



AGENDA

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

2 DECEMBER 2019 AT 6:30 PM

IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY

MEMBERS

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

REQUIRED STAFF

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

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Sport, Recreation and Grants Committee Meeting held on 11 November 2019.

REPORTS

Administration

7.0.1	Future Reports for the Sport, Recreation and Grants Committee	11
-------	---	----

Community Grants

7.2.1	Youth Sponsorship Applications - November 2019.....	13
7.2.2	Review of Youth Sponsorship Policy	15
7.2.3	Community Grants Program Applications for December 2019.....	21
7.2.4	19/2019: Para Camera Club Inc. - Community Grants Program Application.....	49
7.2.5	33/2019: Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Community Grants Program Application.....	65
7.2.6	36/2019: Northern Volunteering SA Inc. - Community Grants Program Application	127
7.2.7	Community Event Sponsorship Grant Applications - Round 4	175

OTHER BUSINESS

CLOSE



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

11 NOVEMBER 2019

MEMBERS PRESENT

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

STAFF

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

The meeting commenced at 6.31 pm.

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

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr N Henningsen
Seconded Cr L Braun

The Minutes of the Sport, Recreation and Grants Committee Meeting
held on 14 October 2019, be taken and read as confirmed.

CARRIED

Bring Forward Item 7.2.15

Moved Cr C Buchanan
Seconded Cr N Henningsen

1. That Item 7.2.15 – Community Event Sponsorship Program, be brought forward to this point on the Agenda.

CARRIED

7.2.15 Community Event Sponsorship Program

Cr C Buchanan sought leave of the meeting to speak for a second time and leave was granted.

Moved Cr C Buchanan
Seconded Mayor G Aldridge

1. That Council make an allocation of \$3,000 funding available to Salisbury Lions Club for potential over-run of expenses to ensure a successful event outcome.
2. That staff bring back a report and develop criteria for an annual City of Salisbury Christmas Carols with consideration of an allocation of \$30,000 to be determined by the Council.
3. City of Salisbury be named as a co-funding sponsor of the event.

CARRIED

REPORTS

Administration

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

Moved Cr C Buchanan
Seconded Cr L Braun

1. The information be received.

CARRIED

Community Grants

7.2.1 Youth Sponsorship Applications - October 2019

Moved Cr N Henningsen
Seconded Cr S Ouk

1. The information be received.

CARRIED

7.2.2 Community Grants Program Applications for November 2019

Moved Cr N Henningsen
Seconded Cr S Reardon

1. The information be received and noted.

CARRIED

7.2.3 20/2019: Grace for All Nations Church 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 October 2019 round of Community Grants as follows:
 - a. 20/2019: Grace for All Nations Church Inc. be awarded the amount of **\$3,546.00** to assist with the purchase of **audio equipment and interface for ongoing use** as outlined in the Community Grant Application and additional information.

CARRIED

7.2.4 21/2019: Meals on Wheels (SA) Inc. - Community Grants Program Application

Moved Cr D Hood
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 November 2019 round of Community Grants as follows:
 - a. Grant No. 21/2019: Meals on Wheels (SA) Inc. be awarded the amount of **\$1,200.00** to assist with the purchase of **food items and gift bags for the 2019 Christmas Hampers** as outlined in the Community Grant Application.

CARRIED

7.2.5 **25/2019: Uniting In Care Salisbury Inc. - Community Grants Program Application**

Moved Cr N Henningsen

Seconded Cr S Reardon

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 November 2019 round of Community Grants as follows:
 - a. Grant No. 25/2019: Uniting In Care Salisbury Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of **\$10 Essential Cards for the 2019 Parcel of Love project** as outlined in the Community Grant Application.

CARRIED

7.2.6 **26/2019: One Life Community Assist Limited - Community Grants Program Application**

Moved Cr N Henningsen

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 November 2019 round of Community Grants as follows:
 - a. Grant No. 26/2019: One Life Community Assist Limited be awarded the amount of **\$5,000.00** to assist with the purchase of **stage and sound hire for the 2019 Parafield Gardens Community Carols** event as outlined in the Community Grant Application.

CARRIED

7.2.7 **27/2019: Victory Church International Limited - Community Grants Program Application**

Moved Cr N Henningsen

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 November 2019 round of Community Grants as follows:
 - a. 27/2019: Victory Church International Limited be awarded the amount of **\$5,000.00** to assist with the purchase of **food items for the 2019 Christmas Box Adelaide** project as outlined in the Community Grant Application and additional information.

CARRIED

7.2.8 31/2019: Scodes Volunteer and Training Services Pty Ltd - Community Grants Program Application

Moved Cr C Buchanan
Seconded Cr S Ouk

1. The information be received and noted.

CARRIED

7.2.9 32/2019: Pacific Islands Council of South Australia Inc. - Community Grants Program Application

Moved Cr C Buchanan
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 November 2019 round of Community Grants as follows:
 - a. Grant No. 32/2019: Pacific Islands Council of South Australia Inc. be awarded the amount of **\$4,170.00** to assist with the purchase of **hall hire (exclusive of bond), skip hire, sound system hire, bain-marie, urn, food carrier, pots and serving spoons for the 2019 Inaugural Pasifika Island Nite** event as outlined in the Community Grant Application and additional information.

CARRIED

7.2.10 34/2019: Uniting Church in Australia Salisbury - Community Grants Program Application

Moved Cr L Braun
Seconded Cr C Buchanan

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 November 2019 round of Community Grants as follows:
 - a. Grant No. 34/2019: Uniting Church in Australia Salisbury be awarded the amount of **\$5,000.00** to assist with the purchase of **supply and installation of a PA System and UltraHD Television for the 2019 Family Christmas Carols event and subsequent ongoing use** as outlined in the Community Grant Application.

CARRIED

7.2.11 24/2019: Pooraka Football Club Inc.- Community Grants Program Application (Re-Assessed)

Mayor G Aldridge left the meeting at 7.32 pm.

Mayor G Aldridge returned to the meeting at 7.42 pm.

Moved Cr L Braun

Seconded Mayor G Aldridge

1. That the Club be requested to provide a Statutory Declaration explaining the circumstances for why the 2015 grant allocation was not fully acquitted.
2. That Council consider providing \$2,000 to the Club as a grant, noting that the event has already taken place, but the recommendation is made in recognition of extenuating circumstances that lead to the application for funding being submitted late.

CARRIED

7.2.12 Minor Capital Works Grant Program - November Allocations

Moved Cr N Henningsen

Seconded Cr S Reardon

1. The information be received and noted.

CARRIED

7.2.13 Minor Capital Works Grant Program - Para Hills Bowling Club – Application

Cr S Reardon declared a perceived conflict of interest on the basis of having a close association with the Para Hills Bowling Club.

Cr Reardon managed the conflict by remaining in the meeting and not voting on the item.

Recommendation

1. The report be received.
2. In accordance with the delegated power 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. Para Hills Bowling Club: an amount of \$16,352 for the installation of free-standing shade structures at the Paddocks Precinct, noting that any additional costs are to be funded by the Para Hills Bowling Club or external grant programs, as per the funding agreement.

The majority of members present voted IN FAVOUR of the MOTION.

Cr S Reardon DID NOT VOTE on the MOTION.

7.2.14 Minor Capital Works Grant Program - Riding for the Disabled Association SA Incorporated

Moved Cr L Braun
Seconded Cr D Hood

1. The report be received.
2. In accordance with the delegated power 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. Riding for the Disabled Association SA Inc.: an amount of \$50,000 for the covered arena surface works at Globe Derby Equestrian Centre, noting that any additional costs are to be funding by Riding for the Disabled Association SA Inc. or external grant programs, as per the funding agreement.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 8.00 pm.

CHAIRMAN.....

DATE.....

ITEM	7.0.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	02 December 2019
HEADING	Future Reports for the Sport, Recreation and Grants Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This item details reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

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

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

Meeting Item	- Heading and Resolution	Officer
25/11/2019 7.2.15	Community Event Sponsorship Program 2. That staff bring back a report and develop criteria for an annual City of Salisbury Christmas Carols.	Ann-Marie Arthur
Due:	February 2020	

3. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 25/11/2019

ITEM	7.2.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	02 December 2019
HEADING	Youth Sponsorship Applications - November 2019
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	3.3 Be a connected city where all people have opportunities to participate.
SUMMARY	This report outlines the Youth Sponsorship Applications assessed in November 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 November 2019.

Funding per application	Event	Total Funding
1 @ \$250	One application has been received to represent South Australia at the FFA National Futsal Championships to be held in Canberra in January 2020.	\$250
1 @ \$250	One application has been received to represent South Australia at the Australian Junior National Eight Ball Championships to be held in Albury, New South Wales in January 2020.	\$250
2 @ \$250	Two applications have been received to represent South Australia at the Australian All Schools Athletic Championships to be held in Perth in December 2019.	\$500
1 @ \$250	One application has been received from to represent South Australia at the Youth Challenge Tournament (Ten Pin Bowling) to be held in Melbourne in January 2020.	\$250
4 @ \$250	Four applications have been received to represent South Australia at the National Futsal Championships to be held in Sydney in January 2020.	\$1,000
11 @ \$250	11 applications have been received to represent South Australia at the All Star National Cheerleading and Dance Championships to be held in Melbourne in November 2019.	\$2,750
Total Funding for November 2019:		\$5,000.00

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

- 3.2.1 One application was received to represent Australia at the ITF Pakistan Junior Tennis Championships to be held in Pakistan in October 2019 however the application is not eligible as the applicant has not acquitted the sponsorship received in November 2018.

4. CONCLUSION / PROPOSAL

- 4.1 The 2019/20 Youth Sponsorship budget allocation is \$45,000, less expenditure to date of \$26,875 (including October applications) which leaves a balance remaining of \$18,125.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 25/11/2019

ITEM	7.2.2
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	02 December 2019
HEADING	Review of Youth Sponsorship Policy
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	3.3 Be a connected city where all people have opportunities to participate.
SUMMARY	This report presents the Youth Sponsorship Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and has no significant changes made.

RECOMMENDATION

1. The information be received.
2. The Youth Sponsorship Policy as set out in Attachment 1 to this report (Sport, Recreation and Grants Committee 7.2.2, 02/12/2019) be endorsed.

