/Event benefit the residents of the City of Salisbury?   | Provides young girls of the salisbury community and girls from country towns of SA to make positive lifestyle choices in their adolescent years.              |
| How many individuals will benefit from the Project/Event?  | 150   |
| % of project/event participants that reside in the City of Salisbury   | 80 %  |
| If it is an Event, is it open to the public?   | Yes <input type="checkbox"/>  |
| How will the Project/Event be promoted?  | Schools, churches, social media.  |

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

| Grant Money Requested  |   |
|--|---|
| <b>Amount Requested</b>  | <b>\$ 4,400</b>   |
| <b>Itemised Breakdown of Costs:</b>  |   |
| <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i> |   |
| Coles itemised shopping list (attached doc)  | \$ 4,400  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
| <b>TOTAL (including GST):</b>  | <b>\$ 4,400</b>   |
| <b>Quote Attached:</b>   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i> |
| <i>A detailed, current quote <b>must</b> be provided with the application.</i>   |   |

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

**Project or Event Scope**

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

*Providence conference begins on wednesday with an opening night, one-hour live performnce providing solutions to relevant issues that teenage girls face everyday. This evening is attended y the registered girls, and is also open to the community and highly respected leaders and politicians including the Mayor of Salisbury, pastors and youth pastors. The conference then continues the next two days for the registered girls, dividing into age-appropriate meetings. Both age groups are well attended, they receive encourgament from guest speakers to live a reponsible lifestyle during adolescent years from Thursday and Friday 9am to 9pm. The conference also provides 4 main meals, 2 morning teas, zumba, lip sync battle and many give aways. This conference could not happen without the willingness of LIFE church's 60 volunteers that donate their time to assist in administration, media, band, catering and car parking. The feedback is always positive and meets the needs and provides the encouragement required to those attending.*

**Attachments**

- There are no attachments relating to the Project or Event Scope.
- The following documents are attached relating to the Project or Event Scope:
  - 1.
  - 2.
  - 3.

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

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

- young girls in adolescent years have a conference where theyare encouraged, taught keys to deal with adolescent issues and encouraged that theyhave a great future*
- self-esteem is built up*
- aboriginal girls are encouraged to come*
- girls become aware of the counselling service that is avilable*

*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><br/> <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>Attendees come from:</i><br/> <i>Tyndale Christian School, Salisbury East</i><br/> <i>Temple Christian College, Paralowie</i><br/> <i>Local Salisbury primary and high schools</i><br/> <i>Churches located in the City of Salisbury</i></p> <p><i>The Mayor of Salisbury, Gillian Aldridge, has supported Providence financially.</i></p> |
| <p><b>Attachments</b></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"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>   |

| 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><br/> <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><br/> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><u>Ongoing:</u><br/> <i>There will always be a need to hold a conference for 8-18+ year old girls. This will continue to happen if registration costs can be kept at a minimum, Life's volunteers give of their time and our community can see the need for Providence to assist the young girls by providing a conference for them.</i></p> |

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

**Application Declaration**

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

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

S1 S2

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

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


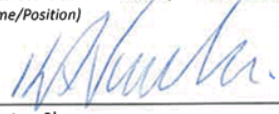
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.

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

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

On behalf of Providence Ministries (Group/Organisation)

Isabel Coleman / Personal Assistant and Karen Vander Veen / Providence Founder  
(Name/Position) (Name/Position)

 (Signature 1)  (Signature 2)

06 February 2019 (Date) 06 February 2019 (Date)

Contact (phone number): ██████████ Contact (phone number): ██████████

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

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





## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

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

## ONLINE COLES SHOP TROLLEY:

Nestle Milo Dessert Energy Snack 12 pack 100g **Nestle Milo Dessert Energy Snack 12 pack 100g**

1 Nestle Milo Dessert Energy Snack 12 pack 100g for **\$5.00**

choose a different quantity for Nestle Milo Dessert Energy Snack 12 pack 100g



Coles Full Cream Milk 3L **Coles Full Cream Milk 3L**

4 Coles Full Cream Milk 3L for **\$13.20**

choose a different quantity for Coles Full Cream Milk 3L



Western Star Supersoft Spreadable Butter Blend 500g **Western Star Supersoft Spreadable Butter Blend 500g**

13 Western Star Supersoft Spreadable Butter Blend 500g for **\$75.40**

choose a different quantity for Western Star Supersoft Spreadable Butter Blend 500g



Coles Free Range Eggs Large 12 Pack 600g **Coles Free Range Eggs Large 12 Pack 600g**

12 Coles Free Range Eggs Large 12 Pack 600g for **\$45.60**

choose a different quantity for Coles Free Range Eggs Large 12 Pack 600g



Coles Free Range Eggs Extra Large 12 Pack 700g **Coles Free Range Eggs Extra Large 12 Pack 700g**

12 Coles Free Range Eggs Extra Large 12 Pack 700g for **\$50.40**

choose a different quantity for Coles Free Range Eggs Extra Large 12 Pack 700g



Atkins Low Carb Protein Shake Mix Vanilla Flavour 310g **Atkins Low Carb Protein Shake Mix Vanilla Flavour 310g**

10 Atkins Low Carb Protein Shake Mix Vanilla Flavour 310g for **\$218.00**



choose a different quantity for Atkins Low Carb Protein Shake Mix Vanilla Flavour 310g



Twinings Australian Afternoon Tea Bags 100 pack 200g **Twinings Australian Afternoon Tea Bags 100 pack 200g**

20 Twinings Australian Afternoon Tea Bags 100 pack 200g for **\$220.00**

choose a different quantity for Twinings Australian Afternoon Tea Bags 100 pack 200g



Golden Circle Sarsaparilla Cordial 2L **Golden Circle Sarsaparilla Cordial 2L**

12 Golden Circle Sarsaparilla Cordial 2L for **\$36.00**

choose a different quantity for Golden Circle Sarsaparilla Cordial 2L



Golden Circle Apple Raspberry Cordial 2L **Golden Circle Apple Raspberry Cordial 2L**

4 Golden Circle Apple Raspberry Cordial 2L for **\$12.00**

choose a different quantity for Golden Circle Apple Raspberry Cordial 2L



Golden Circle Fruit Cup Crush Cordial 2L **Golden Circle Fruit Cup Crush Cordial 2L**

12 Golden Circle Fruit Cup Crush Cordial 2L for **\$36.00**

choose a different quantity for Golden Circle Fruit Cup Crush Cordial 2L



Cottee's Lemon No Added Sugar Cordial 1L **Cottee's Lemon No Added Sugar Cordial 1L on special**  
**Any 2 for \$7.00**

12 Cottee's Lemon No Added Sugar Cordial 1L on special for **\$42.00** you've saved \$8.40

choose a different quantity for Cottee's Lemon No Added Sugar Cordial 1L on special

**Any 2 for \$7.00**

**You save \$8.40**



Cottee'sCoola Lime Cordial 1L **Cottee's Coola Lime Cordial 1L**

20 Cottee's Coola Lime Cordial 1L for **\$84.00**

choose a different quantity for Cottee's Coola Lime Cordial 1L



Cottee'sFruit Cup Cordial 1L **Cottee's Fruit Cup Cordial 1L**

20 Cottee's Fruit Cup Cordial 1L for **\$84.00**

choose a different quantity for Cottee's Fruit Cup Cordial 1L



MagnumIce Cream Classic 4 pack 428mL **Magnum Ice Cream Classic 4 pack 428mL**

12 Magnum Ice Cream Classic 4 pack 428mL for **\$102.00**

choose a different quantity for Magnum Ice Cream Classic 4 pack 428mL



Birds Eye Golden Crunch Crinkle Frozen Potato Chips 1kg Birds Eye Golden Crunch Crinkle Frozen Potato Chips 1kg

20 Birds Eye Golden Crunch Crinkle Frozen Potato Chips 1kg for \$86.00

choose a different quantity for Birds Eye Golden Crunch Crinkle Frozen Potato Chips 1kg



Bulla Creamy Classics Cookies & Cream Ice Cream 2L Bulla Creamy Classics Cookies & Cream Ice Cream 2L

20 Bulla Creamy Classics Cookies & Cream Ice Cream 2L for \$170.00

choose a different quantity for Bulla Creamy Classics Cookies & Cream Ice Cream 2L



Coles Frozen Hash Browns 1kg Coles Frozen Hash Browns 1kg everyday product

20 Coles Frozen Hash Browns 1kg everyday product for **\$60.00**

choose a different quantity for Coles Frozen Hash Browns 1kg everyday product



Coles Frozen Mixed Vegetables 1kg Coles Frozen Mixed Vegetables 1kg everyday product

20 Coles Frozen Mixed Vegetables 1kg everyday product for **\$32.00**

choose a different quantity for Coles Frozen Mixed Vegetables 1kg everyday product



Borg's Frozen Spinach & Cheese Triangles 360g Borg's Frozen Spinach & Cheese Triangles 360g on special

12 Borg's Frozen Spinach & Cheese Triangles 360g on special for **\$36.00** you've saved \$9.60

choose a different quantity for Borg's Frozen Spinach & Cheese Triangles 360g on special

