



## **AGENDA**

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

**12 AUGUST 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  
Acting General Manager Community Development, Ms V Haracic  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

#### **APOLOGIES**

#### **LEAVE OF ABSENCE**

Leave of absence for this meeting was previously granted to Cr A Duncan.

#### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Sport, Recreation and Grants Committee Meeting held on 08 July 2019.

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## **REPORTS**

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## **OTHER BUSINESS**

## **CLOSE**



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

**8 JULY 2019**

**MEMBERS PRESENT**

Cr A Duncan (Chairman)  
Mayor G Aldridge (ex officio) (*from 6.34 pm*)  
Cr L Braun  
Cr C Buchanan (Deputy Chairman)  
Cr N Henningsen  
Cr D Hood  
Cr S Ouk

**OBSERVERS**

Cr P Jensen

**STAFF**

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

The meeting commenced at 6.32 pm.

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

**APOLOGIES**

Apologies were received from Cr S Reardon.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Cr L Braun  
Seconded Cr N Henningsen

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

**CARRIED**

## REPORTS

### *Administration*

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

Moved Cr N Henningsen  
Seconded Cr L Braun

1. The information be received.

**CARRIED**

*Mayor G Aldridge entered the meeting at 6.34 pm.*

### *Community Grants*

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

Moved Cr D Hood  
Seconded Cr S Ouk

1. The information be received.

**CARRIED**

#### **7.2.2 Minor Capital Works Grant Program - Northern Districts Cricket Club Application**

Moved Cr C Buchanan  
Seconded Cr L Braun

1. The report be received.
2. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee allocate funding from the 2019/20 Minor Capital Works Grant Program budget as follows:
  - a. The Northern Districts Cricket Club: an amount of \$50,000 for the upgrade of four (4) turf and six (6) hard wicket practice nets at Salisbury Oval, noting that any additional costs are to be funded by the Northern Districts Cricket Club or external grant programs, as per the funding agreement.

**CARRIED**

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**7.2.3 Community Grants Program Applications for July 2019**

Moved Cr N Henningsen

Seconded Cr S Ouk

1. The information be received and noted.

**CARRIED**

**7.2.4 08/2019: The Royal Life Saving Society Australia, South Australia Branch Inc. - Community Grants Program Application**

Moved Cr N Henningsen

Seconded Cr L Braun

1. The information be received and noted.

**CARRIED**

**7.2.5 10/2019: Greek Pensioners Society of Salisbury & Suburbs Inc. - Community Grants Program Application**

Moved Cr C Buchanan

Seconded Cr S Ouk

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 July 2019 round of Community Grants as follows:
  - a. 10/2019: Greek Pensioners Society of Salisbury & Suburbs Inc. be awarded the amount of **\$1,370.00** to assist with the purchase of **Storage Cabinets and Floor Covering** for ongoing use as outlined in the Community Grant Application and additional information.

**CARRIED**

**7.2.6 11/2019: The Association of Australian Tertiary Students from Afghanistan Inc. - Community Grants Program Application**

Moved Cr C Buchanan

Seconded Cr L Braun

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 July 2019 round of Community Grants as follows:
  - a. 11/2019: The Association of Australian Tertiary Students from Afghanistan Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of **venue hire, stationery, flyers, printing, catering, sewing machines, needles and threads** for the Afghan Women's Social Group as outlined in the Community Grant Application and additional information.

**CARRIED**

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**7.2.7 12/2019: Tyndale Christian School Inc. - Community Grants Program Application**

Moved Cr N Henningsen  
Seconded Cr L Braun

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 July 2019 round of Community Grants as follows:
  - a. 12/2019: Tyndale Christian School Inc. be awarded the amount of **\$2,000.00** to assist with the purchase of **LED candles** for the 2019 Tyndale Community Carols event as outlined in the Community Grant Application and additional information.

**CARRIED**

**7.2.8 13/2019: Valley View Tennis Club Inc. - Community Grants Program Application**

Moved Mayor G Aldridge  
Seconded Cr D Hood

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 July 2019 round of Community Grants as follows:
  - a. 13/2019: Valley View Tennis Club Inc. be awarded the amount of **\$2,180.00** to assist with the purchase of a **PA System, Scoreboards and Tennis Nets** for ongoing use as outlined in the Community Grant Application and additional information.

**CARRIED**

**7.2.9 14/2019: Punya Foundation 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 June 2019 round of Community Grants as follows:
  - a. 14/2019: Punya Foundation Inc. be awarded the amount of **\$3,580.00** to assist with the purchase of **promotional material, sound hire, hall hire (exclusive of bond), material, catering and certificates for the 2019 Community Engagement and Spirituality through DURGA PUJA** event as outlined in the Community Grant Application and additional information.

**CARRIED**

**7.2.10 15/2019: Salisbury West Sports Club Inc. - Community Grants Program Application**

Moved Cr C Buchanan  
Seconded Cr L Braun

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 July 2019 round of Community Grants as follows:
  - a. 15/2019: Salisbury West Sports Club Inc. be awarded the amount of **\$2,000.00** to assist with the purchase of a **Defibrillator** for ongoing use as outlined in the Community Grant Application and additional information.

**CARRIED**

**7.2.11 16/2019: Mawson Lakes Golf Club Inc. - Community Grants Program Application**

Moved Cr L Braun  
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 July 2019 round of Community Grants as follows:
  - a. 16/2019: Mawson Lakes Golf Club Inc. be awarded the amount of **\$5,000.00** to assist with the purchase of a **Closed Circuit Television System** for ongoing use as outlined in the Community Grant Application.

**CARRIED**

**OTHER BUSINESS**

**SRG-OB1 Defibrillators for Local Clubs – SA Government Initiative**

Moved Cr C Buchanan  
Seconded Cr N Henningsen

1. That staff amend the existing Community Grants Terms of Reference to reflect the South Australian Government's initiative of providing free defibrillators to sporting clubs and advise local clubs to apply to the Department of Recreation and Sport in the first instance. If the club is unsuccessful then it may apply for a City of Salisbury Community Grant.