ATTACHMENTS

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

1. Draft Youth Sponsorship Policy

1. BACKGROUND

- 1.1 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and two years thereafter.
- 1.2 This Policy was last reviewed and endorsed by Council in April 2017 and is now due again for review.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 General Manager Business Excellence
- 2.2 External
 - 2.2.1 Nil

3. REPORT

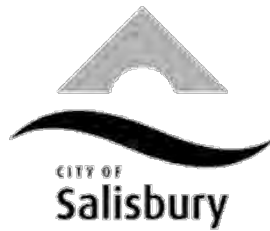
- 3.1 The Youth Sponsorship Policy has been reviewed by the Policy Owner. No changes of substance are required in the content of the Policy to ensure its continuing relevance.

1. CONCLUSION / PROPOSAL

- 1.1 The Youth Sponsorship Policy as contained within Attachment 1 is recommended to Council for endorsement.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 25/11/2019



Youth Sponsorship Program Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	2419/2014, 391/2015, 1758/2017
Approval Date:	26/05/2014	Last Reapproval Date:	24 April 2017 December 2019
Review Date:	24 April 2019 December 2021	Internal Reference No.:	
Department:	Business Excellence	Division:	Personal & Admin Support - Business Excellence
Function:	7 - Financial Management	Responsible Officer:	General Manager, Business Excellence

A - PREAMBLE

1. The Youth Sponsorship Program is available to support youth of the City of Salisbury who have excelled in a sport/cultural/recreational activity and have been selected for representation at a national or international competition or event.

B - SCOPE

1. The Youth Sponsorship Program is available to youth who reside in the City of Salisbury and are 25 years of age or under and who have been selected for representation at a national or international competition or event.

C – POLICY PURPOSE/OBJECTIVES

1. The Policy is to formalise the structure of the Application and Guidelines and Criteria document for assessment of applications.

D - DEFINITIONS

1. The level of funding is determined from time to time by Council, the details of which may be found in the Guidelines and Eligibility document.

E - POLICY STATEMENT

1. The Sports, Recreation and Grants Committee have delegation to assess and determine all applications for the Youth Sponsorship program..
2. Youth Sponsorship Applications be assessed monthly by the Chairman of Sports and Recreation Grants Committee and one other Committee Member with a report outlining approved applications presented to the Sports, Recreation and Grants Committee each

month.

3. The City of Salisbury has committed funds to assist local young people who have excelled in their particular sport/cultural/recreational activity and have been selected for representation at a national or international competition/event/activity in the following categories:
 - Sport and Recreation (football, netball, swimming etc) – letter from peak sporting body
 - For School organised sporting competitions – letter from organising (non-profit) Association (eg, SAPSASA, SA Christian School Sports Association)
 - Arts and Culture (art, dancing, singing, theatre etc) – letter from event organiser (non profit)
 - Education and Academic Performance (Maths, Science, Language etc) – letter from event organiser (non profit)
 - Community Involvement (public speaking, debating, activities that support Sister City and Friendship City relationships etc) – letter from event organiser (non profit)

The level of funding is determined from time to time by Council, the details of which may be found in the Guidelines and Eligibility document.

4. **ELIGIBILITY**

To be eligible for sponsorship applicants must be:

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

Applications must be received at least 14 days before the event takes place.

Applications will not be considered without the supporting documentation.

Applications are considered on a **monthly** basis (usually the fourth Monday of the month).
One application, for each level, per person per 12 months may be eligible for funding.

F - LEGISLATION

1. Nil

G - REFERENCES

1. Nil

H - ASSOCIATED PROCEDURES

1. The Youth Sponsorship Application is supported by the Guidelines and Eligibility

document.

Document Control

Document ID	Youth Sponsorship Program Policy
Prepared by	Mechelle Potter
Release	23.00
Document Status	EndorsedDraft
Date Printed	

ITEM	7.2.3 SPORT, RECREATION AND GRANTS COMMITTEE
DATE	02 December 2019
HEADING	Community Grants Program Applications for December 2019
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This report outlines the Community Grants Program Applications submitted for the December 2019 round. One application is submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. Two applications are submitted for information.

RECOMMENDATION

1. The information be received and noted.

ATTACHMENTS

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

1. Community Grants Program Guidelines and Eligibility Criteria

1. BACKGROUND

- 1.1 Two (2) applications were received for the December 2019 round of Community Grants of which one (1) requires further information and one (1) is deemed ineligible.
- 1.2 One (1) application received for the November 2019 round of Community Grants required further information. The further information has been received and the application is submitted for consideration¹.
- 1.3 One (1) application received for the September 2019 round of Community Grants required further information. The further information has not been received and the application is therefore deemed ineligible.

2. REPORT

- 2.1 One (1) application is presented for the December 2019 round of Community Grants for consideration, of which is deemed compliant and listed below:
 - 2.1.1 34/2019: Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church]¹
Agenda item 7.2.5; Sport, Recreation and Grants Committee; 2/12/2019
- 2.2 One (1) application received for the December 2019 round of Community Grants requires further information and will be submitted for consideration once the information is received:
 - 2.2.1 35/2019: Sampaguita Dance Group Inc.
- 2.3 One (1) application is presented for the December 2019 round of Community Grants in an individual report for information. The application is deemed ineligible in accordance with the Guidelines and Eligibility Criteria sections 8.2 and 10.5.1, and is listed below:
 - 2.3.1 36/2019: Northern Volunteering SA Inc.
Agenda item 7.2.6; Sport, Recreation and Grants Committee; 2/12/2019
- 2.4 One (1) application is presented for the December 2019 round of Community Grants in an individual report for information. The application was received for the September 2019 round of Community Grants and required further information. The further information has not been received and the application is therefore deemed ineligible, and listed below:
 - 2.4.1 19/2019: Para Camera Club Inc.
Agenda item 7.2.4; Sport, Recreation and Grants Committee; 2/12/2019
- 2.5 The Community Grant Funding budget allocation for 2019/2020 is \$82,000.
- 2.6 The money committed to the one (1) compliant application for the December 2019 round, if approved, is **\$4,935.00**.
- 2.7 The remaining balance of the grant funding if the one (1) application is approved is **\$13,744.00**.

3. CONCLUSION / PROPOSAL

- 3.1 One (1) Community Grants Program application is presented for funding consideration at the Sport, Recreation and Grants Committee meeting in December 2019.
- 3.2 One (1) Community Grants Program Application requires further information and will be presented once the information has been received.
- 3.3 Two (2) Community Grants Program Applications are deemed ineligible and are presented in an individual report for information.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 25/11/2019

Effective 01 September 2019



Community Grants Program

Guidelines and Eligibility Criteria



Live it up

Contents

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

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.
- 2.2. The application form can be completed by:
 - Downloading the *Current Community Grant Application Form - Print & Complete [Handwriting Version]* form, print the form and complete by hand; **or**
 - Downloading the *Current Community Grant Application - Fillable PDF Form [Electronic Version]* form, save to your computer, complete electronically and print the completed form for submission or email direct using the email button.
- 2.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 2.4. Applicants are encouraged to submit their completed application via email to:
city@salisbury.sa.gov.au.
- 2.5. Where email is not possible applications can be:

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

3. Community Grants Program Aim and Objectives

Aim

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

Objectives

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

4. Funding Rounds Opening and Closing Dates

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

5. Community Grants Program Categories

Community Grants Program funding is available under the following categories:

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

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

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

8. Eligibility to Apply

Eligible Organisations

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

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

Non-Eligible Organisations

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

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

- Recurrent administration or ongoing costs;
 - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
 - Upgrading facilities which belong to Local, State or Commonwealth Governments;
 - Educational programs in schools and other formal educational institutions;
 - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
 - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
 - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
 - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.
- 8.4. 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.

Community Grants Program Guidelines and Eligibility Criteria - Page 8 of 18

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 9 of 18

10. Ineligible Items

Funding will not be considered for the following:

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

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

10.2. *Existing Projects*

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

10.3. *Expenses*

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

10.4. *Administration and Organisational Costs*

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

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

10.5. *Wages and Salaries*

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

10.6. *Memberships and Fees*

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

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

10.7. Existing Debts and Shortfalls

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

10.8. Other Exclusions

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

Community Grants Program Guidelines and Eligibility Criteria - Page 11 of 18

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

12. Funding Criteria

The following criteria are examined when assessing applications:

12.1. *Aim and Objectives*

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

12.2. *Target Group*

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

12.3. *Project Outcomes*

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

12.4. *Contribution*

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

12.5. *Value for Money*

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

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

13. Community Grant Application

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

Target Group

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

Project or Event Plan

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

Budget Plan

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

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

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 15 of 18

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).

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment A
Page 18

ATTACHMENT B – Likely Funded Project and Event Examples

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

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

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

ATTACHMENT C – Unlikely Funded Project and Event Examples

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

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

Examples of items ineligible for funding through the Community Grants Program

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

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

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.*).

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

ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

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

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

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

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

Applications can be submitted in the following ways:

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

4. What if our organisation or group doesn't have access to the internet or email?**4.1. Where email is not possible applications can be:**

Faxed to: 8281 5466

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

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

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

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

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

- 6.1. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 6.2. If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

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

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

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

- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.
- 8.2. 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.

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E
Page 24

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

ITEM	7.2.4
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	02 December 2019
PREV REFS	Sport, Recreation and Grants Committee 7.2.2 09/09/2019
HEADING	19/2019: Para Camera Club Inc. - Community Grants Program Application
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Para Camera Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for information.

RECOMMENDATION

1. The information be received and noted that the 19/2019: Para Camera Club Inc. Application is deemed ineligible for Community Grants Program funding in accordance with section 11.2 of the Guidelines and Eligibility Criteria.

ATTACHMENTS

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

1. 19/2019: Para Camera Club Inc. - Application

1. BACKGROUND

- 1.1 The Para Camera Club Inc. Application was received for the September 2019 Community Grants Program funding round.
- 1.2 The Application was incomplete and required further information.
- 1.3 The Para Camera Club Inc. has not received prior Community Grants Program funding.