**On special**

**You save \$9.60**



Coles Frozen Mixed Berries 500g **Coles Frozen Mixed Berries 500g everyday product**

20 Coles Frozen Mixed Berries 500g everyday product for **\$80.00**

choose a different quantity for Coles Frozen Mixed Berries 500g everyday product



Coles Frozen Straight Cut Potato Chips 1kg **Coles Frozen Straight Cut Potato Chips 1kg everyday product**

20 Coles Frozen Straight Cut Potato Chips 1kg everyday product for **\$40.00**

choose a different quantity for Coles Frozen Straight Cut Potato Chips 1kg everyday product



Bulla Creamy Classics Vanilla Ice Cream 2L **Bulla Creamy Classics Vanilla Ice Cream 2L**

10 Bulla Creamy Classics Vanilla Ice Cream 2L for **\$85.00**

choose a different quantity for Bulla Creamy Classics Vanilla Ice Cream 2L



Coles High Fibre White Toast Bread 700g **Coles High Fibre White Toast Bread 700g**

20 Coles High Fibre White Toast Bread 700g for **\$46.00**

choose a different quantity for Coles High Fibre White Toast Bread 700g



Coles Bakery Double Chocolate Chip Cookies 12 pack **Coles Bakery Double Chocolate Chip Cookies 12 pack**

20 Coles Bakery Double Chocolate Chip Cookies 12 pack for **\$60.00**

choose a different quantity for Coles Bakery Double Chocolate Chip Cookies 12 pack



Tip Top Raisin Toast Bread 520g **Tip Top Raisin Toast Bread 520g**



20 Tip Top Raisin Toast Bread 520g for **\$74.00**

choose a different quantity for Tip Top Raisin Toast Bread 520g



Coles High Fibre Wholemeal Sandwich Bread 700g **Coles High Fibre Wholemeal Sandwich Bread 700g**

20 Coles High Fibre Wholemeal Sandwich Bread 700g for **\$46.00**

choose a different quantity for Coles High Fibre Wholemeal Sandwich Bread 700g



Coles Broccoli Approx. 340g **Coles Broccoli Approx. 340g**

30 Coles Broccoli Approx. 340g for **\$22.44**

choose a different quantity for Coles Broccoli Approx. 340g





ColesRed Capsicum approx. 200g **Coles Red Capsicum approx. 200g**

20 Coles Red Capsicum approx. 200g for **\$39.60**

choose a different quantity for Coles Red Capsicum approx. 200g



ColesBrown Onions Approx. 180g **Coles Brown Onions Approx. 180g**

20 Coles Brown Onions Approx. 180g for **\$10.44**

choose a different quantity for Coles Brown Onions Approx. 180g



ColesGreen Beans loose approx. 200g **Coles Green Beans loose approx. 200g**

1000g Coles Green Beans loose approx. 200g for **\$12.90**

choose a different quantity for Coles Green Beans loose approx. 200g



**Coles Blueberries Prepacked 125g Coles Blueberries Prepacked 125g on special**

20 Coles Blueberries Prepacked 125g on special for **\$70.00**

choose a different quantity for Coles Blueberries Prepacked 125g on special



**Coles Watermelon Seedless Whole approx. 7.5kg Coles Watermelon Seedless Whole approx. 7.5kg on special**

10 Coles Watermelon Seedless Whole approx. 7.5kg on special for **\$187.50**

choose a different quantity for Coles Watermelon Seedless Whole approx. 7.5kg on special



**Coles Sweet Corn Prepacked 4 pack Coles Sweet Corn Prepacked 4 pack on special**

30 Coles Sweet Corn Prepacked 4 pack on special for **\$75.00**

choose a different quantity for Coles Sweet Corn Prepacked 4 pack on special



ColesIceberg LettuceColes Iceberg Lettuce

40 Coles Iceberg Lettucefor **\$120.00**

choose a different quantity forColes Iceberg Lettuce



ColesGold Sweet Potatoes Approx. 350gColes Gold Sweet Potatoes Approx. 350g on special

30 Coles Gold Sweet Potatoes Approx. 350g on specialfor **\$30.45**

choose a different quantity forColes Gold Sweet Potatoes Approx. 350g on special



ColesContinental CucumberColes Continental Cucumber

10 Coles Continental Cucumberfor **\$18.00**

choose a different quantity forColes Continental Cucumber



Coles Hass Avocados **Coles Hass Avocados on special 3 for \$4.98**

10 Coles Hass Avocados on special for **\$16.60** you've saved \$3.40

choose a different quantity for Coles Hass Avocados on special

**3 for \$4.98**

**You save \$3.40**



Coles Field Tomatoes Approx. 110g **Coles Field Tomatoes Approx. 110g**

20 Coles Field Tomatoes Approx. 110g for **\$12.98**

choose a different quantity for Coles Field Tomatoes Approx. 110g



Coles Pink Lady Apples Approx. 200g **Coles Pink Lady Apples Approx. 200g**

10 Coles Pink Lady Apples Approx. 200g for **\$11.80**

choose a different quantity for Coles Pink Lady Apples Approx. 200g



Coles Bananas approx. 180g **Coles Bananas approx. 180g**

10 Coles Bananas approx. 180g for **\$6.30**

choose a different quantity for Coles Bananas approx. 180g



Pura Full Cream Milk 2L **Pura Full Cream Milk 2L everyday product**

10 Pura Full Cream Milk 2L everyday product for **\$29.90**

choose a different quantity for Pura Full Cream Milk 2L everyday product

**Trolley total and checkout**

Trolley total **\$2,502.51** You've saved \$21.40

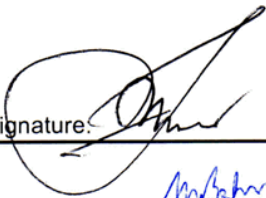
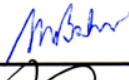
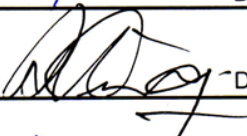


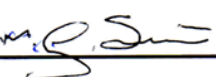
Proceed to check out





1. Providence Ministries is auspiced by LIFE Church (formerly known as World Harvest Christian Centre Inc) who will take legal and financial responsibility for any grant monies received by the City of Salisbury. The auspicing organisation will be responsible for the receipt, banking and administration of all monies; project monitoring and completing; ensuring the acquittal is completed by the deadline.
2. The Board of LIFE Church endorses submission of the community grant application for Providence Ministries to use for catering in the Providence Conference 2019.

Signed by LIFE Board Members

|                           |   |               |
|---------------------------|---|---------------|
| Name: Mark Baker          | Signature:     | Date: 17/4/19 |
| Name: Michelle Baker      | Signature:    | Date: 17/4/19 |
| Name: Peter King          | Signature:   | Date: 17/4/19 |
| Name: Sharon Coleman      | Signature:  | Date: 17/4/19 |
| Name: Paul Hesselschwerdt | Signature:  | Date: 17/4/19 |
| Name: Mick Smith          | Signature:  | Date: 17/4/19 |

LIFE: 61 BALOO ST, INGLE FARM SA 5108 PHONE: 08 8262 6475 EMAIL: INFORMATIONDESK@LIFEATLIFE.COM  
WEBSITE: WWW.LIFEATLIFE.COM





|                        |   |
|------------------------|---|
| <b>ITEM</b>            | 7.2.4   |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>   |
| <b>DATE</b>            | 13 May 2019   |
| <b>PREV REFS</b>       | Sport, Recreation and Grants Committee      7.2.2      12/03/2019   |
| <b>HEADING</b>         | 05/2019: The Burundian Drummers' Club in SA Inc. - Community Grants Program Application   |
| <b>AUTHOR</b>          | Bronwyn Hatswell, PA to General Manager, Community Development  |
| <b>CITY PLAN LINKS</b> | 3.2 Have interesting places where people want to be.<br>3.3 Be a connected city where all people have opportunities to participate.<br>4.3 Have robust processes that support consistent service delivery and informed decision making. |
| <b>SUMMARY</b>         | The Burundian Drummers' Club in SA Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.   |

#### RECOMMENDATION

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the May 2019 round of Community Grants as follows:
  - a. Grant No. 05/2019: The Burundian Drummers' Club in SA Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of **catering and uniforms for the Burundian Drummers 10<sup>th</sup> Year Anniversary 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. 05/2019: The Burundian Drummers' Club in SA Inc. - Application
2. 05/2019: The Burundian Drummers' Club in SA Inc. - Additional Information

#### 1. BACKGROUND

- 1.1 The Burundian Drummers' Club in SA Inc. Application was received for the March 2019 round of Community Grants. The Application was incomplete and required further information.
- 1.2 The Burundian Drummers' Club in SA Inc. has not received prior Community Grants Program funding.

## **2. REPORT**

2.1 The Burundian Drummers' Club in SA Inc. Application was originally received for the March 2019 round of Community Grants Program funding however the Application was incomplete and required further information as follows:

- evidence that the Board has endorsed submission of the application was not provided;
- 'Have you sought any other funding for the project' was incomplete;
- 'What resources will you and your group contribute to the project' was incomplete;
- the expenses section was incomplete; and
- a detailed, current quote was not provided.