**CARRIED**

The meeting closed at 6.42 pm.

CHAIRMAN.....

DATE.....





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<b>ITEM</b>	7.0.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	12 August 2019
<b>HEADING</b>	Future Reports for the Sport, Recreation and Grants Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This item details reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

### RECOMMENDATION

1. The information be received.

### ATTACHMENTS

There are no attachments to this report.

### 1. BACKGROUND

- 1.1 A list of resolutions requiring a future report to Council is presented to each sub committee and standing 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 at this point in time there are none that require a subsequent report to be presented.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/08/19

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<b>ITEM</b>	7.2.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	12 August 2019
<b>HEADING</b>	Youth Sponsorship Applications - July 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.
<b>SUMMARY</b>	This report outlines the Youth Sponsorship Applications assessed in July 2019.

### **RECOMMENDATION**

1. The information be received.

### **ATTACHMENTS**

There are no attachments to this report.

### **1. BACKGROUND**

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

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

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

### **3. REPORT**

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

<b>Funding per application</b>	<b>Event</b>	<b>Total Funding</b>
1 @ \$250	One application has been received to represent South Australia at the National Weightlifting Championships to be held in Sydney in August 2019.	\$250
1 @ \$1,000	One application has been received to represent Australia at the Olympic Hopes Regatta (Paddle Australia) to be held in Bratislava, Slovakia in September 2019.	\$1,000
1 @ \$250	One application has been received to represent South Australia at the Australia Karate Federation Championships to be held in Launceston, Tasmania in August 2019.	\$250
1 @ \$1,000	One application has been received to represent Australia at the Junior World Cup Shooting competition to be held in Suhl, Germany in July 2019.	\$1,000
1 @ \$1,000	One application has been received to represent Australia at the World Baseball Softball Confederation World Cup to be held in Tainan, Taiwan in July 2019.	\$1,000
1 @ \$1,000	One application has been received to represent Australia at the AFF Championship (Football) to be held in Thailand in July 2019.	\$1,000
1 @ \$250	One application has been received to represent South Australia at the SAPSASA Australian National Soccer Championships to be held in Canberra in August 2019.	\$250
1 @ \$250	One application has been received to represent South Australia at the 2019 Gold Coast Netball Carnival to be held in the Gold Coast in July 2019.	\$250
1 @ \$250	One application has been received to represent South Australia at the School Sport Australia Swimming Championships to be held in Melbourne in July 2019.	\$250
1 @ \$250	One applications have been received to represent South Australia at the School Sport Australia Track and Field Championships to be held in Darwin in September 2019.	\$250
1 @ \$250	One application has been received to represent South Australia at the 2019 Drill and Dance Championships to be held in April 2019.	\$250
<b>Total Funding for July 2019:</b>		<b>\$5,750.00</b>

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

- 3.2.1 33 applications were received to attend the Interstate Bhutanese Community Soccer Tournament. being held in Launceston, Tasmania in July 2019 however the applications are not eligible as the applicants have not provided a letter of support from the peak body as requested.
- 3.2.2 Two applications were received to attend the 2019 National School Aerobics Championships to be held in Queensland in August 2019 however the applications are not eligible as they do not meet the criteria for school organized sporting competitions as the organizing body is not a non profit organization.

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

- 4.1 The 2019/20 Youth Sponsorship budget allocation is \$45,000, less expenditure to date of \$5,750 (including July applications) which leaves a balance remaining of \$39,250.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/08/2019



<b>ITEM</b>	7.2.2
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	12 August 2019
<b>HEADING</b>	Community Grants Program Applications for August 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. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This report outlines the Community Grants Program Applications submitted for the August 2019 round. No (0) applications are submitted for consideration by the Sport, Recreation and Grants Committee.
<b>RECOMMENDATION</b>	1. The information be received and noted.
<b>ATTACHMENTS</b>	There are no attachments to this report.
<b>1. BACKGROUND</b>	1.1 No (0) applications were received for the August 2019 round of Community Grants.
<b>2. REPORT</b>	2.1 There are no (0) applications presented for the August 2019 round of Community Grants for consideration. 2.2 The Community Grant Funding budget allocation for 2019/2020 is \$82,000. 2.3 No (\$0) monies are committed for the August 2019 round. 2.4 The remaining balance of the grant funding is <b>\$63,370.00</b> .
<b>3. CONCLUSION / PROPOSAL</b>	3.1 No (0) Community Grants Program applications are presented for funding consideration at the Sport, Recreation and Grants Committee meeting in August 2019.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/08/2019



<b>ITEM</b>	7.2.3
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	12 August 2019
<b>HEADING</b>	Community Grants Program - Revised Defibrillator Category
<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. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This report outlines the criteria for the Office for Recreation, Sport and Racing Active Club Program for funding of defibrillators and the revised Community Grants Program Guidelines and Eligibility Criteria.

## RECOMMENDATION

1. The information be received and noted.
2. The revised Community Grants Program Guidelines and Eligibility Criteria document (attachment 1, 7.2.3, 12/08/2019) be endorsed to take effect 1 September 2019.

## ATTACHMENTS

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

1. Revised Community Grants Program Guidelines and Eligibility Criteria

### 1. BACKGROUND

- 1.1 At its meeting held on Monday, 8 July 2019, the Sport, Recreation and Grants Committee recommended:

*SRG-OB1 Defibrillators for Local Clubs – SA Government Initiative*

1. That staff amend the existing Community Grants Terms of Reference to reflect the South Australian Government's initiative of providing free defibrillators to sporting clubs and advise local clubs to apply to the Department of Recreation and Sport in the first instance. If the club is unsuccessful then it may apply for a City of Salisbury Community Grant.