2. REPORT

2.1 The Para Camera Club Inc. Application was originally received for the September 2019 round of Community Grants Program funding however the Application was incomplete and required further information as follows:

- evidence that the Board/Committee has endorsed submission of the Community Grant Application was not provided;
- The Group/Organisation Description and Project Details Sections was incomplete;
- A detailed, current quote was not provided; and
- The Project/Management section was incomplete.

2.2 The additional information has not been received and therefore the Application is deemed ineligible as per clause 11.2 of the Community Grants Program Guidelines and Eligibility Criteria:

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.

2.3 The Applicant has been notified that their Community Grants Program Application has lapsed.

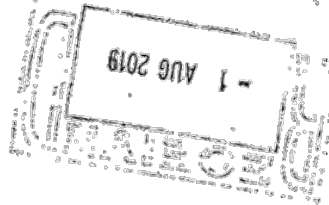
3. CONCLUSION / PROPOSAL

3.1 The Para Camera Club Inc. Application is submitted for information as per clause 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:

Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.

CO-ORDINATION

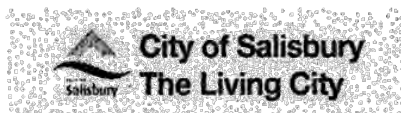
Officer: EXECUTIVE GROUP
Date: 25/11/2019



Community Grants Program Application Form

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

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



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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	PARA CAMERA CLUB INC
Address:	PETER BADCOE VC COMPLEX, 200 EAST AVE
Suburb:	EDINBURGH Postcode: 511
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mr RONALD HEPTINSTALL
Title (your role with the group/organisation):	PRESIDENT
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: RONALD HEPTINSTALL
Title (role with the group/organisation):	PRESIDENT
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	A9382
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div>
Parent Organisation Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

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

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

Community Grant Application - Page 4 of 13

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

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (enter '0' dollar amounts below)
If Yes, provide details:	
INCOME	\$ AMOUNT 0
Project or event generated income:	
Organisation's contribution:	\$699
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	0
Income received from sponsors: (list sponsor(s) and their contribution)	0
Donations: (please specify the source, product or service and estimated amount of funding requested)	
Have you sought any other funding for the project/event: (please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$0 699
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	
EXPENSES (specify the proposed expense budget by item:)	\$ AMOUNT
Compass	1699
TOTAL (including GST):	\$0 1699

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	REPLACE OUT DATED COMPUTER
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	ONE OFF
Total cost of Project/Event	\$0 1500
Amount of Community Grant Funding Requested	1000
Is there any other information that you may feel is relevant to your application?	
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details		
Previous Community Grants Program Funding		
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (go to Group/Organisation Information)
When was the Grant funding received (month & year):		
What amount of Grant funding was provided:		
When was the previous Grant acquitted (month & year):		
Group/Organisation Information		
Group/Organisation Name	PARA CAMERA CLUB	
Group/Organisation Description		
Group/Organisation Registered Address	Number/Street: _____ Suburb: _____ Postcode: _____	
Is the Club Incorporated?	YES	
Number of Members	42	
% of Membership that reside in the City of Salisbury	% 50%	
Project/Event Details		
Project/Event Name		
Project/Event Summary		
Date(s) of Project/Event		
Location of Project/Event:	Number/Street: _____ Suburb: _____ Postcode: _____	
How will the Project/Event benefit the residents of the City of Salisbury?		
How many individuals will benefit from the Project/Event?		
% of project/event participants that reside in the City of Salisbury	%	
If it is an Event, is it open to the public?	No	
How will the Project/Event be promoted?		

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$01000
Itemised Breakdown of Costs: <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
LENOVO Y530 COMPUTER	\$1699
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$01699
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Community Grant Application - Page 9 of 13

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p>The Para Camera Club hold two meetings per month which require a computer to project images for judging the monthly competition and recording the results.</p> <p>Once a month a presentation is given by an invited guest.</p> <p>The current competition and presentation are serviced by two, eleven year old computers which are no longer able to meet the existing needs.</p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> 1. 2. 3.

Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p>The purchase of a new computer would enable the use of newer applications to replace the two old computers.</p> <p>The camera club is open to anyone interested in developing skills of photography in the Salisbury and surrounding council areas.</p>

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

Community Grant Application - Page 10 of 13

Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community: <i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.)</i></p> <p>Para Camera Club is a long established club started in 1972. We support the City of Salisbury by providing photographs and photographic services to the City such as providing photographic services to the Paraoka Community Centre as required for events such as NAIDOC, VV Day, and any other event.</p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future: (outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed: (outline how you will achieve outcomes for the project or activity)</i></p> <p>.....</p>

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

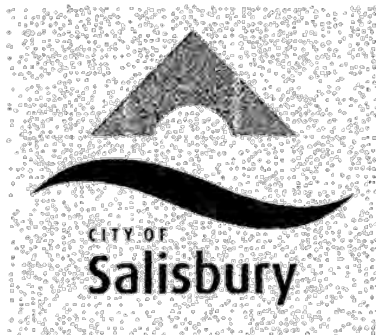
Community Grant Application - Page 11 of 13

Application Declaration	
Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)	
Please read, tick the S1 and S2 boxes and sign:	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.
On behalf of <u>Para Camera Club Inc</u> (Group/Organisation)	
<u>R. HORTON / President</u> (Name/Position)	and <u>Stephanie Foster</u> (Name/Position) Secretary
<u>[Signature]</u> (Signature 1)	<u>[Signature]</u> (Signature 2)
<u>1/8/19</u> (Date)	<u>1/8/19</u> (Date)
Contact (phone number): [Redacted]	Contact (phone number): [Redacted]

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

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

Community Grant Application - Page 12 of 13



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

PARACAMERA CLUB
(Group/Organisation)

RON KERNSTAL PRESIDENT
(Name/Position)

[Signature]
(Signature)

1/8/19.
(Date)

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

Community Grant Application - Page 13 of 13

ITEM	7.2.5
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	02 December 2019
PREV REFS	Sport, Recreation and Grants Committee 7.2.2 11/11/2019
HEADING	33/2019: Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Community Grants Program Application
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] Application is submitted to the Sport, Recreation and Grants Committee for consideration.

RECOMMENDATION

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2019 round of Community Grants as follows:
 - a. 33/2019: Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] be awarded the amount of **\$4,935.00** to assist with the purchase of **PA and Music System hire, Stage and Marquee hire, Fence Banners and Flyers and Entertainment for the 2020 Salisbury Parish Multicultural Carnival event** as outlined in the Community Grant Application and additional information.

ATTACHMENTS

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

1. Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Application
2. Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Additional Information

1. BACKGROUND

- 1.1 The Salisbury Catholic Church received \$2,000 Community Grants Program funding in July 2017 for Saint Mary Choir to assist with the purchase of a PA system and uniforms for ongoing use.
- 1.2 The Salisbury Catholic Church received \$1,500 Community Grants Program funding in December 2015 for the Salisbury Parish Multicultural Carnival Committee to assist with the purchase of a PA System, signage, props, decorations, advertising, face painting, balloons and tarpaulins for the 2016 Salisbury Parish Multicultural Carnival event.

2. REPORT

- 2.1 The Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] Application was received for the November 2019 round of Community Grants Program funding however the Application was incomplete and required further information as follows:
 - evidence that the Committee has endorsed submission of the application was not provided;
 - a supporting letter from the auspicing organisation was not provided;
 - details were requested around where the generated income will come from;
 - confirmation of the date of the event was requested as page 7 and page 8 had different dates;
 - a detailed, current quote was not provided for all items requesting funding.
- 2.2 The additional information has been received and the Salisbury Parish Multicultural Carnival Committee Application meets the eligibility criteria for the recommended Community Grants Program funding.
- 2.3 Salisbury Parish Multicultural Carnival Committee is auspiced by Salisbury Catholic Church which is registered as an 'other unincorporated entity' and registered as a charity by the Australian Charities and Non-for-profits Commission.

3. CONCLUSION / PROPOSAL

- 3.1 The Salisbury Parish Multicultural Carnival Committee Application is submitted to the Sport, Recreation and Grants Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 25/11/2019



Community Grants Program

Application Form

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

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



live it up

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Salisbury Parish Multicultural Carnival Committee
Address:	23 Commercial Road
Suburb:	Salisbury Postcode: 5108
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Dr Sue Knight
Title (your rôle with the group/organisation):	Committee Chairperson
Address:	[REDACTED]
Phone:	Landline: n/a Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: Dr Sue Knight
Title (role with the group/organisation):	Committee Chairperson
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	Committee
Is your organisation:	
a) Incorporated:	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question c)</div>
Parent Organisation	
Name:	The Catholic Church Endowment Society Inc
ASIC Registration Number:	20J

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

Community Grant Application - Page 3 of 13

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

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN:)</small> 5 6 8 1 0 6 2 4 4 1 4 <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>(enter '0' dollar amounts below)</i>
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	200
Organisation's contribution:	2000
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	n.a
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	n.a
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	500 from local stall holders
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	labour, time, donations, furniture - eg tables & chairs, event location, electricity, flyers, prizes, entertainment fees for the main stage (dance, music etc), public liability insurance
EXPENSES <i>(specify the proposed expense budget by item)</i>	\$ AMOUNT
PA & Music System	1000
Stage + marquee	1500
Advertising / posters / Banners / flyers / prize	500
First Aid, insurance, OHS related costs	1000
Free Entertainment (for kids + multicultural d	2800
Sundries & incidentals	300
food & info stalls marquee + furniture	1500
Labour (inc. staff, volunteers & administration	15000
TOTAL (including GST):	\$ 0