2.2 The additional information has been received and The Burundian Drummers' Club in SA Inc. Application meets the eligibility criteria for the upper limit Community Grants Program funding.

## **3. CONCLUSION / PROPOSAL**

3.1 The Burundian Drummers' Club in SA Inc. Application is submitted for consideration by the Sport, Recreation and Grants Committee.

### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 06/05/2019



# Community Grants Program

## Application Form

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

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



*live it up*

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

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

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

Community Grant Application - Page 2 of 13



| Applicant Organisation Information   |   |   |  |
|--|---|---|--|
| <b>1. GROUP / ORGANISATION DETAILS</b>   |   |   |  |
| Name:  | <i>The Burundian Drummers' Club SA Inc.</i>   |   |  |
| Address:   | ██████████  |   |  |
| Suburb:  | <i>Paralowie SA</i> <span style="float: right;">Postcode: <i>5108</i></span>  |   |  |
| <b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>  |   |   |  |
| Name:  | <i>Mr<br/>Cyriaque Nijenhagera</i>  |   |  |
| Title (your role with the group/organisation):   | <i>Public Officer</i>   |   |  |
| Address:   | ████████████████████  |   |  |
| Phone:   | Landline:<br>Mobile: ██████████   |   |  |
| Email:   | ████████████████████  |   |  |
| <b>3. COMMUNITY GRANT RESPONSIBILITY</b>   |   |   |  |
| Name of Person Responsible for the Grant:  | <i>Mr<br/>Cyriaque Nijenhagera</i>  |   |  |
| Title (role with the group/organisation):  | <i>Treasurer</i>  |   |  |
| <b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>  |   |   |  |
| How is your group/organisation managed:  | <i>The board management: President, Secretary, Treasurer, Public Officer</i>  |   |  |
| <b>Is your organisation:</b>   |   |   |  |
| a) Incorporated:   | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b><br/> <input checked="" type="checkbox"/><br/>           (go to question c)         </td> <td style="text-align: center;"> <b>No</b><br/> <input type="checkbox"/><br/>           (go to question b)         </td> </tr> </table> | <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c) | <b>No</b><br><input type="checkbox"/><br>(go to question b)            |
| <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c)  | <b>No</b><br><input type="checkbox"/><br>(go to question b)   |   |  |
| ASIC Registration Number:  |   |   |  |
| b) Operated under a Parent Organisation:<br><i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i> | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b><br/> <input type="checkbox"/><br/>           (go to question c)         </td> <td style="text-align: center;"> <b>No</b><br/> <input checked="" type="checkbox"/><br/>           (go to question c)         </td> </tr> </table> | <b>Yes</b><br><input type="checkbox"/><br>(go to question c)            | <b>No</b><br><input checked="" type="checkbox"/><br>(go to question c) |
| <b>Yes</b><br><input type="checkbox"/><br>(go to question c)   | <b>No</b><br><input checked="" type="checkbox"/><br>(go to question c)  |   |  |
| <b>Parent Organisation</b>   |   |   |  |
| Name:  |   |   |  |
| ASIC Registration Number:  |   |   |  |

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

Community Grant Application - Page 3 of 13

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

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

Community Grant Application - Page 4 of 13

| <b>GST Declaration</b>   |   |  |
|--|---|--|
| I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.   |   |  |
| Does your group/organisation have an ABN<br><i>(If Yes - Please Quote ABN:)</i><br><br>2 4 4 3 4 4 8 1 9 8 3<br><i>(If No, the ABN Declaration Form attached must be signed)</i>   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Is your group/organisation registered for GST  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| <b>NB: GST Registration</b><br><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i> |   |  |

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



| Project/Event Budget Information   |   |
|--|---|
| Will the project or event generate income (e.g. ticket sales, entry fee etc.)?   | Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input checked="" type="checkbox"/></span><br><i>(enter '0' dollar amounts below)</i> |
| <i>If Yes, provide details:</i>  |   |
| <b>INCOME</b>  | <b>\$ AMOUNT</b>  |
| Project or event generated income:   |   |
| Organisation's contribution:   |   |
| Income received from other Grants:<br><i>(list organisation(s) providing Grant funding and their contribution)</i>       |   |
| Income received from sponsors:<br><i>(list sponsor(s) and their contribution)</i>  |   |
| Donations:<br><i>(please specify the source, product or service and estimated amount of funding requested)</i>           |   |
| Have you sought any other funding for the project:<br><i>(please specify the source and amount of funding requested)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>TOTAL (including GST):</b>  | <b>\$ 0</b>   |
| What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?              |   |
| <b>EXPENSES</b><br><i>(specify the proposed expense budget by item:)</i>   | <b>\$ AMOUNT</b>  |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
| <b>TOTAL (including GST):</b>  | <b>\$ 0</b>   |

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



| Summary of Project/Event Information   |   |
|--|---|
| Is the funding for:<br><i>(please tick which is applicable)</i>                                  | <input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group  |
| Name of Project/Event Requiring Funding  | <i>The Burundian Drummers 10th year anniversary</i>   |
| Date(s) of Project/Event<br><i>(if ongoing please state "ongoing")</i>                           | <i>20/07/2019</i>   |
| Total cost of Project/Event  | <i>\$ 0</i>   |
| Amount of Community Grant Funding Requested  | <i>\$ 2,500</i>   |
| Is there any other information that you may feel is relevant to your application?                | <i>This event is an great opportunity to put Burundians together as the drum is the only culture that unifies all community layers despite their differences of religions, ethnics, political belonging and regions of origin.<br/>It is also an occasion for the club to inspire youth and parents to admire their culture because it is obvious that the longer we live here the least people forget about their culture.</i> |
| <input checked="" type="checkbox"/> There are no relevant attachments.                           | <input type="checkbox"/> There are relevant attachments and the following documents are attached:<br>1.<br>2.   |
| <b>Which category best describes your project/event?</b><br><i>(please check all that apply)</i> |   |
| Health   | <input type="checkbox"/>  |
| Establishment of a new group   | <input type="checkbox"/>  |
| Education and Training   | <input checked="" type="checkbox"/>   |
| Culture / Arts   | <input checked="" type="checkbox"/>   |
| Sport / Recreation   | <input checked="" type="checkbox"/>   |
| Environment  | <input type="checkbox"/>  |
| Disability   | <input type="checkbox"/>  |
| Youth  | <input checked="" type="checkbox"/>   |
| Crime Prevention   | <input type="checkbox"/>  |
| Aged   | <input type="checkbox"/>  |

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

| Project/Event Details   |   |
|---|---|
| <b>Previous Community Grants Program Funding</b>  |   |
| Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i> | <input type="checkbox"/> Yes  |
|   | <input checked="" type="checkbox"/> No<br><i>(go to Group/Organisation Information)</i>       |
| When was the Grant funding received (month & year):   |   |
| What amount of Grant funding was provided:  |   |
| When was the previous Grant acquitted (month & year):   |   |
| <b>Group/Organisation Information</b>   |   |
| Group/Organisation Name   | <i>The Burundian Drummers' Club SA Inc.</i>   |
| Group/Organisation Description  | <i>Entertainment, education, culture, recreation</i>  |
| Group/Organisation Registered Address   | Number/Street: [REDACTED]<br>Suburb: <i>Paralowie SA</i> Postcode: <i>5108</i>                |
| Is the Club Incorporated?   | <i>Yes</i>  |
| Number of Members   | <i>20</i>   |
| % of Membership that reside in the City of Salisbury  | <i>60 %</i>   |
| <b>Project/Event Details</b>  |   |
| Project/Event Name  | <i>The Burundian Drummers 10th year anniversary</i>   |
| Project/Event Summary   | <i>Celebrating 10 years of promoting and sustaining Burundian Culture</i>                     |
| Date(s) of Project/Event  | <i>20/07/2019</i>   |
| Location of Project/Event:  | Number/Street: <i>17 Wilshire Street</i><br>Suburb: <i>Salisbury SA</i> Postcode: <i>5108</i> |
| How will the Project/Event benefit the residents of the City of Salisbury?  | <i>Getting together and reflect on their culture</i>  |
| How many individuals will benefit from the Project/Event?   | <i>200</i>  |
| % of project/event participants that reside in the City of Salisbury  | <i>60 %</i>   |
| If it is an Event, is it open to the public?  | <i>Yes</i>  |
| How will the Project/Event be promoted?   | <i>Flyers, Newsletters, Social media</i>  |

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



| Grant Money Requested  |  |
|--|--|
| Amount Requested   | \$ 2,500   |
| <b>Itemised Breakdown of Costs:</b>  |  |
| <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i> |  |
| Catering   | \$ 900   |
| Transport  | \$ 150   |
| Uniforms   | \$ 700   |
| Venue hire   | \$ 100   |
| Performance  | \$ 500   |
| Promotion  | \$ 50  |
| Miscellaneous  | \$ 100   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
| <b>TOTAL (including GST):</b>  | <b>\$ 2,500</b>  |
| Quote Attached:<br><i>A detailed, current quote <u>must</u> be provided with the application.</i>                      | <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No<br><i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i> |