**Resolution Number 0235/2019; 22/07/2019**

- 1.2 The Liberal State Government issued a media release on 29 June 2019 urging clubs who do not have an Automated External Defibrillator (AED) to apply for one through the Office of Recreation, Sport and Racing's Active Club Program (<https://premier.sa.gov.au/news/tylers-advice-a-real-heart-starter>).

1.3 The Active Club Program has two funding rounds per year for programs and equipment up to and including \$5,000. A funding allocation is available for each of the forty seven (47) electorates. Eligible organisations have the option of applying for \$2,500 or \$5,000 of funding through the program and equipment application process for costs associated with conducting programs to develop or improve the service the Club provides and/or the cost of consumable equipment, uniforms or ground maintenance equipment.

1.4 The funding rounds for 2019/20 are:

	<b>Open</b>	<b>Close</b>	<b>Applicants Notified</b>
Round 47	13/02/2019	17/04/2019	After 31/07/2019
Round 48	07/08/2019	25/09/2019	Not yet published

1.5 The Active Club Program 2019/20 (Round 48) Program and Equipment Guidelines was not published at the time of writing this report therefore the background provided is from the Active Club Program (Round 47) Program and Equipment Guidelines.

1.6 To be eligible for Active Club Program funding, organisations must (inter alia):

1.6.1 be a not-for-profit active recreation or sport club or community organisation whose purpose is the delivery of active recreation or sport programs and services in South Australia:

- *Active Recreation Activities are defined as those engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion and the primary focus on human activity; and*
- *Sport is defined as a human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behavior governing the activity exist formally through organisations and is generally recognised as sport.*

1.6.2 have a minimum total membership base of twenty (20) members.

1.7 The following organisations are considered ineligible for Active Club Program funding (inter alia):

1.7.1 organisations that have been operating for less than twelve months;

1.7.2 an organisation which purpose is not the delivery of active recreation and sport programs;

1.7.3 an organisation that has a total membership base of less than twenty (20) members.

1.8 Applications that were unsuccessful in the 2019/20 (Round 47) had the option of having the application automatically roll over to the 2019/20 (Round 48).

## 2. REPORT

- 2.1 The Office of Recreation, Sport and Racing's Active Club Program 2019/20 Program and Equipment funding, whereby clubs can apply for funding for the purchase of a defibrillator, is available only to organisations defined as an active recreation or sport club or community organisation whose purpose is the delivery of active recreation or sport programs and services in South Australia.
- 2.2 Consequently, Community Grants Program applications for the Defibrillator category will need to be considered on a case-by-case basis to ensure organisations that do not fit the Active Club Program criteria can apply with the City of Salisbury nonetheless.
- 2.3 The Community Grants Program Guidelines and Eligibility Criteria document has been revised, taking into consideration the factors described for the Active Club Program funding, inserting the following conditions:
  - 8.4 An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply for defibrillator funding regardless of any Community Grants Program funding received within twelve (12) months however the previous funding must have been acquitted in full. *The following conditions apply for Defibrillator funding:*
    - *Active recreation or sport clubs or community organisations whose purpose is the delivery of active recreation or sport programs and services in South Australia must apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;*
    - *Applications that are unsuccessful through the Active Club Program may be considered by the City of Salisbury Community Grants Program. Evidence that the application was unsuccessful with the Active Club Program must be provided with the Application;*
    - *Applications that do not meet the Active Club Program criteria may be considered by the City of Salisbury Community Grants Program providing the Application meets the Community Grants Program Guidelines and Eligibility Criteria. Information must be provided in the Application advising the reason(s) that the organisation does not meet the criteria for funding through the Active Club Program.*
- 2.4 The revised Community Grants Program Guidelines and Eligibility Criteria document (attachment 1) is submitted for endorsement. Relevant references to the Defibrillator category conditions are noted with 'track changes' in sections 6; 8.4; 10.9.1 and Attachment E – 8.2.

## 3. CONCLUSION / PROPOSAL

- 3.1 The revised Community Grants Program Guidelines and Eligibility Criteria document is presented to the Sport, Recreation and Grants Committee for endorsement.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/08/2019

Effective 01 July-September 2019



# **Community Grants Program**

## **Guidelines and Eligibility Criteria**



*live it up*

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## City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

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

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

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

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

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

### 1. Introduction

- 1.1. The City of Salisbury, through its Community Grants Program, aims to encourage, develop and support community projects and events that provide a service to residents of the City of Salisbury, which foster opportunities for community participation and development.
- 1.2. The guidelines contained within this document outline the types of projects and events that will be considered for community grant funding. Eligible organisations or groups are invited to apply for up to \$5,000 to assist with projects and events:
  - Community Grants are bound to an upper limit of **\$5,000.00**;
  - For new groups an establishment grant may be available which is limited to a maximum of \$2,500 for an unincorporated (not-for-profit) group and \$5,000 for an incorporated group.
  - Up to \$2,000 funding towards the purchase of a Defibrillator.
- 1.3. The Sport Recreation and Grants Committee may choose to allocate funding at an amount less than the maximum at its absolute discretion.
- 1.4. The Community Grants Program is open for applications year round and applications are submitted monthly.

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

## 2. Submitting an Application

- 2.1. A new application form is required every funding round and the **current** *Community Grant Application Form* must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:  
[www.salisbury.sa.gov.au/Council/Grants\\_and\\_Awards/Grants/Community\\_Grants](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 Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 12 James Street SALISBURY SA 5108
- 2.6. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 2.7. If assistance is required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you.



### 3. Community Grants Program Aim and Objectives

#### *Aim*

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

#### *Objectives*

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

### 4. Funding Rounds Opening and Closing Dates

- 4.1. The Community Grants Program funding rounds are open on an ongoing, rolling basis and are assessed monthly. Applications can be submitted at any time and will be processed in the next funding round.
- 4.2. Application forms must be properly completed and successfully received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting). Due to the timing and assessment process applications will take a minimum of five (5) weeks. It is the responsibility of the Applicant to ensure the application form is properly completed and successfully submitted before the deadline.