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Salisbury Parish Multicultural Carnival
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	one-off - Sunday 16 February 2020 - 12noon to 4pm
Total cost of Project/Event	\$ 0
Amount of Community Grant Funding Requested	5000
Is there any other information that you may feel is relevant to your application?	<p>It's an event designed to bring all members of our community together in a central location. The purpose is to celebrate our cultural diversity, and to especially welcome new arrivals into our community. A variety of food stalls and multicultural entertainment as well as sports and recreation activities will be offered. Also groups and schools can use the opportunity to share the services they offer.</p> <p><input checked="" type="checkbox"/> There are no relevant attachments. <input type="checkbox"/> There are relevant attachments and the following documents are attached:</p> <p>1. Certificate of Incorporation 2.</p>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input checked="" type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (go to Group/Organisation Information)
When was the Grant funding received (month & year):	October 2017
What amount of Grant funding was provided:	2000
When was the previous Grant acquitted (month & year):	February 2018
Group/Organisation Information	
Group/Organisation Name:	Salisbury Catholic Parish
Group/Organisation Description	Salisbury Parish Multicultural Carnival Committee
Group/Organisation Registered Address	Number/Street: 23 Commercial Road Suburb: Salisbury Postcode: 5108
Is the Club Incorporated?	no
Number of Members	
% of Membership that reside in the City of Salisbury	100 %
Project/Event Details	
Project/Event Name	Salisbury Parish Multicultural Carnival
Project/Event Summary	Gathering of community together for multicultural food, entertainmer
Date(s) of Project/Event	Sunday 23 February 2020
Location of Project/Event:	Number/Street: 25 Commercial Road Suburb: Salisbury Postcode: 5018
How will the Project/Event benefit the residents of the City of Salisbury?	A community gathering celebrating our rich cultural diversity, and an opportunity for families and the general public to enjoy arts, culture and recreation
How many individuals will benefit from the Project/Event?	1000
% of project/event participants that reside in the City of Salisbury	95 %
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	Flyers, Southern Cross Magazine, local Messenger Press, local bull

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 0
Itemised Breakdown of Costs: <i>An Itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
PA & Music System	\$ 1050
Stage + big marquee	\$ 1500
2x Fence Banners	\$ 604
First Aid (St Johns)	\$ 203
Jumping Castle	\$ 300
Face Painting	\$ 308
Airbrush Artist	\$ 308
Magician	\$ 395
Marquee for food & information stalls	\$ 332
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 0
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Community Grant Application - Page 9 of 13

Project or Event Scope

Provide a description of the proposed project or event:

The members of the Parish Pastoral Council sought a way of celebrating the great diversity and community service groups of our Parish... and after some reflection and discussion, it was decided that many of our goals around connecting with parishioners and bringing together the different community groups in our parish could be achieved with a Community Celebration.

The Salisbury Parish Multicultural Carnival that have been held in 2014, 2016 and 2018 have certainly shown us that this type of event meets this goal with great success. Moreover, we've seen a lovely integration of communities from a range of different backgrounds feel welcome and intermingle with each other. It's also been a nice chance for our 800+ volunteers to get invited to an event and meet one another.

The Carnival has been held (and will be held again in 2020) at the St Augustine's Parish School at the rear oval, and included many food stalls, entertainment (music, multicultural dances, a Vinnies fashion parade) and special musical items (eg African drumming). Sports and activities were offered for children as well as face painting, jumping castle and amusements.

While the event is for parish community, the emphasis is on connecting with the whole community. It is designed as a not-for-profit event, purely intended to offer an opportunity specifically for residents in our area (although all are welcome) to come together and enjoy multicultural food, entertainment and each other's company! For the 2020 Carnival, there's a focus on inviting the aged, and engaging the youth to partake in the event. There is also an educational aspect and encouraging local residents to feel pride in their local area as the Salisbury Parish celebrates its 150 year anniversary. We are currently gathering historical artefacts and stories that will be displayed during the carnival.

Following the great feedback from our previous events, we wanted to continue to celebrate our cultural diversity, rich history and welcome the newest arrivals to our multicultural community.

Attachments

- ☐ There are no attachments relating to the Project or Event Scope.
- ☒ The following documents are attached relating to the Project or Event Scope:

1. Some pictures of the last Carnival held in 2018
- 2.
- 3.

Benefits and Outcomes of the Project or Event

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

The Carnival is an opportunity for local residents to come together and enjoy food, entertainment and have fun.

Families get a chance to enjoy arts, culture and recreation.

Bring along a sense of pride, new knowledge and nostalgia through the 150 anniversary display and local stories.

An event that is open to all, welcoming and inclusive. A chance where different cultures mix, intermingle, learn from each other and have a sense of belonging.

A chance to meet local 'neighbours' and build community, which has also shown to help reduce crime rates.

A chance for small and/or local businesses to showcase their wares.

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



Community Grant Application - Page 10 of 13

Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.)</i></p> <p>St Augustine's School will be hosting their event in the local school grounds. Majority of the food stalls, entertainment and stall holders are from the local area. The following schools in our area are partaking in the event (from advertising, stall holders, recreational sports, etc) - Holy Family Catholic School, Thomas Moore College, St Augustine's, OLSH College.</p> <p>We've invited Mayor Gillian Aldridge OAM and Zoe Bettison to come to our event, and both have agreed to do so.</p>
<p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. Certificates of Incorporation 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p>Describe how the proposed project or event will be managed into the future: <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p>Describe how the proposed project or event will be managed: <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p>The managing committee have reviewed the previous carnival events, and have agreed that running it every 2 years is manageable. The committee meets every month, and sub-committees meeting more frequently on an as-need basis.</p> <p>Although we ran the last event without any grant support, we realise that we need funding support to pay for necessary costs relating to such an event...especially in relation to the continuous improvement opportunity we've identified of providing more seating and shade next to the stage area.</p>

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

Community Grant Application - Page 11 of 13

Application Declaration	
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.
<p>On behalf of <u>Salisbury Parish Multicultural C</u> (Group/Organisation)</p>	
<p>Dr Sue Knight / Chairperson (Name/Position)</p>	<p>Fr Shibu Jacob Msfs / Parish Priest (Name/Position)</p>
 (Signature 1)	 (Signature 2)
<p>15.10.2019 (Date)</p>	<p>15.10.2019 (Date)</p>
<p>Contact (phone number): [REDACTED]</p>	<p>Contact (phone number): [REDACTED]</p>

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

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

Community Grant Application - Page 12 of 13



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

(Group/Organisation)

(Name/Position)

(Signature)

(Date)

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

Community Grant Application - Page 13 of 13

No. 20J

CORPORATE AFFAIRS COMMISSION

SOUTH



AUSTRALIA

ASSOCIATIONS INCORPORATION ACT, 1956

CERTIFICATE OF INCORPORATION UNDER SECTION 18(3)

It is hereby certified that the association incorporated on the 3rd day of September, 1874 under the name of THE CATHOLIC CHURCH ENDOWMENT SOCIETY INCORPORATED under the Associations Incorporation Act, 1858 has pursuant to a resolution passed in accordance with its rules on the 10th day of May, 1984 and with the approval of the Commission, changed its name to CATHOLIC CHURCH ENDOWMENT SOCIETY INCORPORATED.

GIVEN under the seal of the Commission, at Adelaide, this 18th day of May, 1984

CERTIFIED A TRUE COPY

L.S.

COMMISSIONER FOR CORPORATE AFFAIRS

18 APR 1985

Commissioner for Corporate Affairs

Quote 22089

Banners & Flyers

SALES REP INFO

QUOTE DATE
15/10/2019

QUOTE EXPIRY DATE
14/11/2019

TERMS
50/50

ORDERED BY
Salisbury Catholic Parish
23 Commercial Road
Salisbury, SA, 5108

CONTACT INFO
Arlene


#	ITEM	QTY	UOM	U.PRICE	DISC	DISC.PRICE	TOTAL (EXCL. GST)
1	Banner - Digital Graphics Supply of heavy duty banner with full digital print. Price includes finished edges & eyelets Pricing based on 3000mm x 900mm (same as Multicultural Food & Music Festival) *Discount based on qty	4	Each	\$355.00	15.0%	\$301.75	\$1,207.00
2	A5 Flyers SUPPLY ONLY: qty - 1000 Single Sided A5 Flyers 150gsm Note: 1000 - \$240 plus gst 2000 - \$300 plus gst 5000 - \$440 plus gst Alternatively: Double Sided A5 Flyers 150gsm 1000 - \$300 plus gst 2000 - \$380 plus gst 5000 - \$540 plus gst Pricing based on artwork being supplied	1	Each	\$240.00	0.0%	\$240.00	\$240.00

PRINTED ON 2019-10-15 11:07:13 - 1030 BY ER CREATED BY ER

QUOTE 22089, SALISBURY CATHOLIC PARISH, 15/10/2019

3

70

	Setup:	\$65.00
	Shipping:	\$0
	Finance:	\$0
	Misc. Charges:	\$0
	Subtotal:	\$1,512.00
	Total GST (10%):	\$151.20
	Final price:	\$1,663.20
Customer Discount	\$213.00	
Downpayment (50.0 %)	\$831.60	
SIGNATURE:		DATE:
PRINTED ON 2019-10-15 11:07:13 +1030 BY ER CREATED BY ER		2/2

From: [REDACTED]
 Sent: Monday, October 14, 2019 9:46 AM
 To: Sue Knight; Art Jimenea
 Subject: Face painting quote request

FYI quote below for kids entertainment. She's given is a really good discount.

Do we want all 4 items for the grant?

Cheers Arlene

----- Forwarded message -----

From: [REDACTED]
 Date: Mon., 14 Oct. 2019, 9:37 am
 Subject: Re: Quote request
 To: [REDACTED]

Hi Hun

Info - Depending on bookings for the month and staff availability we may be able to reduce this a bit more closer to the event

Face Painters - per hour per artist \$80.00 plus GST discounted \$70.00 per hour plus GST (4 hrs \$280 plus GST)

Airbrush Artist - per hour per artist \$90.00 plus GST discounted \$70.00 per hour plus GST (4 hrs \$280 plus GST)

Balloon Artist - per hour per artist \$100.00 plus GST discounted \$80.00 per hour plus GST (4 hrs \$320 plus GST)

Giant Games - set rate - \$400 plus GST - discounted - connect 4, checkers, chess, 2 mini putting greens, mini ball pit, blocks mat, car mats, bowling game, frisbee toss with supervisor, jenga (4 hrs \$200 plus GST)

If I can think of anything or anyone else I will let you know - [REDACTED]

Regards

Toni Anne

On Sun, Oct 13, 2019 at 5:07 [REDACTED] wrote:

Great to see you today...

As discussed, could you please send a quote for the Salisbury Parish Multicultural Carnival to be held on Sunday Feb 16, 2020 - 12noon to 4pm.