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

| Project or Event Scope   |
|--|
| <p><i>Provide a description of the proposed project or event:</i></p> <p><i>Hosting one off event for Burundian Drummers 10 years anniversary.</i></p> <p><i>The Burundian Drummers are inviting the community members to come together to celebrate and reflect on their culture and how to keep it alive.</i></p> <p><i>The main focus is to raise our children in a way that they grow in a new society without forgetting their cultural roots.</i></p> <p><i>The language and the culture being the two elements that define someone's identity, parents should feel the great importance of sending their children to cultural clubs and schools of languages so they keep it alive.</i></p> <p><i>Through this event of 10 years anniversary, the Burundian Drummers' Club would love to engage as many youth as possible to make the drumming more vibrant, more renown and the culture sustained.</i></p> <p><b>Attachments</b></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"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> |

| Benefits and Outcomes of the Project or Event  |
|--|
| <p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>Residents of city of Salisbury will have their youth engaged in cultural and fitness activities where they will learn good manners and disengage with vagabondage that leads drugs and alcohol consumption, shoplifting and gangs formation.</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>This event will be supported by community members and stakeholders that have been consulted:</i></p> <ul style="list-style-type: none"> <li><i>-A community member has happily accepted to be our reference</i></li> <li><i>-Community cultural groups and singers will be present to entertain</i></li> <li><i>-There is a support letter from a member of parliament</i></li> </ul> <p><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> <li>1. <i>Support letter</i></li> <li>2.</li> <li>3.</li> </ol> |

| Project or Event Management   |
|---|
| <p><u><i>Ongoing Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i><br/><i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u><i>One-off Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed:</i><br/><i>(outline how you will achieve outcomes for the project or activity)</i></p> <ul style="list-style-type: none"> <li><i>-The project officer to is responsible for promotion in collaboration with the club management</i></li> <li><i>-The treasurer will be accountable with budget, quotes and keeping receipts</i></li> <li><i>-President is responsible for monitoring the progress of the event and make sure all required of the event are available</i></li> <li><i>-Club members to ensure the protocol and make sure all guest are attended</i></li> <li><i>-To ensure accountability and responsibilities, Management board to appoint the event committee.</i></li> </ul> |

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



Application Declaration

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

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

S1 S2

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

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

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

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

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

On behalf of Burundian Drummers' Club (Group/Organisation)

|   |     |   |
|---|-----|---|
| <p style="color: red; font-weight: bold;">Andre Ntibesha / President</p> <p><small>(Name/Position)</small></p> <p style="font-size: 1.5em; font-family: cursive;">[Signature]</p> <p><small>(Signature 1)</small></p> | and | <p style="color: blue; font-weight: bold;">Cyriaque Nijenhage / Public Officer</p> <p><small>(Name/Position)</small></p> <p style="font-size: 1.5em; font-family: cursive;">[Signature]</p> <p><small>(Signature 2)</small></p> |
| <p style="color: red; font-weight: bold;">15 February 2019</p> <p><small>(Date)</small></p> <p>Contact (phone number): <span style="background-color: black; color: black;">[REDACTED]</span></p>                     |     | <p style="color: blue; font-weight: bold;">15 February 2019</p> <p><small>(Date)</small></p> <p>Contact (phone number): <span style="background-color: black; color: black;">[REDACTED]</span></p>                              |

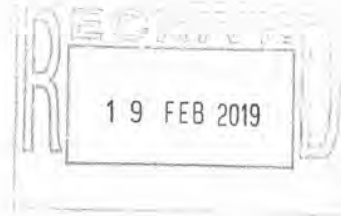
Both signatories will be contacted to verify the application - a contact phone number must be provided for each. Your Application will **not** be submitted until contact and verification has occurred, **no exception**.

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



# Zoe Bettison MP

Member for Ramsay



SALISBURY SALISBURY NORTH SALISBURY PLAIN SALISBURY DOWNS PARALOWIE

To Whom It May Concern

I am writing in support of the Burundian Drummers Club's community grant application for \$2500 to contribute to their ten year anniversary event.

The event will serve to rejuvenate the Club and showcase Burundian culture to the wider community as well as providing an opportunity for recruitment and a celebration of our achievements over the past 10 years.

This event is anticipated to take place at the Twelve25 Youth Centre 12-25 Salisbury and will be attended by more than 100 people.

The Burundian Drummers Club have been strong supporters of the Salisbury community and shared their talent and energy with many migrant communities.

Thank you for your time in considering this letter of support.

Yours sincerely

Hon Zoe Bettison MP  
**MEMBER FOR RAMSAY**

18 / 2 / 2019

2/40-42 Commercial Road, Salisbury SA 5108 ☎ 8258 0480 ✉ ramsay@parliament.sa.gov.au 📺 ZoeBettisonMP 🐦 @ZoeBettisonMP



## Quote

Hi Cryiaque

Quotation as requested on the following products for Barundian Drummers DATED 15/02/2019

Would like to thank you for the opportunity to quote on the following items, and look forward to doing business with you in the near future.

| Product/Style   | Colour | Quantity | Price Per Unit (\$ (EXC GST) | Total Price (\$) (EXC GST) |
|---|--------|----------|------------------------------|----------------------------|
| CUSTOM MADE FULLY SUBLIMATED POLO SHIRT AS PREVIOUS.<br>ADD 10 YEAR ANNIVERSARY WORDING UNDER LOGO ON BACK.<br>SIZE: 6-14 SIZE: S-XXL (CAN BE A MIXTURE OF SIZING)<br>Larger sizes can be made at additional extra cost |        | 80       | \$45.00                      | \$3600                     |
|   |        |          |                              |                            |
|   |        |          |                              |                            |
|   |        |          |                              |                            |
|   |        |          |                              |                            |
|   |        |          |                              |                            |
|   |        |          | GST                          | \$360                      |
|   |        |          | TOTAL DUE                    | \$3960                     |
|   |        |          |                              |                            |

Please note, logo price is based on our standard 8000 stitches. Additional cost of \$1 for every 1000 stiches over. Actual cost per logo will be provided with stitch out for approval.  
Quotation valid for 14 days.





The Burundian Drummers Club SA Inc Minutes 30/11/2018

- Present: Andre ntibesha, Cyriaque Nijenhagera, Isaack Niyogusenga, Aimable Andre Gishikizo, Joel hakizimana, Fiacre.
- Absent: Bosco Hakiziman and Taracise
- Apology: Ricahrd nkengurutse, Vyizigiro , Ildephonse and Feyai

### Agenda:

1. How our Club can celebrate 10<sup>th</sup> Anniversary
2. How to improve the membership
3. Finance:

### Outcomes How: our Club can celebrate 10th Anniversary

After long discussion on how it is very important of celebrating 10<sup>th</sup> Anniversary of our Club establishment in South Australia particularly in Adelaide metropolitan, all members agreed that 10<sup>th</sup> Anniversary celebration is good thing to because it will show on other show case by increasing harmony, unity and friendship among Burundians living in SA particularly in Northern area like City of Salisbury and Playford. But, due to the past two years the club couldn't get too much performances, the issues relate to financial becoming an obstacle not to have this celebration. However, one present member told the meeting that the chairperson should seek community grants from city councils like Salisbury or Playford. This view was well received by all present members and the members recommended the Public officer and the President to apply for a grant money towards 10<sup>th</sup> Anniversary of our Club.

### How to improve the membership

[Redacted]

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

### Finance

[Redacted]

The meeting as always concluded by refreshment prepared by the club at 6:30pm.

Minute's taker: Joel Hakizimana

[Type here]

| Summary of Project/Event Information   |   |
|--|---|
| Is the funding for:<br><i>(please tick which is applicable)</i>                                  | <input type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group |
| Name of Project/Event Requiring Funding  |   |
| Date(s) of Project/Event<br><i>(if ongoing please state "ongoing")</i>                           |   |
| Total cost of Project/Event  | \$ 5,000  |
| Amount of Community Grant Funding Requested  |   |
| Is there any other information that you may feel is relevant to your application?                |   |
| <input type="checkbox"/> There are no relevant attachments.                                      | <input type="checkbox"/> There are relevant attachments and the following documents are attached:<br>1.<br>2.                       |
| <b>Which category best describes your project/event?</b><br><i>(please check all that apply)</i> |   |
| Health   | <input type="checkbox"/>  |
| Establishment of a new group   | <input type="checkbox"/>  |
| Education and Training   | <input type="checkbox"/>  |
| Culture / Arts   | <input type="checkbox"/>  |
| Sport / Recreation   | <input type="checkbox"/>  |
| Environment  | <input type="checkbox"/>  |
| Disability   | <input type="checkbox"/>  |
| Youth  | <input type="checkbox"/>  |
| Crime Prevention   | <input type="checkbox"/>  |
| Aged   | <input type="checkbox"/>  |