### 5. Community Grants Program Categories

*Community Grants Program funding is available under the following categories:*

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

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

## 6. Types of Community Grants and Amount of Funding

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

- Community Grant – Event: up to \$5,000 per year
- Community Grant Event – Christmas Carols: up to \$5,000 per year
- Community Grant – Project: up to \$5,000 per year
- Community Grant – Defibrillator: one-off funding up to \$2,000 *(conditions apply)*
- Community Grant: up to \$5,000 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

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## 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);

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- Recurrent administration or ongoing costs;
  - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
  - Upgrading facilities which belong to Local, State or Commonwealth Governments;
  - Educational programs in schools and other formal educational institutions;
  - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
  - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
  - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
  - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.
- 8.4. An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply for defibrillator funding regardless of any Community Grants Program funding received within twelve (12) months however the previous funding must have been acquitted in full. The following conditions apply for Defibrillator funding:
- Active recreation or sport clubs or community organisations whose purpose is the delivery of active recreation or sport programs and services in South Australia must apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;
  - Applications that are unsuccessful through the Active Club Program may be considered by the City of Salisbury Community Grants Program. Evidence that the application was unsuccessful with the Active Club Program must be provided with the Application;
  - Applications that do not meet the Active Club Program criteria may be considered by the City of Salisbury Community Grants Program providing the Application meets the Community Grants Program Guidelines and Eligibility Criteria. Information must be provided in the Application advising the reason(s) that the organisation does not meet the criteria for funding through the Active Club Program.
- Applicants are encouraged to contact the Community Grants Program to discuss the process for defibrillator funding prior to submitting an application.

## 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.
- 9.4.2. Applicants must organise public liability insurance and provide evidence of insurance with the grant application.

### 9.5. New Establishment Grant

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

### 9.6. Defibrillator

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

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## 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).

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#### 10.7. Existing Debts and Shortfalls

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

#### 10.8. Other Exclusions

- 10.8.1. Equipment and services that are not supported by a program of activities and services.
- 10.8.2. Public Liability Insurance.

#### 10.9. Prior Funding Received for Defibrillators

- 10.9.1. Defibrillator Applications will not be considered for organisations that have already received prior (one-off) Community Grants Program funding for the purchase of a defibrillator, nor, for organisations that are eligible for The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding (unless unsuccessful).

### 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.

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- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.
- 11.7. Applications are assessed on merit and a comparative assessment made of all applications to establish priority for funding. Funding should not be anticipated or believed to be automatic.
- 11.8. Final decisions on all applications are at the discretion of Sport, Recreation and Grants Committee.
- 11.9. Applications in excess of available grant funds may result in some applications not being approved, being approved for a reduced amount or being deferred to a subsequent funding round even though they meet the eligibility requirements.

## 12. Funding Criteria

The following criteria are examined when assessing applications:

### 12.1. *Aim and Objectives*

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

### 12.2. *Target Group*

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

### 12.3. *Project Outcomes*

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

### 12.4. *Contribution*

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

### 12.5. *Value for Money*

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

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### 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.

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*Evaluation Plan*

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

*Other Requirements*

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

**14. Referees**

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

**15. Financial Information**

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

**16. Application Outcome**

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

*Unsuccessful Applicants*

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

## 17. Expenditure of Community Grants Program Funds

### *Successful Applicants - Contractual Obligations*

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

## 18. Goods and Services Tax (GST)

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

### *ABN Declaration*

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

## 19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.
- 19.2. Requests for early disbursement of funds must be made in writing. Approval is at the discretion of the Chairman of the Sport, Recreation and Grants Committee and the relevant General Manager.

## 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.
- 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).

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**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.

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### 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>



## 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.*

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

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### *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.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full ([\*subject to conditions outlined in section 8.4\*](#)).

**9. Who assesses the Community Grants Program Applications?**

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

**10. How are the Community Grants Program Applications assessed?**

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

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

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

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

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

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

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

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E*  
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<b>ITEM</b>	7.2.4
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	12 August 2019
<b>HEADING</b>	Minor Capital Works Grant Program - Category B Funding
<b>AUTHOR</b>	William McInerney, Community Planner Sport and Recreation, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Minor Capital Works Grant Program Category B Funding Criteria and Funding Allocation has been reviewed and recommendations are provided.

### RECOMMENDATION

1. The information be received.
2. The Minor Capital Works Grant Program Guidelines and Eligibility Criteria be altered to clarify that applications for funding must only be for projects to be carried out and relating to the premises where an existing usage agreement is in place for both Category A and Category B applications.
3. The Minor Capital Works Grant Program Category B maximum funding allocation amount be increased from \$2,000 to \$25,000 and the attached Minor Capital Works Grant Program Guidelines and Eligibility Criteria be endorsed to reflect these changes, effective September 2019.