A quote on different things you offer would be great. It's a family fun event that is hosted at St Augustine's Primary School oval. Hope to get 200-500 people at the event. Purpose is simply a not-for-profit community gathering. We think if we advertise free face painting, balloons, or other free kids activities that the community will come and attend the event. ☐

There will be multicultural food on offer, entertainment and information stalls. We're also thinking of inviting people to come dressed in different multicultural outfits for a community parade.

We're now starting the process of gathering interest for stall + food holders & entertainment (especially those in the local area). If you have anyone who you think might be interested (or could assist us with this event) then please let me know...

Kind regards,
Arlene



"We are Awesome!"

Not sure what you need?

We have face painters, balloon artists, characters, fairy floss, popcorn, glitter and airbrush tattoo artists, giant games, craft activities and much, much more



10/15/2019

Subject: Re: [Adelaide Magician] Query - quote for Theatre Magic Show

to Arlene-Jasper

Mon, 14 Oct, 21:40 (16

You are viewing an attached message. Gmail can't verify the authenticity of attached messages.

Hi Arlene,

Thank you so much for your email. Total cost is \$395 for a stage show which is 35-40 minutes.

All bookings are prior paid in advance at the time of booking.

To confirm please call or email me.

Regards,



> On 14 Oct 2019, at 9:30 pm, Arlene Jasper wrote:

>

>

>

> I met you at a few magic school workshops at Para Hills Community Hub & saw you MC the Salisbury White Festival...

>

> I'm helping my local parish run a non-for-profit Salisbury Multicultural Carnival on Sunday 16 February 2020 12 to 4pm. We're currently seeking quotes for a short magic show to end the multicultural dancing/singing entertainment line-up + opportunity for a roving magician before you go on stage... The event will be held at St Augustines F School.

>

> Are you able to please send me an email with some quote options of what you're able to provide?

>

> I look forward to hearing from you soon.

>

> Cheers, Arlene

>

>

>

<https://mail.google.com/mail/u/0/?ui=2&view=bt&ver=1nj101dboqm98&msg=%23msg-f%3A1647373805408222751&attid=0.1>

1/1

10/15/2019

Attachments for Community Grant application - [REDACTED]



Search mail

Compose

Inbox 91

Snoozed

Important

Sent

Drafts 46

Categories

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Sound System	\$ 1,000.00
Jumping Castle	\$ 500.00
Face Painting	\$ 308.00
Airbrush Artist	\$ 308.00
Balloon Artist	\$ 352.00
Giant Games	\$ 220.00
Magician (35-40 mins)	\$ 395.00
First Aid	\$ 202.50
Advertising - social media	\$ 50.00
Advertising - flyers, banners etc	\$ 250.00
12 Marquees (set-up and closure)	\$ 360.00
a. Total event cost	\$ 5,945.50

This doesn't include other costs for the event.

ps. I'll send one more email with another attachment for the grant w/

Cheers Arlene

3 Attachments

<https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgxyDnVnQLHsFRtQkgJPdwDzkVbW>

1/1



Item 7.2.5 - Attachment 1 - Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Application



Item 7.2.5 - Attachment 1 - Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Application



Item 7.2.5 - Attachment 1 - Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Application



Item 7.2.5 - Attachment 1 - Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Application



Item 7.2.5 - Attachment 1 - Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Application



Item 7.2.5 - Attachment 1 - Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Application







Item 7.2.5 - Attachment 1 - Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Application





AUGUST 1911

From: Sue Knight [REDACTED]
Sent: Tuesday, 12 November 2019 8:09:40 PM
To: City of Salisbury
Subject: Salisbury Community Grant Application RESUBMISSION

Dear City of Salisbury Community Grants Staff

I hope this email finds you well.

Please find attached the updated grant application form with the following information as requested:

- amended grant requests
- new date of 16 February and accompanying Minutes verifying this change (Meeting 7 attachment)
- amended so it reflects that it is not an income generating event
- Parish Support Letter

Also attached are the requested quotes:

- balloons
- marquee + stage
- PA system

The magician, face painting and banner quotes were sent with the last application form, along with the indemnity certificate and photos from the last event in 2018.

From our checks, all the information required and requested is now attached. Please accept our apologies for any inconvenience and our thanks for accepting the amended application. Please confirm receipt of this email.

We look forward to hearing from you in due course.

Kindest regards
Sue Knight
Co-Convenor 2020 Salisbury Parish Multicultural Carnival



[61e11f9-8f7c5ed4-hotmail/AusData/Dominio/Tecnologia/00Org/Data/Wdws/Tema15](#) 12/11/2010



Community Grants Program

Application Form

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

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



Live it up

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Salisbury Parish Multicultural Carnival Committee
Address:	23 Commercial Road
Suburb:	Salisbury Postcode: 5108
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Dr Sue Knight
Title (your role with the group/organisation):	Committee Chairperson
Address:	[REDACTED]
Phone:	Landline: n/a Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: Dr Sue Knight
Title (role with the group/organisation):	Committee Chairperson
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	Committee
Is your organisation:	
a) Incorporated:	<div>Yes <input type="checkbox"/></div> <div>(go to question c)</div> <div>No <input checked="" type="checkbox"/></div> <div>(go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below. ASD attach a supporting letter from the organisation)</i>	<div>Yes <input checked="" type="checkbox"/></div> <div>(go to question c)</div> <div>No <input type="checkbox"/></div> <div>(go to question c)</div>
Parent Organisation	
Name:	The Catholic Church Endowment Society Inc
ASIC Registration Number:	20J

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

Community Grant Application - Page 3 of 13

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

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN)</small> 5 6 8 1 0 6 2 4 4 1 4 <small>If No, the ABN Declaration Form attached must be signed</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>(enter '0' dollar amounts below)</i>
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	2000
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	n.a
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	n.a
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	500 from local stall holders
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 2,500
What resources will you and your group contribute to the project e.g. In-kind donations, labour, time etc.?	labour, time, donations, furniture - eg tables & chairs, event location, electricity, flyers, prizes, entertainment fees for the main stage (dance, music etc), public liability insurance
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT
PA & Music System	\$ 900
Stage + marquee	1500
Advertising / posters / Banners / flyers / prize	500
First Aid, insurance, OHS related costs	1000
Free Entertainment (for kids + multicultural d	2800
Sundries & incidentals	300
food & info stalls marquee + furniture	1500
Labour (inc. staff, volunteers & administration)	15000
TOTAL (including GST):	\$ 23,500

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Salisbury Parish Multicultural Carnival
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	one-off - Sunday 16 February 2020 - 12noon to 4pm
Total cost of Project/Event	\$ 23,500
Amount of Community Grant Funding Requested	\$ 4,998
Is there any other information that you may feel is relevant to your application?	It's an event designed to bring all members of our community together in a
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. Certificate of Incorporation 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input checked="" type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>if yes - when, amount granted and what the grant was for:</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	October 2017
What amount of Grant funding was provided:	2000
When was the previous Grant acquitted (month & year):	February 2018
Group/Organisation Information	
Group/Organisation Name	Salisbury Catholic Parish
Group/Organisation Description	Salisbury Parish Multicultural Carnival Committee
Group/Organisation Registered Address	Number/Street: 23 Commercial Road Suburb: Salisbury Postcode: 5108
Is the Club Incorporated?	no
Number of Members	
% of Membership that reside in the City of Salisbury	100 %
Project/Event Details	
Project/Event Name	Salisbury Parish Multicultural Carnival
Project/Event Summary	Gathering of community together for multicultural food, entertainer
Date(s) of Project/Event	Sunday 16 February 2020
Location of Project/Event:	Number/Street: 25 Commercial Road Suburb: Salisbury Postcode: 5018
How will the Project/Event benefit the residents of the City of Salisbury?	A community gathering celebrating our rich cultural diversity, and an opportunity for families and the general public to enjoy arts, culture and recreation
How many individuals will benefit from the Project/Event?	1000
% of project/event participants that reside in the City of Salisbury	95 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	Flyers, Southern Cross Magazine, local Messenger Press, local bull

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 4,998
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
PA & Music System	\$ 900
Stage + big marquee	\$ 1500
3x Fence Banners	\$ 1,207
First Aid (St Johns)	\$ 203
Magician	\$ 395
Face Painting	\$ 308
Airbrush Artist	\$ 308
Balloons	\$ 177
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 4,998
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Community Grant Application - Page 9 of 13

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p>The members of the Parish Pastoral Council sought a way of celebrating the great diversity and community service groups of our Parish... and after some reflection and discussion, it was decided that many of our goals around connecting with parishioners and bringing together the different community groups in our parish could be achieved with a Community</p>
<p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> 1. Some pictures of the last Carnival held in 2018 2. 3.
<p>Benefits and Outcomes of the Project or Event</p> <p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p>

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





Community Grant Application - Page 10 of 13

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p>
<p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. Certificates of Incorporation 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p>
<p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p>

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

Community Grant Application - Page 11 of 13

Application Declaration	
Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)	
Please read, tick the S1 and S2 boxes and sign:	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.
On behalf of <u>Salisbury Parish Multicultural C</u> (Group/Organisation)	
Dr Sue Knight/Chairperson (Name/Position)	and Fr Shibu Jacob Msfs/Parish Priest (Name/Position)
 (Signature 1)	 (Signature 2)
<u>15.10.2019</u> (Date)	<u>15.10.2019</u> (Date)
Contact (phone number): 	Contact (phone number): 

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

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

Community Grant Application - Page 12 of 13



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

(Group/Organisation)

(Name/Position)

(Signature)

(Date)

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

Community Grant Application - Page 13 of 13



Community Grants Program,
City of Salisbury,
PO Box 8,
SALISBURY, S.AUST. 5108

Ref: 33/2019 (BMH)

31st October, 2019

The Salisbury Parish Multicultural Carnival Committee is under the auspices of the Salisbury Catholic Church/Parish, and we will take legal and financial responsibility for any grant monies received by the City of Salisbury. We will be responsible for the receipt, banking and administration of all monies, project monitoring and completing, ensuring the acquittal is completed by the deadline and we will sign the acquittal documentation.

Yours sincerely,

A handwritten signature in blue ink that reads "A. Blake".