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

| Project/Event Budget Information   |   |
|--|---|
| Will the project or event generate income (e.g. ticket sales, entry fee etc.)?   | Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input checked="" type="checkbox"/></span><br><i>(enter '0' dollar amounts below)</i> |
| <i>If Yes, provide details:</i>  |   |
| <b>INCOME</b>  | <b>\$ AMOUNT</b>  |
| Project or event generated income:   |   |
| Organisation's contribution:   |   |
| Income received from other Grants:<br><i>(list organisation(s) providing Grant funding and their contribution)</i>       |   |
| Income received from sponsors:<br><i>(list sponsor(s) and their contribution)</i>  |   |
| Donations:<br><i>(please specify the source, product or service and estimated amount of funding requested)</i>           |   |
| Have you sought any other funding for the project:<br><i>(please specify the source and amount of funding requested)</i> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |
| <b>TOTAL (including GST):</b>  | <b>\$ 0</b>   |
| What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?              | <i>In Kind and time</i>   |
| <b>EXPENSES</b><br><i>(specify the proposed expense budget by item:)</i>   | <b>\$ AMOUNT</b>  |
| <i>Catering</i>  | <i>\$ 1,900</i>   |
| <i>Transport</i>   | <i>\$ 400</i>   |
| <i>Uniforms</i>  | <i>\$ 1,400</i>   |
| <i>Venue Hire</i>  | <i>\$ 200</i>   |
| <i>Performance</i>   | <i>\$ 1,000</i>   |
| <i>Promotion</i>   | <i>\$ 100</i>   |
|  |   |
|  |   |
| <b>TOTAL (including GST):</b>  | <b>\$ 5,000</b>   |

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

| Project/Event Details   |                              |  |
|---|------------------------------|--|
| <b>Previous Community Grants Program Funding</b>  |                              |  |
| Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No<br><i>(go to Group/Organisation Information)</i> |
| When was the Grant funding received (month & year):   |                              |  |
| What amount of Grant funding was provided:  |                              |  |
| When was the previous Grant acquitted (month & year):   |                              |  |
| <b>Group/Organisation Information</b>   |                              |  |
| Group/Organisation Name   |                              |  |
| Group/Organisation Description  |                              |  |
| Group/Organisation Registered Address   | Number/Street:<br>Suburb:    | Postcode:  |
| Is the Club Incorporated?   |                              |  |
| Number of Members   |                              |  |
| % of Membership that reside in the City of Salisbury  | %                            |  |
| <b>Project/Event Details</b>  |                              |  |
| Project/Event Name  |                              |  |
| Project/Event Summary   |                              |  |
| Date(s) of Project/Event  |                              |  |
| Location of Project/Event:  | Number/Street:<br>Suburb:    | Postcode:  |
| How will the Project/Event benefit the residents of the City of Salisbury?  |                              |  |
| How many individuals will benefit from the Project/Event?   |                              |  |
| % of project/event participants that reside in the City of Salisbury  | %                            |  |
| If it is an Event, is it open to the public?  | <i>No</i>                    |  |
| How will the Project/Event be promoted?   |                              |  |

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

| Grant Money Requested  |   |
|--|---|
| Amount Requested   | \$ 0  |
| <b>Itemised Breakdown of Costs:</b>  |   |
| <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i> |   |
| Catering   | \$ 950  |
| Transport  | \$ 200  |
| Uniform  | \$ 700  |
| Venue Hire   | \$ 100  |
| Performance  | \$ 500  |
| Promotion  | \$ 50   |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
| <b>TOTAL (including GST):</b>  | <b>\$ 2,500</b>   |
| Quote Attached:<br><i>A detailed, current quote <b>must be provided</b> with the application.</i>                      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i> |

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



**BILL TO**  
**Cyriaque N / Burundian Drummers Club**  
[Redacted]  
Function Date - June 15, 2019



**Estimate Number:** NB190495  
**Estimate Date:** April 11, 2019  
**Expires On:** April 13, 2019

**Grand Total (AUD): \$2,062.50**



| Items  | Quantity | Price   | Amount     |
|--|----------|---------|------------|
| <b>C3 COCKTAIL MENU</b><br>Each guest is allotted 10 pcs each. Choose your items below:<br>- Calamari Rings<br>- Chicken Goujons with Dipping Sauces<br>- Chicken & Mushroom Dumplings<br>- Cocktail Samosas (v)<br>- Cheese & Spinach Triangles (v)<br>- Chestnut & Shiitake Mushroom Puff (v)<br>- Curry Puffs<br>- Chicken Dim Sum<br>- Falafel Ball with Tahini Dipping Sauce<br>- Fish Cocktails<br>- Fresh Vegetables Slivers in a shot glass with dip (v)<br>- Grilled Italian Meatballs<br>- Mini Gourmet Party Pies<br>- Mini Pizza<br>- Mini Spring Rolls with Sweet & Sour Dipping Sauce<br>- Mixed Pastizzi<br>- Mixed savoury vol au vants<br>- Petite Quiche Lorraine<br>- Potato Wedges with Sour Cream & Sweet Chili Sauce (v)<br>- Prawn Kebabs<br>- Sausage Rolls<br>- Smoked Salmon with Cream Cheese on Melba Toast<br>- Spicy Lebanese Sausage with Chili Plum Dipping Sauce<br>- Sun Dried Tomato & Olive Rolls (v)<br>- Thai Chicken Parcels<br>- Tomato, Basil & Bocchini Skewers<br><br>OTHER OPTIONS:<br>Choose 5 items, pay \$8.95/head<br>Choose 8 items, pay \$12.95/head<br>Choose 15 items, pay ... | 100      | \$17.95 | \$1,795.00 |
| <b>SPECIAL OFFER</b><br>*** FREE DESSERT ***<br>Book before April 13th, 4:00PM and get a FREE Dessert Cake Buffet or Fresh Fruit Platter for your function. Save \$4.95 per person.  | 100      | \$0.00  | \$0.00     |



| Items  | Quantity | Price   | Amount  |
|--|----------|---------|---------|
| <b>DELIVERY FEE</b><br>Cook, carve prepare, and deliver the food in special boxes that keep them warm or cold for several hours.<br><br>If needed, we can provide a CHEF (\$140) and/or WAITSTAFF (\$110) to cook, prepare, setup buffet, serve, and clean up for a NO-STRESS PARTY. Add \$20 for each staff booked. | 1        | \$80.00 | \$80.00 |

|                           |                   |
|---------------------------|-------------------|
| <b>Subtotal:</b>          | \$1,875.00        |
| GST 10%:                  | \$187.50          |
|                           |                   |
| <b>Total:</b>             | \$2,062.50        |
|                           |                   |
| <b>Grand Total (AUD):</b> | <b>\$2,062.50</b> |

**Notes**  
 Final guest numbers and food choices including special dietary requirements not needed until 1 week before your party.  
 Deposit of \$100 required to secure your date and time.  
 To book over the phone, please call [REDACTED].  
 For bank payments/transfers, please use the following details:  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]



---

|                        |  |
|------------------------|--|
| <b>ITEM</b>            | 7.2.5  |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>  |
| <b>DATE</b>            | 13 May 2019  |
| <b>HEADING</b>         | 09/2019: Meals on Wheels (SA) Inc. - Community Grants Program Application  |
| <b>AUTHOR</b>          | Bronwyn Hatswell, PA to General Manager, Community Development   |
| <b>CITY PLAN LINKS</b> | 3.3 Be a connected city where all people have opportunities to participate.<br>3.4 Be a proud, accessible and welcoming community.<br>4.3 Have robust processes that support consistent service delivery and informed decision making. |
| <b>SUMMARY</b>         | The Meals on Wheels (SA) Inc. Application is submitted to the Sport, Recreation and Grants Committee for information.  |

## RECOMMENDATION

1. The information be received and noted.

## ATTACHMENTS

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

1. 09/2019: Meals on Wheels (SA) Inc. - Application

## 1. BACKGROUND

- 1.1 Meals on Wheels (SA) Inc. received \$1,200 Community Grants Program funding in December 2018 to assist with the purchase of foodstuff and gift bags for the 2018 Christmas Hampers project.
- 1.2 The 09/2019: Meals on Wheels (SA) Inc. Application is deemed ineligible for Community Grants Program funding in accordance with section 8 of the Guidelines and Eligibility Criteria.

## 2. REPORT

- 2.1 The Meals on Wheels (SA) Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 8.2 *Funding will not be considered for money already spent or funding of existing debts or shortfalls*, as the defibrillator was purchased on 26 March 2019.
- 2.2 Meals on Wheels (SA) Inc. has been advised that the application is ineligible.
- 2.3 The Meals on Wheels (SA) Inc. Application is submitted to the Sport, Recreation and Grants Committee for information.