### ATTACHMENTS

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

1. Proposed 2019/20 Minor Capital Works Grant Program - Guidelines and Eligibility Criteria Booklet
2. 2019/20 - Minor Capital Works Grant Program - Grant Acknowledgement and Acceptance Form
3. 2019/20 - Minor Capital Works Grant Program - Project Expenditure Report

### 1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance the club viability.



- 1.3 The MCWGP is open to all community organisations that meet the criteria set out in the guidelines and eligibility criteria document including:
  - 1.3.1 are an incorporated not-for-profit community organisation;
  - 1.3.2 are physically located in the City of Salisbury;
  - 1.3.3 provide sporting, recreation and leisure services to the City of Salisbury;
  - 1.3.4 are significantly free of Council debt;
  - 1.3.5 have not received MCWGP funding in the past 24 months;
  - 1.3.6 have completed all relevant sections of the application form; and
  - 1.3.7 have supplied all essential documentation.
- 1.4 The MCWGP has two categories; Category A and Category B. Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for Category B funding of up to \$2,000.
- 1.5 At its June 2019 meeting, Council resolved that:
  - 1.5.1 *A further report be provided in one month in relation to Category B funding, ensuring the grants relate to the premises where the lease is held.[Resolution Number: 0212/2019]*
- 1.6 In 2015, Council introduced the Minor Capital Works Grant Program Category B funding in which not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community within the City of Salisbury may apply for up to \$2,000.
- 1.7 Not-for-profit organisations that own their own facilities provide a valuable service to the community within the City of Salisbury through opportunities to participate in sport, recreation, and leisure activities.
- 1.8 It is important to note that commercial or for-profit organisations remain ineligible to access MCWGP funding through either Category A or Category B.

## **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Community Planning and Vitality, Community Development
  - 2.1.2 Projects, City Infrastructure
- 2.2 External
  - 2.2.1 Local sport, recreation and leisure organisations

## **3. REPORT**

### **PROJECT LOCATION**

- 3.1 Eligible applicants are able to apply for funding based on the property which the proposed project will take place. The category of funding is based on who the owner of the property is (E.g. Council or privately owned).



- 3.2 Previously it has been implied that applicants are only able apply for funding for projects which relate to the premises where they have a usage agreement e.g. an executed lease, sub-lease, licence, sub-licence, hire agreement, Council's contracted interest to purchase the land, or an eligible not-for-profit organisation owning the land.
- 3.3 There have been no previous examples where grant funding has been provided to an eligible applicant for a different property than the property where the usage agreement is in place.
- 3.4 To ensure that applicants are only applying for grant funding for projects that will be carried out and relate to the premise where the existing usage agreement is in place, it is recommended that a note of clarification be added in the MCWGP Guidelines and Eligibility Criteria to ensure this occurs.

### **CATEGORY B ELIGIBILITY**

- 3.5 Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for Category B funding.
- 3.6 There are no proposed changes to the Eligibility Criteria for MCWGP Category B which will continue as per the existing Guidelines and Eligibility Criteria.
- 3.7 It is important to note that commercial or for-profit organisations remain ineligible to access MCWGP funding through either Category A or Category B. No grant funding will be provided to commercial or for-profit organisations. This eliminates the risk of Council supporting private investment or commercial gain.
- 3.8 Category B applications are applied for and assessed utilising the same process as Category A applications. Staff from various departments of Council are consulted prior to the application being assessed by the Sport, Recreation and Grants Committee to ensure it complies with relevant standards and priorities.
- 3.9 As outlined in the MCWGP Guidelines and Eligibility Criteria Booklet, Category B applications will only be accepted for projects that meet the purpose of the Program (to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance the club viability). Examples of the types of projects that can and cannot be funded are identified in the Guidelines and Eligibility Criteria Booklet.
- 3.10 As part of the application process, Category B applicants must demonstrate their not-for-profit status, their ownership of the property within the City of Salisbury, and how the proposed project supports the sport and recreation outcomes they deliver to benefit the community.
- 3.11 Successful applicants are required to sign a Grant Acknowledgement and Acceptance Form following approval from Council. Once this has been confirmed successful Category B applicants are required to invoice Council for the value of the grant. Project works are to be project managed by the applicant and signed off by Council project managers.
- 3.12 At the completion of the project, the applicant is required to complete a Project Expenditure Report which evaluates and identifies the expenses of the grant funded project. Any unspent funds are to be returned to the City of Salisbury. This

allows Council to ensure that grant funding is being utilised for the prescribed purpose endorsed by Council.

### **CATEGORY B FUNDING INCREASE**

- 3.13 In 2015, Council introduced the Minor Capital Works Grant Program Category B funding in which not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community within the City of Salisbury may apply for up to \$2,000.
- 3.14 Not-for-profit organisations that own their own facilities provide a valuable service to the community within the City of Salisbury through opportunities to participate in sport, recreation, and leisure activities, similarly to those that operate from Council owned facilities.
- 3.15 The current Category B maximum funding limit does not provide sufficient support for not-for-profit organisations offering participation opportunities who own their own facilities.
- 3.16 The MCWGP Category B funding has not previously been accessed by eligible applicants despite the opportunity being available since 2015. Previous potential applicants have raised concerns that the maximum limit is not enough funding to support vital works that need to be undertaken at their facilities. This has discouraged potential applicants from applying to the MCWGP due to the limited benefit and support to the organisation.
- 3.17 Given that the purpose of the MCWGP is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance the club viability, the Category has been reviewed in order to provide the best outcomes and opportunity for increased community participation.
- 3.18 Organisations that operate from their own facilities do not have the same support from Council as organisations that operate from Council owned assets. Organisations that operate from Council property can access Council funding for capital works projects and upgrades both through the MCWGP and other internal budgets, as well as State and Federal Government funding programs.
- 3.19 Not-for-profit organisations that own their own land must raise their own funds, access State and Federal Government funding programs, or seek sponsorship for facility upgrades, building renewal, or minor capital works. Often organisations that own their own facilities have to capitalise on other revenue streams such as gaming machines in order to raise sufficient income for the ongoing expenses and to contribute towards capital works projects. Holding a gaming license renders these organisations ineligible for grant funding for many State Government funding programs.
- 3.20 Clubs and organisations are often encouraged to source co-contributions for funding capital works projects. Some available funding programs require matched funding or can only provide a percentage of the total costs of a project. The current Category B funding limit of \$2,000 is not sufficient to utilise as a co-contribution or matched funding.
- 3.21 It is recommended that not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community within the City of Salisbury continue to be eligible to apply for Category B funding and that

Category B funding be increased to \$25,000 to remain equitable with Category A funding opportunities.