Mrs. Anne Blake
Salisbury Parish Business Manager

Salisbury Parish Multicultural Carnival 2020

Committee MEETING #7

MINUTES

Thursday 17 October, 2019

Family Centre 7pm

Present: Sr Elda, Sr Amelia, Louise, Fr Vimal, Arlene, Dcn Arturo, Andrew Hall, Phillis, Stan and Christina, Antonio, Sue Knight

Apologies: Peter Neylon, Fr Shibu, Sr Thao

Prayer (Sue)

- **Sunday 16 February 2020 date of Carnival CHANGE OF DATE** (see below)
- 12pm – 4pm

MINUTES

1. Brief Sharing
 - Salisbury council news from Arlene – events on including Holy Family Spring Fair on this Sunday 20/10
 - Knit and Knatter group asking for a stall at our Carnival
2. **DATE CHANGE – Sunday 16 February 2020.** There is a competing event in Salisbury, a Family Fun Day on 23/2. Luckily we haven't advertised much. We will let St Augustine's School know (**ACTION:** Phillis - thank you!) and begin advertising. Date after 23/2 is no longer Lent, so we looked at Saturday and Sunday beforehand but many parishioners work on Saturday so Sunday 16/2 decided (advertising at masses can happen too). Community Grant submitted on 15/10. Will be notified by 11/11 and another grant available if we are unsuccessful on 15/11 (due)
 - Sue to submit advertising to The Echo (**ACTION**)
 - Victor is now able to attend the Carnival, with support to stage manage
3. Logo and flyer from schools
 - Schools contacted and Holy Family sent some flyer designs (8)
 - Flyers now received and we will need to vote / insert in The Echo etc. Each of us has 3 votes (ticks) to distribute however we wish on the master copies of the 8 flyers **ACTION:** Arlene to tally and inform
 - We will contact Holy Family to update the date and items at the Carnival so they are accurate **ACTION:** Arlene and Sue
 -
4. Face painting and other free activities for children
 - \$300+ for 4 hours of face painting

1

- Goal is to keep people at the Carnival from the start – something on the stage eg a band or a magician. Giant games (Eg Jenga on the oval too) We have a quote for it too. St Augustine's has Connect 4 and a chess/draughts set (painted on the ground) **ACTION:** Phillis to check
5. Banners
- For fence; design and send out for creation (logo must be on it) so we can upcycle it every time.
 - \$300 each roughly; support local businesses () We want it to be good quality so it can be used again (with a date change only) **ACTION:** design (Louise to ask her son who is a graphic designer in Melbourne)
 - Share photos from Sr Amelia's mass?? Can some photos be placed in the three mass centres – avoids the permission issues (especially as many photos include children) Maybe add permission notes beneath each photo to obtain permission from each person in the photo, so they can be used online **ACTION?**
6. There is some money for us to apply for if needed from the parish (\$3000)
7. Monica Love – Dcn caught up with her and she is keen to be involved. How do we correlate both the graphic designer and the banner (Monica). Maybe Ben (graphic designer) can design the logo (which is still a gap) Maybe Monica can create the border of each stall label? **ACTION?**
8. St Patricks' Tech College
-
9. Advertising in schools
- **ACTION:** Dcn Arturo to contact the stall holders with invitation letter and registration from last time
 - **ACTION:** Southern Cross article Sue later (add the logo / banner) **ACTION:** Fr Shibu (REMIND Fr Shibu in December)
 - Radio – PBAFM local; Life FM; Coast FM, Radio Adelaide, Peter Goers. In progress (thank you Andrew)
 - ACTION:** Sr Elda check for Italian radio in January
 - ACTION:** Arlene to check Filipino / Vietnamese radio (Arlene – not really targeted; newspapers are better but there is a cost)
 - ACTION:** Sr Thao to contact Pooraka church (Vietnamese) TBC
 - St Joseph's committee will supply tent and table (Sr Elda)
10. Notices
- **ACTION:** The Echo notice for participants in stalls
 - Dcn Arturo has the Echo notices from Sue
10. Stalls : Any feedback for interest in stalls:
- Italian
 - Vietnamese

- Plant
- Religious items
- Knit and Knatter
- Vinnies?? (Rosemary) Could do drinks too
- Others??

- **ACTION:** Contact person for the religious items stall: Sr Thao

11. Food

- i. Italian
- ii. Vietnamese
- iii. Filipino?
- iv. BBQ?
- v. Burmese
- vi. Polish
- vii. Indian
- viii. Spanish
- ix. Dutch
- x. Maltese
- xi. Ice cream truck (Sr Elda)
- xii. 1225 coffee van (youth entrepreneurial) **ACTION:** Arlene to check
- xiii. **ACTION:** Dcn Arturo to find an older version of the invitation to hold a food stall and the registration form is attached and send to all above

12. Multicultural mass beforehand??

- i. Parade around the oval in costume – just an idea for now!

13. Other

- i. Really advertising from post-Christmas (maybe earlier with the date change)
- ii. Would the Catholic parish have a stall with what we offer? Or at an Information Stall? **ACTION:** bring up at PPC (Louise). Some may be interested in the Catholic faith (RCIA), maybe the stall can give additional information (maybe a static flyer?) Put in The Echo a list /directory of services and activities offered in our parish
- iii. Someone (maybe Lorraine? Darryl?) to look after the parish information stall. **ACTION:** Andrew to speak to Lorraine. Maybe a welcome pack?
- iv. Do we have children to help here? QUESTION BOX will be useful??
- v. Big tent for performers to prepare and change – issue with privacy (adults and children) Tent can be occupied per group; each group can navigate how they use the space (eg men/ women or together if they are used to that) Could have 2 tents, for male / female. Military tent or local police, scouts maybe? Needs to be open rather than compartmentalized. **ACTION:** Louise to ask Win if she has any contacts. Arlene to check at home too

14. GUESTS

- i. Mayor coming (with new date)
- ii. Zoe Bettison – coming
- iii. Fr Phillip Marshall to be invited **ACTION**; Fr Shibu to contact if he can open our carnival

15. Entertainment

- i. Salisbury East High School (SEHS) will supply about 12-14 tents/marquees; we may need more. Will we provide each stall with tent/ table, chairs etc? If we need more than SEHS can supply. Sue has contacted SEHS – no reply as yet
- ii. Burmese to perform **ACTION**; Sr Amelia to contact
- iii. Jesus Youth are performing **ACTION**; Fr Shibu to contact
- iv. Only looking for 8 performances. Victor will source a band / drummers to begin and end the Carnival (goal to keep people there until the end) MC job to keep people there (Andrew Hall)
- v. Soccer competition – Adam leading it
- vi. Soccer promotional – Adelaide United **ACTION**; Antonio following up still
- vii. Does St Augustine's have a 20m power cord from the Siena Hall **ACTION**; Phillis to check (to come from OSHC room)
- viii. Mist effect in the tent ("soaker hose") for children maybe to keep cool? Water bottles provided?

16. Other items

a. Siena Hall

- i. Unsure how we will best use the hall at this stage. Suggestion from Victor, use it as another stall (so it is more of a walk through rather than staying) History of Salisbury in there (half of the hall space)
- ii. Antonio has already collected information about the history.
- iii. Andrew to send Phillis the Echo notice to invite St A families to submit an entry
- iv. Pinata in Siena Hall for now

b. First Aid booked

c. Balloons – still being followed up

d. Jumping castle – **ACTION** Jordan Lennon has one we can hire

e. Ice cream truck – **ACTION** Sr Elda to follow up

f. Hot weather

- i. Maybe we can buy some water for the day?

- ii. Hire industrial fans?? Power will be an issue

g. WHS and Risk assessment – look at once we know our stalls

h. Peter Neylon – float for the day

i. Hi-vis vest to identify volunteers? Can we borrow the vests from WYD?

ACTION: Win to check. Back up – badges made in the parish

- j. Collecting cheap prizes for raffle – to be discussed at next meeting (Sr Elda is Queen of raffles!!)
 - i. Balloons given out each hour (helium / 20 each hour)
 - ii. Can we donate to this too as committee members
- k. First events in Salisbury – maybe Paul Hawkes can help to find special events / people in Salisbury

I. ROUND TABLE DISCUSSION

- i. Phillis – advertise in school newsletters at the end of this year and then early 2020; individual flyers can be distributed too. Happy to create own flyer for their community. Maybe add the facebook link for families. Same for other schools.
- ii. Plants – (Zalupkas) all going well
- iii. All ok (Sr Elda) Italian stall
- iv. When do we finalise items (the schedule) We will do it at next month's meeting

17. Timeline – NEXT MEETINGS

- i. Thursday 14 November
- ii. Thursday 5 December (Christmas catch up)
- iii. Thursday 6 February FINAL Meeting
- iv. REVIEW Meeting Thursday 12 March

MEETING CLOSED 8.45pm

Salisbury Parish Multicultural Carnival 2020

Committee MEETING

Thursday 13 June, 2019 @ 7pm Parish Office

Present: Deacon Arturo, Sr Elda, Fr Sam, Sr Amelia, Sr Thao, Stan, Christina, Phillis, Antonio, Peter Neylon, Louise, Andrew, Sue

Apologies – Arlene Jasper, Win Symon, Fr Shibu

Summary

- **Sunday 23 February 2020 date of Carnival**
- 12pm – 4pm
- Entertainment
 - Flooring / stage
 - Hard flooring needs to be hired – (Deacon Arturo)
 - BIG MARQUEE -Deacon to book (\$700) same company with the flooring
 - We have small tables for stalls too
 - Layout of oval was too big and spread out; can we make it closer to create an atmosphere (no stakes in the ground to get the water system). With the marquee we can locate it wherever we like; have the food stalls close
 - Victor – someone to help with the sound system / otherwise cost (SUE TO ASK VICTOR what he can commit to)
 - Lead and plan the items – supervising role required
 - Daryl McManus? (Deacon Arturo to ask)
 - Andrew Hall? (SUE TO CONTACT – arrived during the meeting and is happy to do!!!!) With support people too. Thank you Andrew.
 - Two young guys on piano accordions?? (Phillis to check)
 - YCW people??
 - At the start of each item someone can explain something about that culture
 - Performers – Sr Thao to ask Vietnamese community
 - Bollywood etc from schools – SUE TO ASK
 - Catholic Schools Choir at TMC
 - TMC music group / school bands
 - Filipino / Burmese / Indian / Mexican community to perform
 - Win Symon and Irish dancing
 - Local calisthenics groups – PHILLIS TO ASK cousin
 - Hip hop – LOUISE to check with a family to do a demonstration and we allow them to advertise
 - Skit or play – invite schools if they wish to