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

- 3.1 The Meals on Wheels (SA) Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 8.2 due to the purchase of the equipment having taken place prior to submission of the Application.
- 3.2 The Meals on Wheels (SA) Inc. Application is submitted for information as per clause 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:  
*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.*

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 06/05/2019



City of Salisbury  
Community Grants Program

Per Judy Oates  
Salisbury Meals on Wheels

1. Acquittal of Grant Statement (2018)
2. Application form for the purchase of a Defibrillator (2019)



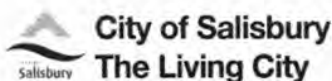
2019  
Defibrillator

# Community Grants Program

## Application Form

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

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



*Live it up*

| Application Eligibility Checklist   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| Is the Funding For:   | Yes                                 | No                                  |
| Purchase of a Lifepak CR2 Defibrillator,  |                                     |                                     |
| • Money already spent?  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Salaries (initial or ongoing)?<br><i>Payment of facilitator or contractor engaged specifically to deliver program / activity under the grant may be considered</i>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Recurrent administration costs?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Capital development (e.g. renovations or building changes that will be permanently part of the structure)?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Upgrading facilities which belong to Local, State or Commonwealth Governments?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Application from Public / Private Schools?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • An organisation trading as a sole trader/individual?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Groups/organisations that have previously received funding and <b>NOT</b> fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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

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

Community Grant Application - Page 2 of 13



| Applicant Organisation Information   |   |   |   |
|--|---|---|---|
| <b>1. GROUP / ORGANISATION DETAILS</b>   |   |   |   |
| Name:  | Salisbury Branch of Meals on Wheel  |   |   |
| Address:   | 3 Brown Tee   |   |   |
| Suburb:  | Salisbury Postcode: 5108  |   |   |
| <b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>  |   |   |   |
| Name:  | Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/><br>JUDITH ANNE OATES   |   |   |
| Title (your role with the group/organisation):   | CHAIR   |   |   |
| Address:   | [REDACTED]  |   |   |
| Phone:   | Landline: [REDACTED]<br>Mobile: [REDACTED]  |   |   |
| Email:   | [REDACTED]  |   |   |
| <b>3. COMMUNITY GRANT RESPONSIBILITY</b>   |   |   |   |
| Name of Person Responsible for the Grant:  | Mr <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/><br>JUDITH ANNE OATES  |   |   |
| Title (role with the group/organisation):  | CHAIR   |   |   |
| <b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>  |   |   |   |
| How is your group/organisation managed:  | Stateboard & Branch Committee   |   |   |
| <b>Is your organisation:</b>   |   |   |   |
| a) Incorporated:   | <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"><b>Yes</b><br/><input checked="" type="checkbox"/><br/>(go to question c)</td> <td style="width: 50%;"><b>No</b><br/><input type="checkbox"/><br/>(go to question b)</td> </tr> </table> | <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c) | <b>No</b><br><input type="checkbox"/><br>(go to question b) |
| <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c)  | <b>No</b><br><input type="checkbox"/><br>(go to question b)   |   |   |
| ASIC Registration Number:  |   |   |   |
| b) Operated under a Parent Organisation:<br><small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small> | <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"><b>Yes</b><br/><input checked="" type="checkbox"/><br/>(go to question c)</td> <td style="width: 50%;"><b>No</b><br/><input type="checkbox"/><br/>(go to question c)</td> </tr> </table> | <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c) | <b>No</b><br><input type="checkbox"/><br>(go to question c) |
| <b>Yes</b><br><input checked="" type="checkbox"/><br>(go to question c)  | <b>No</b><br><input type="checkbox"/><br>(go to question c)   |   |   |
| <b>Parent Organisation</b>   |   |   |   |
| Name:  | Meals on Wheels Inc. South Australia  |   |   |
| 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



682382

Meals On Wheels  
3 Brown Tce  
SALISBURY SA 5108

**TAX INVOICE**

INVOICE NO.: 0000488850  
INVOICE DATE: 26/03/2019  
PO NUMBER: Deborah

|       |  |   |          |          |      |           |
|-------|--|---|----------|----------|------|-----------|
| ABC   | POSTER A3 - DRSABCD ACTION PLAN          | 1 | 0.00     | 0.00     | 0.00 | 0.00      |
| C605  | DEFIB SIGN FIRST AID POLY 90 DEGREE      | 1 | 0.00     | 0.00     | 0.00 | 0.00      |
| 01    | FREIGHT METRO                            | 1 | 13.64    | 13.64    | 1.36 | 15.00     |
| FR20  | DEFIB PHYSIO CR2 Essential, Automatic Fu | 1 | 1,995.00 | 1,995.00 | 0.00 | 1,995.00  |
| FR300 | DEFIB CABINET WHITE - ALARMED            | 1 | 0.00     | 0.00     | 0.00 | 0.00      |
|       | 26/03/2019 Visa Card                     |   | 0.00     | 0.00     | 0.00 | -2,010.00 |
|       |  |   |          | 2,008.64 | 1.36 | 0.00      |

|  |   |
|--|---|
|  | Invoice No: 0000488850<br>Invoice Date: 26/03/2019<br>Master ID: 682382<br>PO Number: Deborah |
|--|---|

**How to Pay:**

**Electronic Funds transfer:** [Redacted]  
 Email remittance: [Redacted]

**Mail:** Money order OR cheque posted to [Redacted]  
 (please detach on dotted line above and remit with payment)

**Phone:** Credit card payments on [Redacted]

**In Person:** Cash/ EFTPOS or credit card payments Office hours 8.30-5pm (Mon-Fri)

|                       |
|-----------------------|
| <b>Amount payable</b> |
| <b>\$ 0.00</b>        |



| Organisation Information (continued)   |  |   |
|--|--|---|
| c) Community/Non-Profit:   | Yes<br><input checked="" type="checkbox"/>   | No<br><input type="checkbox"/>            |
| Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?                | Yes<br><input checked="" type="checkbox"/><br><small>(evidence must be attached to this application)</small> | No<br><input type="checkbox"/>            |
| d) Government Funded:<br><small>(If Yes, please list funding source/s and purpose in part e &amp; f)</small>   | Yes<br><input checked="" type="checkbox"/><br><br><small>(go to question e &amp; f)</small>                  | No<br><input type="checkbox"/>            |
| e) Funding source/s:   | Federal Gov Funds / Clients payment for meals  |   |
| f) Purpose:  | Provide 3 course hot meal for clients  |   |
| g) Other (please specify):   | Yes<br><input type="checkbox"/>  | No<br><input checked="" type="checkbox"/> |
| <b>5. BANKING INFORMATION</b>  |  |   |
| <b>Your organisation must have its own Bank/Credit Union Account or similar</b>  |  |   |
| Full Account Name:<br>Meals on wheels Inc. Salisbury<br>Branch<br><small>*do not provide account or BSB numbers*</small>   | Financial Institution Name:<br>[REDACTED]  | Branch Location:<br>[REDACTED]            |
| <b>6. REFEREE INFORMATION</b>  |  |   |
| <b>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</b> |  |   |
| Referee's Name:  | Mr John D'Arcy   |   |
| Referee's Contact Information:   | [REDACTED]   |   |

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

| GST Declaration   |   |                             |
|---|---|-----------------------------|
| I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.  |   |                             |
| Does your group/organisation have an ABN<br><small>(If Yes - Please Quote ABN:)</small><br><br>76 069 475 196<br><small>(If No, the ABN Declaration Form attached must be signed)</small>   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Is your group/organisation registered for GST   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <b>NB: GST Registration</b><br>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST. |   |                             |

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

Community Grant Application - Page 5 of 13

| Project/Event Budget Information   |   |
|--|---|
| Will the project or event generate income (e.g. ticket sales, entry fee etc.)?   | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <i>If Yes, provide details:</i>  |   |
| <b>INCOME</b>  | <b>\$ AMOUNT</b>  |
| Project or event generated income:   | \$ N/A  |
| Organisation's contribution:   | \$ _____  |
| Income received from other Grants:<br><i>(list organisation(s) providing Grant funding and their contribution)</i>       | \$ _____  |
| Income received from sponsors:<br><i>(list sponsor(s) and their contribution)</i>  | \$ _____  |
| Donations:<br><i>(please specify the source, product or service and estimated amount of funding requested)</i>           | \$ _____  |
| Have you sought any other funding for the project:<br><i>(please specify the source and amount of funding requested)</i> | \$ NO   |
| <b>TOTAL (including GST):</b>  | <b>\$ NO</b>  |
| What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?              | _____   |
| <b>EXPENSES</b><br><i>(specify the proposed expense budget by item:)</i>   | <b>\$ AMOUNT</b>  |
| Defibrillator Lifepak<br>CR2   | \$1750-00 \$2010-00   |
|  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
| <b>TOTAL (including GST):</b>  | <b>\$ _____</b>   |