- 3.22 With the recent increase to the maximum Category A from \$30,000 to \$50,000, and increase to Category B funding will provide a similar dollar amount increase level.
- 3.23 Increasing the maximum allocation amount for Category B funding to \$25,000 would allow funding to be used to enhance opportunities for increased participation for the community and enhanced viability and sustainability for not-for-profit sport, recreation, and leisure organisations within the community.
- 3.24 An increase to the Category B maximum allocation amount may also allow for applicants to utilise this funding as a co-contribution with other grant funding programs in order to secure a more significant project budget and increased scope of works.
- 3.25 Previously, \$20,000 from the total MCWGP budget has been set aside to fund up to 10 projects per financial year. It is proposed that both Category A and Category B applications would be funded from the total MCWGP budget and continued to assessed on a merit basis by the Sport, Recreation and Grants Committee.
- 3.26 The total budget available for funding projects through the MCWGP in 2019/20 is \$326,000. With increases in the funding application amount for both Category A and Category B, it is expected that this will result in an increased number of applications for funding through the Minor Capital Works Grant Program which has previously been undersubscribed. Should the budget be fully expended in 2019/20 and there are any applications that remain unfunded, these can either be considered in the formal 2020/21 budget process or deferred for consideration through the 2020/21 MCWGP.

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

- 4.1 The Minor Capital Works Grant Program aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 4.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance the club viability.
- 4.3 Previously it has been implied that applicants are only able apply for funding for projects which relate to the premises where they have an existing usage agreement e.g. an executed lease, sub-lease, licence, sub-licence, hire agreement, Council's contracted interest to purchase the land, or utilising privately owned land.
- 4.4 It is recommended that the Minor Capital Works Grant Program Guidelines and Eligibility Criteria be altered to clarify that applications for funding must only be for projects to be carried out and relate to the premises where an existing usage agreement is in place for both Category A and Category B applications.
- 4.5 Increasing the funding application amount will likely result in an increase in applications for Category B which has previously been significantly undersubscribed. This would allow funding to be used to enhance opportunities for increased participation for the community and enhanced viability and

sustainability for not-for-profit sport, recreation, and leisure organisations within the community.

- 4.6 It is recommended that the Minor Capital Works Grant Program Category B maximum funding allocation amount be increased from \$2,000 to \$25,000 and the attached Minor Capital Works Grant Program Guidelines and Eligibility Criteria be endorsed to reflective these changes, effective August 2019.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/08/2019



## Minor Capital Works Grants Program Guidelines and Eligibility



## 1. About the Program

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

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

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

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

## 2. Before you begin

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

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

Applications must be made using the [Minor Capital Works Grants Program Application Form](#).

You can download a MCW Grants Program application form from Council's website at: [http://www.salisbury.sa.gov.au/Council/Grants\\_and\\_Awards/Grants/](http://www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/) or request a hard copy application form to be sent to you by telephoning 8406 8278.

Submit your completed application via:

Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

Fax: 8281 5466

Post: Minor Capital Works Grants Program

City of Salisbury

PO Box 8

Salisbury SA 5108

If you require any assistance in completing your application, please contact the Community Planner: Sport & Recreation on 8406 8278.



### 3. Who can apply?

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

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

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

#### CATEGORY A- up to \$50,000

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

- have a current lease or sub-lease of a Council owned building; or
- licence or sub-license over Council owned land; or
- have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or
- have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted first right of refusal to purchase the property.

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

#### CATEGORY B- up to \$25,000

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

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

*Please note: a 20% contingency must be applied to the quoted project/works costs in case of unforeseen additional works to be undertaken as part of the agreed project scope of works. Where the application of 20% takes the grant request amount over the Program's upper limit, application approval amounts will be set at \$50,000 for Category A and \$25,000 for Category B.*

Please note: applications for funding must relate to the premises or property where the executed usage agreement is held (e.g. Category A - lease/sub-lease, license/sub-license, hire agreement, or Council's contracted interest to purchase the land and Category B - property ownership).

#### 4. Who can't apply?

The following are ineligible for MCWGP funding:

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

#### 5. How much money is available?

The annual budget is capped at approximately \$325,000 for Category A and Category B projects. Applications that include contributions from the applicant and other sources are encouraged.

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

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

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

#### 6. Timing

The MCWGP is open for applications all year.

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

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



## 7. What projects can be funded?

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

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

## 8. What cannot be funded?

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

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

## 9. Essential documentation

All applicants must provide the following supporting documentation:

- most recent annual financial statement certified by the President / Treasurer or audited by a qualified accountant as presented at an AGM;
- a copy of building works drawings or concept plans for the project;
- three (3) project quotes from a qualified individual or business;
- evidence of cash support (where applicable)
- letters of support for the project from each of the user groups (where applicable)
- letter or email from the head lessee supporting the application (where applicable)
- photos that clearly demonstrate why the works are needed;
- Certificate of incorporation demonstrating not-for-profit status; and
- signed copy of committee minutes endorsing the project, authorising an application to the MCWGP and documenting the authorised project contact.

### IMPORTANT

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

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

## 10. Assessment Criteria

All eligible applications will be assessed against the following criteria:

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

## 11. Funding Conditions

All applications are administered according to the following conditions.

1. MCWGP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of funding must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during project implementation or in relation to the completed project.
4. The applicant acknowledges and accepts that any project cost amounts over the approved Minor Capital Works Grant Program funding amount would be borne by the club.
5. The project being funded must relate to the premises or property where the executed usage agreement is held.

### Category A Applications

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

#### Category B Applications

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



**2018/19 Minor Capital Works Grant Program**  
**ACKNOWLEDGEMENT AND ACCEPTANCE OF OFFER**  
**OF GRANT FOR THE FOLLOWING PURPOSE**

<b>Purpose</b>	<b>For the ... at ...</b>
<b>Amount of Grant</b>	<b>\$50,000 (plus GST if GST registered)</b>

I ....., authorised officer, for  
and on behalf of the **[APPLICANT ORGANISATION] (ABN:.....)**  
acknowledge and accept the terms and conditions specified in this Letter of Offer  
and Attachments.