1

- Activities
 - Traditional costume and guessing
 - Art work from schools as a static display – maybe in Siena Hall
 - Soccer – Adam happy to lead
 - SUE TO ASK Jumping Castle man
- Advertising
 - Sandwich boards for performances
 - Can use our facebook to advertise
 - Do we create a booklet with sponsors and itinerary?
 - The Echo
 - JOAN was going to look into this locally (advertising with banners)
 - The three schools to advertise on newsletters / facebook / LED signs
 - Council advertising?
 - Messenger?
 - Southern Cross? Jenny Brinkworth is the contact there
 - Ask other parishes (we did last time – Elizabeth, Modbury)
 - Life FM
 - PBAFM
 - A5 letter flyers drop - to invite ad let them know it is on – 2 weeks beforehand
- Liability
 - We ask \$50 registration and they provide their own public liability
 - At another event locally it cost \$200 to register and \$50 for public liability insurance
- Food
 - BBQ – Vinnies
 - Vietnamese – Sr Thao is on it (getting young mothers to lead it)
 - Italian – St Joseph’s Committee Pizza and sweets/ biscuits
 - Polish?
 - Indian – David Breganza ?
 - African?? Continent rather than a country; can our community (Burundi) ADD TO THE NEWSLETTER (Echo). Suggest that they start small
 - Filipino
 - Indigenous community – ARLENE was going to ask Marra Dreaming to do welcome to country and be involved
 - Fairy floss / donuts stand??
- Stalls
 - SEHS marquees – SUE TO ORGANISE (\$300 last time)
 - Plant Stall (Stan and Christina)
 - Have a sign that says “proceeds go to the parish” to differentiate commercial and parish
 - Pious Goods Stall, Swapped at no cost same as last time

- Drinks stall – KSC no longer maybe the Green Team can lead it? Fred's Van? Good way to invite them in too. Drinks not to be sold by stalls or outside agencies coming in. Maybe selling different types of drinks or we allow and make it clear
- 1225 – coffee van (Damien Walker?)
- Icecream stall run by a St Augustine's parent (put it closer to the soccer games) Check who it was? Anne Blake might know (via receipts – Deacon Arturo to check) Ask Gino if he wants to come?? Needs to be one of each type of stall / item for sale. Sr ELDA TO CHECK
- Pauline Books – didn't come last time due to low staff, asked for us to pay on consignment and we cannot do that
- Arts and crafts group in the parish – who can check??
- Face painting – PHILLIS TO CHECK (Sue can back up if needed)
- Fashion parade
- Games in the Hall again?? Check with Win
 - Will these compete with events outside? Inevitable!!
- First Aid
 - St John (SUE TO CONTACT)
- Council grants
 - See Damien Walker
 - Arlene and Sue – City of Salisbury Community Grants Program. All agreed we need to apply; we have a few years ago and probably eligible again to apply. Arlene to investigate and prepare for submission.
- Raffle
 - Still have 10 books not returned (each book has 10 tickets)
 - We have 1500 tickets altogether
 - 21 prizes – not ordinary prizes!! Mixed prizes to suit all ages
 - Can a note go in the Echo (already has for this weekend) – for tickets to be returned. Drawn this weekend Sunday 9am mass at St Augustine's
 - THANK YOU Sr Elda!
- The Carnival is one day, how can we make it last in the longer term
 - Sharing our stories, maybe a recipe book?
 - How might we capture the stories of our community? Asking people to write and we collate?
 - Salisbury has evolved into a very multicultural place – how do we capture this and celebrate it?
 - This might make it less than a fleeting day
 - We could ask people to submit a little story about a person's journey; or your experience of multiculturalism
 - Print a recipe with a story or A3 laminated and show as part of the art display??
 - Could this be an initiative from the Parish Pastoral Council?? Louise to present to the PPC

- Theme could be picked and parameters outlined
- A map of the world showing where Salisbury parishioners come from (maybe we begin with only this for the next Carnival)
- How do we keep people there for the whole day?
- Thank you Andrew for the suggestion
- Timeline – NEXT MEETINGS
 - Thursday 13 June at 7pm (venue to be confirmed closer to the date via email)
 - Thursday 25 July
 - Thursday 5 September
 - Thursday 17 October
 - Thursday 14 November
 - Thursday 5 December (Christmas catch up)
 - Thursday 6 February FINAL Meeting
 - REVIEW Meeting Thursday 12 March
- Meeting ended 8.20pm



Tax Invoice

Tax Date Invoice....
18/10/201 1477

Invoice To: [Redacted]
St Augustine Church
23 Commercial Rd
Salisbury
SA
ph 82582314

Ship To:

P.O. Nu...	Terms	Rep	Ship D...	Ship Via	F.O.B.	Project
			18/10/201			

Quan...	Item	Description	Price	TAX	TAX ...	Amo...
1	24x6 ...	24x6 marquee	*****	10%	72.73	727.27
1	Danc...	Dance Flooring	180.00	10%	18.00	180.00
		6x6m				
8	weig...	Weights	20.00	10%	16.00	160.00
	Pick ...	Salisbury	80.00	GST	8.00	80.00

Tax Summary
GST 8.00; INP 106.73;

Subtotal \$1,147.27
Tax \$114.73
TOTAL \$1,262.00

Thank you for your business.

Company Business Num... [Redacted]

Document Set ID: 4476970
Version: 1, Version Date: 13/11/2019



INVOICE-Quote

November 7, 2019
INVOICE # 001

To: **Dr. Sue Knight**
Salisbury Parish Carnival
Committee Co-
Chairperson
23 Commercial Rd.
Salisbury 5108 SA

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	28 Feb 2020

Qty	Description	Unit Price	Line Total
1 Set	PA System (includes FOH and Fold back)- 2500watts	600	600
1 Set	Backline Instruments Drum Set, Bass Amp, Guitar Amp, Keyboard amp	300	300
		Subtotal	900
		Total	\$900.00

Make all checks payable to:

Thank you for your business!

ITEM	7.2.6
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	02 December 2019
HEADING	36/2019: Northern Volunteering SA Inc. - Community Grants Program Application
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Northern Volunteering SA Inc. Application is submitted to the Sport, Recreation and Grants Committee for information.

RECOMMENDATION

1. The information be received and noted that the 36/2019: Northern Volunteering SA Inc. Application is deemed ineligible for Community Grants Program funding in accordance with sections 8.2 and 10.5.1 of the Guidelines and Eligibility Criteria.

ATTACHMENTS

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

1. 36/2019: Northern Volunteering SA Inc. - Application

1. BACKGROUND

- 1.1 Northern Volunteering SA Inc. received \$1,985 Community Grant funding in October 2009 towards a lounge chair and brochure display system.
- 1.2 The Northern Volunteering SA Inc. Application is deemed ineligible for Community Grants Program funding in accordance with section 8. and 10. of the Guidelines and Eligibility Criteria.

2. REPORT

- 2.1 The Northern Volunteering SA Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 8.2 *Funding will not be considered for an organisation receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose:*
 - 2.1.1 Northern Volunteering SA Inc. receive government funding for the Volunteer Management Program (*section 4 part d) and e) of the Application*).

2.2 The Northern Volunteering SA Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 10.5.1 *Funding will not be considered for wages, salary payments or consideration of any type:*

2.2.1 The training will be delivered by a Northern Volunteering SA Inc. trainer as outlined in the quote provided with the Application.

2.3 Furthermore, the City of Salisbury holds an annual membership with Northern Volunteering SA Inc. and offers mental health training courses for City of Salisbury Volunteers which the City of Salisbury engages Northern Volunteering SA Inc. to facilitate this training.

2.4 Northern Volunteering SA Inc. has been advised that the Application is ineligible.

3. CONCLUSION / PROPOSAL

3.1 The Northern Volunteering SA Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 8.2 due to the organisation receiving government funding for the Volunteer Management Program and section 10.5.1 as the training is being delivered by Northern Volunteering SA Inc. and therefore considered to be wages/salaries. Furthermore, the City of Salisbury engages Northern Volunteering SA Inc. to facilitate mental health training for our Volunteers and the City of Salisbury holds an annual membership with Northern Volunteering SA Inc.

3.2 The Northern Volunteering SA Inc. Application is submitted for information as per section 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:

Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 25/11/2019



Community Grants Program Application Form

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

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



City of Salisbury
The Living City

live it up

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name:	Northern Volunteering SA Inc	
Address:	39 John Street	
Suburb:	Salisbury	Postcode: 5108
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	Mrs Donatella Amos	
Title (your role with the group/organisation):	Executive Officer	
Address:	39 John Street Salisbury	
Phone:	Landline: 8250 1582 Mobile: [REDACTED]	
Email:	[REDACTED]	
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	Mrs Donatella Amos	
Title (role with the group/organisation):	Executive Officer	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	Board	
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:	A0011868H	
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)
Parent Organisation		
Name:		
ASIC Registration Number:		

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input checked="" type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input type="checkbox"/>
d) Government Funded: <i>(if Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input checked="" type="checkbox"/> <i>(go to question e & f)</i>	No <input type="checkbox"/>
e) Funding source/s:	Volunteer Management Program, Dept. of Human Services, CVS	
f) Purpose:	Ongoing operations of volunteer support, training plus managing CVS	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: Northern Volunteering SA Inc <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED] Branch Location: [REDACTED]	
6. REFEREE INFORMATION		
<i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	Alison Davies - Morella Community Centre	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i> 7 2 9 4 3 9 8 3 6 1 0 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>(enter '0' dollar amounts below)</i>
<i>If Yes, provide details:</i>	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 0
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$ 0
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$ 0
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$ 0
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Inkind Support of volunteer hours 20 hours for admin @\$43.00 per hour as derived from ABS figures (\$860) Administration @ \$20 p.p. (\$400) Room Hire @ \$100 per day (\$400)</i>
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT
<i>Cost of Trainer @ 150 p.p.</i>	<i>\$ 3,000</i>
<i>In Kind Support</i>	<i>\$ 1,660</i>
<i>Mental Health First Aid Manuals @ \$30 p.p.</i>	<i>\$ 600</i>
<i>Refreshments @\$10 p.p. per day</i>	<i>\$ 400</i>
TOTAL (including GST):	\$ 5,660