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

| Summary of Project/Event Information   |  |
|--|--|
| Is the funding for:<br><i>(please tick which is applicable)</i>                                  | <input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group |
| Name of Project/Event Requiring Funding  | Purchase of Defibrillator  |
| Date(s) of Project/Event<br><i>(if ongoing please state "ongoing")</i>                           | Ongoing  |
| Total cost of Project/Event  | \$1,950-00 \$2010-00   |
| Amount of Community Grant Funding Requested  | \$1,950-00 \$2010-00   |
| Is there any other information that you may feel is relevant to your application?                |  |
| <input type="checkbox"/> There are no relevant attachments.                                      | <input type="checkbox"/> There are relevant attachments and the following documents are attached:<br>1.<br>2.                                  |
| <b>Which category best describes your project/event?</b><br><i>(please check all that apply)</i> |  |
| Health   | <input checked="" type="checkbox"/>  |
| Establishment of a new group   | <input type="checkbox"/>   |
| Education and Training   | <input type="checkbox"/>   |
| Culture / Arts   | <input type="checkbox"/>   |
| Sport / Recreation   | <input type="checkbox"/>   |
| Environment  | <input type="checkbox"/>   |
| Disability   | <input type="checkbox"/>   |
| Youth  | <input 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*  
Community Grant Application - Page 7 of 13



| 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 <span style="margin-left: 100px;"><input type="checkbox"/> No</span><br><small>(go to Group/Organisation Information)</small> |
| When was the Grant funding received (month & year):  | March 2019  |
| What amount of Grant funding was provided:   | \$1,200 - 00  |
| When was the previous Grant acquitted (month & year):  | April 2018  |
| Group/Organisation Information   |   |
| Group/Organisation Name  | Salisbury Branch of Meals on Wheels Inc SA  |
| Group/Organisation Description   | Volunteers who prepare & deliver meals to clients   |
| Group/Organisation Registered Address  | Number/Street: 3 Brown Tee<br>Suburb: Salisbury Postcode: 5109  |
| Is the Club Incorporated?  | Yes   |
| Number of Members  | 200 clients - 135 Volunteers  |
| % of Membership that reside in the City of Salisbury   | 100%  |
| Project/Event Details  |   |
| Project/Event Name   | Purchase of Defibrillator   |
| Project/Event Summary  | Purchase of Defibrillator   |
| Date(s) of Project/Event   | Ongoing   |
| Location of Project/Event:   | Number/Street: 3 Brown Tee<br>Suburb: Salisbury Postcode: 5109  |
| How will the Project/Event benefit the residents of the City of Salisbury?   | The defibrillator will be used in the event of a Volunteer experiencing abnormal heart rhythms.   |
| How many individuals will benefit from the Project/Event?  | 135 Volunteers who work in the kitchen or do deliveries.  |
| % of project/event participants that reside in the City of Salisbury   | 100%  |
| If it is an Event, is it open to the public?   | No  |
| How will the Project/Event be promoted?  | N/A   |

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

Community Grant Application - Page 8 of 13

| Grant Money Requested  |   |
|--|---|
| Amount Requested   | \$1,950-00 \$2010-00  |
| Itemised Breakdown of Costs:<br><i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i> |   |
| Defibrillator  | \$1,950-00 \$2010-00  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
| TOTAL (including GST):   | \$  |
| Quote Attached:<br><i>A detailed, current quote <u>must</u> be provided with the application.</i>  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i> |

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*  
Community Grant Application - Page 9 of 13



**Project or Event Scope**

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

To purchase a Lifepak CR2 Defibrillator to be used if a volunteer suffers a sudden cardiac arrest or experiences abnormal heart ryth rhythms, while working in the kitchen or preparing to do meal deliveries.

**Attachments**

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

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

- 1.
- 2.
- 3.

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

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

The project will benefit the volunteers who volunteer at the Salisbury Meals on Wheels Branch on a regular basis  
 Approximately twelve people work in the kitchen & sixteen do the deliveries, daily, (5 days p/week)  
 The average age at the Salisbury Branch is 75 years.

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

Community Grant Application - Page 10 of 13

**Support for the Project or Event**

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

The proposed project is only supported <sup>by</sup> the number of volunteers at the branch, with the majority of them being residents in the Salisbury Council Area.

**Attachments**

There are no attachments relating to Support for the Project or Event.

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

- 1.
- 2.
- 3.

**Project or Event Management**

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

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

The project is a one-off event and several current volunteers will receive training to use the defibrillator. There are several pages to accompany the unit, with diagrams & descriptions of the correct use.

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

Community Grant Application - Page 11 of 13

Application Declaration

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

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

S1 S2

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

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

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

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

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

On behalf of Salisbury Meals on Wheels (Organisation)

Judith Cates / Chair (Name/Position) and DK Russell Kitchen Co-ordinator (Name/Position)

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

26-3-19 (Date) 27-3-19 (Date)

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

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

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





## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

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

Community Grant Application - Page 13 of 13



---

|                        |  |
|------------------------|--|
| <b>ITEM</b>            | 7.2.6  |
|                        | <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>  |
| <b>DATE</b>            | 13 May 2019  |
| <b>HEADING</b>         | Applicant Acquital 3/2018: Lions Club of Gilles Plains - Mawson Lakes Sub Branch - Community Event Sponsorship Program   |
| <b>AUTHOR</b>          | Ann-Marie Arthur, Team Leader Place Curation & Cultural Development, Community Development   |
| <b>CITY PLAN LINKS</b> | 3.2 Have interesting places where people want to be.<br>3.3 Be a connected city where all people have opportunities to participate.<br>3.4 Be a proud, accessible and welcoming community. |
| <b>SUMMARY</b>         | To receive and note the receipt of Acquittal from the Mawson Lakes Lions Club Branch, in reference to the REAL Estate Mawson Lakes Lions Community Christmas Carols.                       |

#### **RECOMMENDATION**

1. That, in accordance with delegated powers set out in its endorsed Terms of Reference, the Sport, Recreation and Grants Committee, receives and notes the acquittal from Grant No. 3/2018: Lions Club of Gilles Plains – Mawson Lakes Lions Club Branch, for the REAL Estate Mawson Lakes Lions Community Christmas Carols.

#### **ATTACHMENTS**

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

1. Community Event Sponsorship Funding - Grant 3.2018 - Project Acquittal Report
2. 2018 Mawson Lakes Carols - Image 1
3. 2018 Mawson Lakes Carols - Image 2
4. 2018 Mawson Lakes Carols - Image 3
5. 2018 Mawson Lakes Carols - Image 4
6. 2018 Mawson Lakes Carols - Image 5
7. 2018 Mawson Lakes Carols - Image 6

#### **1. REPORT**

##### **PROJECT ACQUITTAL – SUCCESSFUL APPLICANTS ROUND 2**

- 1.1 The project Acquittal Report from the Mawson Lakes Lions Club Branch outlines the success of the Mawson Lakes Carols event, held at Mobarra Park.
- 1.2 The Mawson Lakes Lions Club Branch estimated around 5,000 people attended the event.
- 1.3 The event included participation from a number of other organizations including 10 food vendors, 7 solo artists, 3 dance groups ( 2 Indian and 1 Irish), an Army



band, Santa, face painting from two organisations, SAPOL, SES, St John, Stalls from Rebel Ford, Calvary hospital, Mawson Lakes School, REAL Estate Agents Groups and Gilles Plains Lions Club plus a bouncy castle.

## 2. CONCLUSION / PROPOSAL

- 2.1 The acquittal be received for Grant No. 3/2018: Lions Club of Gilles Plains – Mawson Lakes Lions Club Branch, for the REAL Estate Mawson Lakes Lions Community Christmas Carols.

### CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 06/05/2019



**Community Event Sponsorship Program  
Project Acquittal Report  
Applicant .2018**

|                          |   |
|--------------------------|---|
| <b>Organisation:</b>     | Gilles Plains Lions Club (Mawson Lakes Lions Club Branch) |
| <b>Project Title:</b>    | Mawson Lakes Christmas Carols                             |
| <b>Funding Approved:</b> | \$8,367.70  |
| <b>Completion Date:</b>  | 8 <sup>th</sup> December 2018                             |
| <b>Contact:</b>          | Alex Coates   |

**A. DESCRIPTION OF FUNDED ACTIVITIES**

List the activities conducted during the event, specify the associated performance measures and advise if they were met.

| List of Activities | Specify the performance measure for that activity.<br>Has the Performance Measure been met?<br>If YES, how?<br>If NOT, why not?  |
|--------------------|--|
| Stage Program      | <p>Measure: That all artists performed, the show ran close to time and the sound and lighting worked well.</p> <p>Was the measure met - Yes</p> <p>A number of locally and nationally recognised artists performed to a crowd of 5,000 people. The feedback regarding the artists was generally good and several artists will return in 2019. The show ran slightly late but delivered a dynamic program including a headline artist, many talented singers and dancers including Indian and Irish groups and performances by the Mawson Lakes Primary School.</p> |
| Crowd Satisfaction | <p>Measure: That the crowd was overall satisfied with the event</p> <p>Was the measure met – Yes</p> <p>The crowd of 5,000 people delivered some constructive feedback regarding areas for improvement in 2019 but overall the crowd was happy. The organisers gauged feedback through several surveys and speaking with a large number of crowd members on the night.</p>   |