Signature: .....

Print Full Name: .....

Position/Office: .....

Date:     /     /

Signed in the presence of:

Witness: .....

Print Full Name: .....

Date:     /     /

Please return to the City of Salisbury Minor Capital Works Grant Program

Email: [sport@salisbury.sa.gov.au](mailto:sport@salisbury.sa.gov.au)

Post: PO Box 8, Salisbury SA 5108

Deliver: 12 James St, Salisbury SA 5108

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)



## Attachment 1 – Grant Details

**Organisation administering the Grant:** City of Salisbury

**Purpose of the Grant:** *(As identified in application and in Purpose on previous page)*

**Facility:** *(Facility Name)*

**Approved Use:** For the purpose of supporting and improving sport and recreation opportunities listed in the application.

**Land:** *(Facility Address)*

**Commencement of construction:** Must occur within the Funding Period.

**Notification of commencement of construction:** Notification to Council Point of Contact.

**Practical completion of construction:** You must ensure practical completion of construction or redevelopment of the Facility occurs by the end of the Funding Period.

**Outcomes:** An improved sport and recreation facility, which reduces risk to volunteers, and improved benefit to the community.

**Amount of the Grant:** (Grant Amount) (plus GST if registered).

**GST Status:** *(Check on ABN)*

**Funding Period:**

Begins: At the date of your acceptance of this Offer.

Ends: 1 June 2020 or upon completion of the project described in the 'Purpose of the Grant'; which is sooner.

**Payment Details:** The City of Salisbury will pay the [APPLICANT ORGANISATION] by one lump sum of [GRANT AMOUNT] (plus GST if registered) and will be paid as soon as practicable upon; execution of this Agreement and receipt by City of Salisbury of a copy of your letter of Acknowledgement and Acceptance of Offer. The [APPLICANT ORGANISATION] will invoice the City of Salisbury for the total amount of the Grant plus GST.

**Reports and Information:**

<u>Report</u>	<u>Due Date</u>
Project Status Report	Ongoing
Grant Acquittal and Expenditure Declaration Form	To be provided by 1 June 2020 or upon completion of the project.

**Insurance:** You must effect and maintain a Public Liability policy of insurance for an amount not less than twenty million dollars (\$20,000,000) throughout the Funding Period.

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)





## Attachment 2 – Minor Capital Works Grant Program Funding Conditions

All applications are administered according to the following conditions.

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

### Category A Applications

4. All applicants must, at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted right to first right of refusal to purchase the property.
5. City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
6. The City of Salisbury will project manage the implementation of funded projects.
7. All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
8. Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
9. The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
10. The timing of the works will be programmed in accordance with all other capital works projects of the City, and where possible in sympathy with the operating timeframes of the applicant.
11. Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.

12. Unspent funds may be retained by the City of Salisbury for future projects.
13. All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.
14. Where the value of works exceeds the value of the grant, monies of the Club, additional grants or any other external funds are being used in conjunction with MCWGP funding, applicants may be required to enter in to a Capital Works Agreement prior to the commencement of works. Applicants will be invoiced for the balance of funds prior to the commencement of works.

### Category B Applications

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

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### 2018/19 Minor Capital Works Grant Program Project Expenditure Form

<b>Organisation:</b>	
<b>Project Title:</b>	
<b>Funding Approved:</b>	\$
<b>Completion Date:</b>	
<b>Contact:</b>	

#### A. PROJECT CHECKLIST

	YES	NO
Has the Project been successfully completed?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Project been inspected by Council?	<input type="checkbox"/>	<input type="checkbox"/>
Was there any unspent Grant funding?	<input type="checkbox"/>	<input type="checkbox"/>
Was the total project cost more than the Grant amount?	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided a copy of all receipts for Project Expenditure?	<input type="checkbox"/>	<input type="checkbox"/>

#### B. EVALUATION

Please provide comments on the project outcomes:



**Please provide comments on how the project was managed and any challenges faced:**

**Does your organisation have any future Minor Capital Works required or planned?**

#### **C. ATTACHMENT OF PROJECT MATERIALS**

Please provide:

- Receipts for all works funded by the Minor Capital Works Grant Program
- Photos/images captured when implementing the project.

<b>Project Cost(s)</b>	<b>Amount \$</b>
<b>TOTAL EXPENDITURE</b>	<b>\$</b>
<b>GRANT FUNDING SPENT</b>	<b>\$</b>
<b>FUNDING FROM OTHER SOURCES SPENT</b>	<b>\$</b>



## 2018/19 Minor Capital Works Grant Program

### Project Expenditure Form

<b>Purpose</b>	<b>For the installation of an automatic watering system on two lawn bowls greens and to extend the current storage facility at Salisbury Bowling Club, Orange Avenue, Salisbury</b>
<b>Amount of Grant</b>	<b>\$50,000 (plus GST)</b>

I ....., authorised officer, for and on behalf of the Salisbury Bowling Club (ABN: 47 204 320 667) acquit the Grant funding provided by the City of Salisbury's Minor Capital Works Grant Program and verify that all information in this Form is accurate.

Signature: .....

Print Full Name: .....

Position/Office: .....

Date:     /     /

Signed in the presence of:

Witness: .....

Print Full Name: .....

Date:     /     /

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<b>ITEM</b>	7.2.5
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	12 August 2019
<b>HEADING</b>	Para Hills Tennis Club - Lighting Assistance Program
<b>AUTHORS</b>	Brian Gillies, Team Leader Sport, Recreation and Cemeteries, Community Development Andy Legrand, Sustainable Energy Program Coordinator, City Infrastructure Christy Martin, Team Leader Project Support, City Infrastructure
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 3.4 Be a proud, accessible and welcoming community.
<b>SUMMARY</b>	The Para Hills Tennis Club are seeking funding through the 2019/20 Sportsfield Lighting Assistance Program for co-funding of \$50,000 for the upgrade of sports lighting for Courts 1-6 at Twell Green, Liberman Road, Para Hills.