|                  |   |
|------------------|---|
| Atmosphere       | <p>Measure: That the overall atmosphere was happy, festive and the event engaged the crowd.</p> <p>Was the measure met – Yes</p> <p>The atmosphere at the event was very positive. There was a joyful atmosphere as organisers moved through the crowd with the crowd joining in with the singing, there was children laughing and it was a pleasure for the crowd to attend.</p>   |
| Event Management | <p>Measure: That the event ran successfully without incident.</p> <p>Was the measure met – Yes</p> <p>A new management team ran the event in 2018 and while all members had relevant skills it was the first time that they had organised the event as a team. It is therefore very pleasing that the event ran without incident, close to time and was a huge success.</p>   |
| Stall Holders    | <p>Measure: That all stallholders attended, good sales were achieved, and stallholders would be happy to return to the event</p> <p>Was the measure met – Yes</p> <p>All stallholders were generally happy with the event, it was a hot day with a cooler change moving through during the event so different vendors enjoyed better sales at different times. All vendors advised they were happy with their returns at the end of the event and a number have already requested the application forms for 2019.</p>   |
| Kids Activities  | <p>Measure: The kids were generally engaged by the event through the kids activities and the stage program.</p> <p>Was the measure met – Yes</p> <p>The kids were generally entertained with two face painting options, a bouncy castle and Santa. Santa participated in stage activities and sat for photos with children. All kids activities were free and a limited program of more child friendly songs were performed on the stage.</p> <p>Kids Activities will be an area of further investment in 2019 with more kids' activities and a likely dedicated children's performance on the stage.</p> |
| Fireworks        | <p>Measure: That the display was of a good quality, able to be seen by the majority of the crowd and contained a mix of fireworks</p> <p>Was the measure met: Yes</p> <p>The fireworks display was very good and received a good reaction from the crowd. There was a large range of fireworks which wowed</p>  |

CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) W. [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)

|                 |   |
|-----------------|---|
|                 | the crowd. There were some complaints about the firework noise.   |
| Value for Money | <p>Measure: Did the organisers maximise the amount of activities that were free or low cost for the community and was the event delivered within the event budget.</p> <p>Was the measure met: Yes</p> <p>Aside from the food stalls which were reasonably priced, all other activities including the bouncy castle, face painting, Santa photos, sponsor balloons and the stage show were free for the community to enjoy. A family could have brought a picnic and attended the event totally free including all kids activities.</p> <p>The event was delivered within the event budget despite some additional expenses due to an appropriate contingency being included in the budget.</p> |

#### B. DESCRIPTION OF PARTICIPANTS

##### List the number of people and organisations who participated and benefited from this event?

5,000 people attended the Mawson Lakes Christmas Carols. The crowd was comprised of people from a wide range of age groups, cultural backgrounds and social economic status. The event was free with the option to purchase food and drink.

The event included ten food vendors, 7 solo artists, three dance groups ( 2 Indian and 1 Irish), an Army band, santa, face painting from two organisations, SAPOL, SES, St John, Stalls from Rebel Ford, Calvary hospital, Mawson Lakes School, REAL Estate Agents Groups and Gilles Plains Lions Club plus a bouncy castle.

##### Provide details on any feedback received from participants and stakeholders involved in the project.

The event generally received great feedback from the crowd on the night and in surveys conducted following the event. The vendors, sponsors and artists all had a positive experience. Good feedback was received from Salisbury elected members and staff who attended and from staff from other councils. The sound and lighting contractor, army band and vendors made some suggestions that will be considered during the organisation of the 2019 event.

There were suggestions from our security contractor regarding the number of people who were smoking or drinking at the event and mixed comments regarding some of the artists as you would expect.

#### C. EVALUATION

**Please provide comments on how the event increased participation opportunities for community and economic development?**

The event provided an excellent opportunity for community and economic development. In relation to the community it provided all of the committee members from Lions, the community and business sector with new experiences. For the event manager, it was a different type of event for them to manage and therefore provided some new experiences. Many of our committee members filled roles that gave them great development opportunities.

The students from the Mawson Lakes school received new skills and education from our MC around MCing an event and performing in front of a large audience.

Local businesses will receive economic benefits through their exposure at the event as food vendors, contractors and sponsors and some businesses that sold goods on the night had a direct economic benefit. All of our stall holders reported positive results on the night.

Our artists were all South Australian artists with many being from the Northern suburbs, they gained a number of benefits including performing sometimes for the first time in front of 5,000 people, working with a sound engineer, performing with other artists or a live band, exposure via social media and possible increase in CD sales or downloads.

**What were the (actual) outcomes achieved? Specify the benefits to the participants (including evidence based achievement, and any other relevant information).**

The Mawson Lakes Community Carols achieved many outcomes and contributed to the City of Salisbury achieving parts of three of the four pillars of the City Plan.

- ▶ The event on the night delivered to vendors, the local primary school, most sponsors and local artists exposure to 5,000 people.
- ▶ Carols delivered exposure for our major sponsors to thousands of residents and far beyond through the delivery of 10,000 flyers, newspaper and radio mentions, extensive online advertising and banner signage on Main North Road.
- ▶ The event delivered economic benefit to a number of local business through the provision of Materials or equipment for the event or staff who worked at the event or in the lead-up to the event.
- ▶ The event would have delivered some economic benefit to local bricks and mortar businesses through increased trade.
- ▶ The event definitely provided the organisers and most of the artists with new skills.

The event contributed to Salisbury being a prosperous city by providing opportunities for skill development and business growth that will contribute to a more skilled community and potentially more jobs. The event demonstrated that Salisbury is a liveable city with council supporting events to build community capacity and resilience and work towards a more connected and happier community.

The event also showed that Salisbury is a city with a positive attitude that understands the needs and expectations of the local community. The event was a very positive night and the first event of this scale in Mawson Lakes for some time.

**Does your organisation plan to host this event again? If so, how?**

Yes, The Mawson Lakes Lions Club Branch and the carols committee have agreed to host the 2019 Mawson Lakes Community Carols. We will again seek support from local government and the private sector. The Event Manager and most of the organising committee will be moving forward so we will have the knowledge gained from last year and the expertise that those members bring.

The date will be Saturday 14<sup>th</sup> December 2019 at Mobara Park. The retained profit will be transferred to the 2019 event.

**Did your organisation identify any new and emerging issues outside the scope of the project, what measures did your organisation undertake to address them?**

The main issues that was identified by the organisers and the attendees was the amount of rubbish post event. We had volunteers spend a total of four hours on Friday evening and Saturday morning tidying the venue. We intend to make more announcements from the stage and publicise the available bins more next year.

The large number of attendees who had to be spoken to by security regarding the drinking of alcohol or smoking was higher than expected but was handled by the security team that we engaged.

There was a report of a snake on the western side of the venue. Security and the SES conducted a sweep of the area but no snake was found.



#### D. ATTACHMENT OF PROJECT MATERIALS

If available, please provide:

- Photos/images captured when implementing the project.
- Copies of publicity materials for the project.

**E. FINANCIAL INCOME AND EXPENDITURE**

| <b>Financial Items</b>  | <b>Income<br/>\$</b>      |
|-------------------------|---------------------------|
| Sponsorship             | 21,250                    |
| Council Grant           | 8,367.70                  |
| Vendor Fees             | 1,700                     |
|                         |                           |
|                         |                           |
|                         |                           |
| <b>TOTAL INCOME</b>     | <b>\$ 31,317.70</b>       |
| <b>Financial Items</b>  | <b>Expenditure<br/>\$</b> |
| Sound and Lighting      | 6,000                     |
| Stage                   | 5,300                     |
| Fireworks               | 4,500                     |
| Artist Fee              | 2,750                     |
| Toilets                 | 1,958                     |
| Face painting and Santa | 1,221                     |
| Security                | 1,176.04                  |
| Banner Advertising      | 885.50                    |
| Hall Hire               | 610.00                    |
| Equipment hire          | 600.00                    |
| Magazine Advertising    | 546.00                    |
| Miscellaneous Expenses  | 500.00                    |
| Facebook Advertising    | 432.09                    |
| Flyers and Posters      | 429.00                    |

CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) W. [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)

|                          |                     |
|--------------------------|---------------------|
| Bouncy Castle            | 400.00              |
| First Aid                | 150.00              |
| Emergency Services       | 150.00              |
| Licence Fees             | 82.50               |
| <b>TOTAL EXPENDITURE</b> | <b>\$ 27,690.13</b> |

CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) W. [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)



Item 7.2.6 - Attachment 2 - 2018 Mawson Lakes Carols - Image 1









**HOW MANY DAYS TO CHRISTMAS**

# SANTA IS COMING

Join us in celebrating Christmas with the Mawson Lakes Christmas Carols Event

CHRISTMAS IS COMING

NORTH POLE TO AUSTRALIA

FUN FOR THE WHOLE FAMILY

| DATE          | DESTINATION                    | TIME       |
|---------------|--------------------------------|------------|
| 7<br>DECEMBER | MOBARA PARK<br>MAWSON<br>LAKES | 6:00<br>PM |

Mawson Lakes LIONS CLUB BRANCH

Calvary Central Districts Hospital

Mawson Lakes School

CITY OF SALISBURY

Item 7.2.6 - Attachment 4 - 2018 Mawson Lakes Carols - Image 3





Item 7.2.6 - Attachment 5 - 2018 Mawson Lakes Carols - Image 4







Item 7.2.6 - Attachment 6 - 2018 Mawson Lakes Carols - Image 5