## RECOMMENDATION

1. The application from the Para Hills Tennis Club for \$50,000 GST Exclusive grant funding via the 2019/20 Sportsfield Lighting Assistance Program be endorsed for the upgrade of Sports Lighting on Courts 1-6 at Twell Green, Para Hills, with the club contributing \$25,000 GST Inclusive towards this project.
2. Submission of a 2019/20 First Quarter Budget Review Bid to reflect the change in income for PR21558 Sportsfield Lighting Assistance Program from \$50,000 to now \$22,500, with staff having approval to action the lighting upgrade at Twell Green, Para Hills, upon endorsement of this report, Item 7.2.6, Sport, Recreation and Grants Committee, 12<sup>th</sup> August 2019.
3. As part of the 2020/21 budget bid process, Twell Green lighting upgrade be removed from the proposed PR17754 Sportsfield Lighting Upgrade Program budget bid.

## ATTACHMENTS

There are no attachments to this report.

## 1. BACKGROUND

- 1.1 The Para Hills Tennis Club is located at Twell Green, Liberman Road, Para Hills and has a total membership of 120. The Club utilise the facility twice a week for night competition and 5 times per week for coaching.
- 1.2 The Club's application to the Sportsfield Lighting Assistance Program proposes to upgrade the existing court floodlighting including replacement of both the lights and poles on the two Northern Courts (Courts 1-4) and re-lamping on Courts 5 and 6 to meet competition standard.

- 1.3 The Club was successful in their application to the Office for Recreation, Sport and Racing's Active Club Program (Round 45 – Facilities) for \$25,000 towards the lighting upgrade project.
- 1.4 The Club has not received Sportsfield Lighting Assistance Program funding previously.
- 1.5 The current court lighting is 25 years old and does not meet the Tennis SA/Australia competition standard which creates a risk for participants at the club.
- 1.6 The current court lighting spills into the community and residential areas, in which there have previously been complaints lodged to Council. The upgraded lighting at the facility will be designed to reduce lighting overspill and address this community concern.

## **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Energy and Lighting Assets, City Infrastructure
  - 2.1.2 Projects, City Infrastructure
  - 2.1.3 Community Planning and Vitality, Community Development
- 2.2 External
  - 2.2.1 Para Hills Tennis Club
  - 2.2.2 Tennis South Australia
  - 2.2.3 Office for Recreation, Sport and Racing

## **3. REPORT**

- 3.1 Understanding the need to upgrade lighting for their patrons, Para Hills Tennis Club worked with Council to define a scope of works which would achieve the lighting standard required, this being;
  - 3.1.1 Replacement of lights on Courts 1-4
  - 3.1.2 Replacement of lighting poles on Courts 1-4
  - 3.1.3 Re-lamping on Courts 5 and 6
- 3.2 This scope of works has been estimated to cost \$75,000 + GST.
- 3.3 Para Hills Tennis Club, in consultation with Council, commenced a process to seek full funding to enable the required upgrade to occur. As part of Round 45 Active Club Facilities, a State Government Program, Para Hills Tennis Club was successfully awarded \$25,000 to contribute towards the upgrade of sports lighting for courts 1-6. As the club is not registered for GST, this will result in Council receiving \$25,000 inclusive of GST.
- 3.4 The Club now seeks \$50,000 support from Council via the 2019/20 Sportsfield Lighting Assistance Program to enable their court lighting upgrade to be completed. This application for funding assistance via the 2019/20 Sportsfield Lighting Assistance Program is the only application received to date, should another application be received in 2019/20 this will be reported to Council for consideration of funding options. This program has an endorsed expenditure

budget of \$100,000 + GST, with an income budget of \$50,000 + GST, resulting in a net balance of \$50,000.

- 3.5 The endorsed Sportsfield Lighting Assistance Program Budget Bid included that a club could only be awarded a maximum of 50% of the total project cost no greater than the balance of the remaining program funding can be granted. The value which Para Hills Tennis Club seeks via this program exceeds 50% however is within the balance of program funds. Approval is sought to award Para Hills Tennis Club 69% of the total project cost. The remaining 31% will be funded via the State Government grant awarded.
- 3.6 Noteworthy, within PR17754 Sportsfield Lighting Program, Twell Green was forecast for renewal in 2021/22. Via the above successful income achieved by Para Hills Tennis Club this results in \$22,500 of income towards the renewal not original expected, plus enables this aged infrastructure to be addressed earlier.
- 3.7 With \$50,000 exc GST via the Sportsfield Lighting Assistance Program and \$22,500 exct GST from Para Hills Tennis Club, it is anticipated that the upgrade can be achieved for the proposed revised project budget of \$72,500. Noting the original estimate was \$75,000, it is anticipated that savings can be made without comprising the integrity of the project and be delivered for \$72,500.

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

- 4.1 With the aged infrastructure at Twell Green, Para Hills, not meeting current Tennis SA/Australia competition standard, it is recommended that Council support the application by the Club for co-funding, via the 2019/20 Sportsfield Lighting Assistance Program, to undertake a \$72,500 upgrade to lighting for courts 1 to 6. Noting that the club would contribute \$25,000 GST inclusive towards the project via a successful application for State Government funding via the Sport and Racing's Active Club Program.
- 4.2 Whilst the intent of the Sportsfield Lighting Assistance Program is to allocate up to 50% of the project budget, approval is sought to endorse a 69%, \$50,000 GST exclusive, which is available within the current program.
- 4.3 City of Salisbury will manage the required works.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 05/08/2019