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Mental Health First Aid
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	March 2020
Total cost of Project/Event	\$ 5,660
Amount of Community Grant Funding Requested	\$ 4,000
Is there any other information that you may feel is relevant to your application?	No
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>DGR CERTIFICATE</i> 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>(if Yes – when, amount granted and what the grant was for)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	<i>Northern Volunteering SA Inc</i>
Group/Organisation Description	<i>Volunteer Referral and Resource Centre</i>
Group/Organisation Registered Address	Number/Street: <i>39 John Street</i> Suburb: <i>Salisbury</i> Postcode: <i>5108</i>
Is the Club Incorporated?	<i>Yes</i>
Number of Members	<i>150</i>
% of Membership that reside in the City of Salisbury	<i>25 %</i>
Project/Event Details	
Project/Event Name	<i>Mental Health First Aid</i>
Project/Event Summary	<i>Training course for 20 Community Team Leaders</i>
Date(s) of Project/Event	<i>March 2020</i>
Location of Project/Event:	Number/Street: <i>39 John Street</i> Suburb: <i>Salisbury</i> Postcode: <i>5108</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>Empower leaders to better support Mental Health Illness with Salisbury</i>
How many individuals will benefit from the Project/Event?	<i>20 Initially 20 but flow on effect will benefit members of their community/ies</i>
% of project/event participants that reside in the City of Salisbury	<i>100 % Targeted group of community leaders within City of Salisbury</i>
If it is an Event, is it open to the public?	<i>No</i>
How will the Project/Event be promoted?	<i>Networks, Social Media, 1 on 1 consultation with membership group</i>

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

Community Grant Application - Page 8 of 13

Community Grant Application - Page 9 of 13

Provide a description of the proposed project or event:

Attachments

- ### Benefits and Outcomes of the Project or Event

The majority of interviewees we see seeking voluntary work are long term unemployed or seniors who have been in paid employment all their working life. These people are now unemployed and finding the process of looking for work stressful. In addition there are the stresses of meeting financial commitments with reduced income. Side effects from this can be anxiety and depression which in turn may lead to self-medication including alcohol with anti-social behavior and possibly suicide.

By providing this training to leaders in the community, which may also include leaders of volunteers, they will gain the skills to recognize those in need of help and assist them in making lifestyle choices to improve their outlook on life. The 20 Team Leaders we train will be from 20 different organisations and sourced from our members and community networks. These in turn will then have the skills they need to then assist others to cope with life challenges including anxiety, depression, suicide intervention and mental health in general. This benefits the community as a whole with a sense of well-being and a better feeling of connectedness.

Community Grant Application - Page 10 of 13

Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>Our organization has regular contact with our member organizations and the volunteering sector via network meetings, newsletters, social media, training sessions both accredited and non-accredited. Our referral officers conduct one on one interviews with potential volunteers and have noticed a decrease in resilience and wellbeing of some they meet with. During their discussions they have been aware of the effects of ongoing negative influences on client's mental health. Our Executive Officer is the current Chair of the Salisbury branch of the Suicide Intervention network – Every Life Matters – and this feeling of ill being has also been observed by the community leaders who connect with this network.</i></p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. <i>Mental Health First Aid Flyer</i> 2. 3.
Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p>Describe how the proposed project or event will be managed into the future: <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p>Describe how the proposed project or event will be managed: <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>The course will be facilitated as a group led by our trainer in an interactive environment where participants can ask questions of both the trainer and each other. A manual will be provided to each participant for future reference and a questionnaire/evaluation will be conducted after each session to ensure the intended outcomes have been met. Our trainer has provided this training for Northern Volunteering on behalf of Mental Health Australia and is a qualified counselor who can also identify any indicators for anyone needing further support. This provides an extra layer of confidence and care to our sessions as indicated through our evaluations of past sessions. Feedback also indicated a high to excellent satisfaction level from participants of both quality of trainer and up to date and relevant information.</i></p> <p><i>Northern Volunteering celebrates 35 years as a resource centre and we continue to offer flexible, supportive training sessions aimed at the needs of our membership and community through our networks, membership communication, consultancy and satisfaction surveys. Overall management of this project will sit with the Executive Officer who has over 25 years experience in the not for profit sector including over 10 years experience in training and assessment. Community Leaders completing this training will be invited to join our network groups to ensure connection with larger community of City of Salisbury is strengthened.</i></p>

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

Community Grant Application – Page 11 of 13

Application Declaration	
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.
<p>On behalf of <u>Northern Volunteering SA Inc</u> (Group/Organisation)</p>	
<p>Donatella Amos / Executive Officer (Name/Position)</p>	<p>Debra Kulwikowski / Office Manager (Name/Position)</p>
<p><u>Donatella Amos</u> (Signature 1)</p>	<p><u>Debra Kulwikowski</u> (Signature 2)</p>
<p><u>14 November 2019</u> (Date)</p>	<p><u>14 November 2019</u> (Date)</p>
<p>Contact (phone number): <u> </u></p>	<p>Contact (phone number): <u> </u></p>

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

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

Community Grant Application - Page 12 of 13



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

Northern Volunteering Sa Inc

(Group/Organisation)

Donatella Amos

(Name/Position)

Donatella Amos

(Signature)

14 November 2019

(Date)

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

Community Grant Application - Page 13 of 13

ABN Lookup - Current details for ABN: 72 943 983 610

<http://abr.business.gov.au/SearchByAbn.aspx?abn=72943983610>**Current details for ABN: 72 943 983 610****ABN details**

Replaces: 89 020 099 094
Entity name: NORTHERN VOLUNTEERING SA INC
ABN status: Active from 10 Apr 2000
Entity type: Other Incorporated Entity
Goods & Services Tax (GST): Registered from 01 Jul 2000
Main business location: SA 5108

Australian Charities and Not-for-profits Commission (ACNC)

NORTHERN VOLUNTEERING SA INC is registered with the Australian Charities and Not-for-profits Commission (ACNC) as follows:

ACNC registration	From
Registered as a charity view ACNC registration	03 Dec 2012

Business name(s)

Business name	From
NV Education and Training Services	13 Dec 2013
NVETS	11 Dec 2013

Trading name(s)

Trading name	From
NORTHERN VOLUNTEERING SA INC	11 Apr 2000

Charity tax concession status

NORTHERN VOLUNTEERING SA INC is a Public Benevolent Institution endorsed to access the following tax concessions:

Tax concession	From
GST Concession	01 Jul 2005
FBT Exemption	01 Jul 2005
Income Tax Exemption	01 Jul 2000

Deductible gift recipient status

NORTHERN VOLUNTEERING SA INC is endorsed as a Deductible Gift Recipient (DGR) from **01 Jul 2000**. It is covered by Item 1 of the table in section 30-15 of the *Income Tax Assessment Act 1997*.

Important

Please read Deductible Gift Recipient (DGR) information before making a gift.

Disclaimer

The Registrar of the ABR monitors the quality of the information available on this website and updates the information regularly. However, neither the Registrar of the ABR nor the Commonwealth guarantee that the information available through this service (including search results) is accurate, up to date, complete or accept any liability arising from the use of or reliance upon this site.

ABN last updated: 13 Dec 2013

Record extracted: 08 May 2014

1 of 1

5/8/2014 3:36 PM



Annual Report 2019





AGENDA

ANNUAL GENERAL MEETING

Apologies

Previous minutes

Reports

Auditor's appointment

Public Officer

Appointment of Board members



MORNING TEA AND REFRESHMENTS



Northern Volunteering SA Inc
7th November 2019
10:30am-11:30am

Volunteer Sector Specialists



MINUTES

Annual General Meeting 2017- 2018
10:30am Thursday 15th November 2018
39 John Street, Salisbury

Present

Mel White E.O Southern Volunteering - Jerry Casburn NVSA Board - Roxanne Withers NVSA Board
Donatella Amos E.O Northern Volunteering - Debra Kulwowski NVSA - Ned Hannic NVETS
Kellie Stewart NVSA Board/Manager Operations Time for Kids - Greg Jones NVSA - Rod Bolton NVSA
Joan. Golley NVSA - Anne Yelland NVSA - Marie Smith NVSA - Jeanette Tchorz NVSA
Diane Ashford NVSA Board/Lighthouse Disability - Paul McCann NVSA - Terry Gilson NVSA
Sheila Petrou NVSA - Janet Payne NVSA - Andie Payne NVSA - Kate Livissianco-Lucas NVSA
Penka Tayloe Gawler Care & Share - Emily Zesers Volunteering SAINT - Barbara Williams NVSA
Rob Howard NVSA Board/Uniting in Care Community Visitors - Julie Winter NVSA - Greg Nolan NVSA
Annie O'Toole NVSA - David Garland for Frances Bedford MP - Julie Robinson NVSA.

Apologies

Gillian Aldridge Mayor of Salisbury - Tony Piccolo MP - Hon Lensink Minister for Human Services
Gary Johanson Mayor Pt Adelaide Enfield - Maria Ross NVSA Board/CEO Northern Carers Network
Jackie McEwen Blind Welfare Association of SA Inc - John Beasey Enfield Baptist Church CVS
Rachel Abdy Tyndale Christian School - Judy Nolan NVSA - Shane Singe NVSA
Aravind Rangarajan NVSA - Nat Rugari Ascensio Accountants - Rosemary Ward NVSA.

Minutes 2017- 2018

Motion to accept Minutes from 2016-2017 AGM
Moved: Jerry Casburn
Seconder: Rob Howard
All in favour

Reports

All reports were discussed in brief with key points highlighted.

Chairpersons Report

Roxanne Withers gave a shortened version of the report provided in the Annual Report.
Acknowledgement and Thanks to former E.O Peter Heyworth for his 10 years of work and dedication to

NVSA and NVETS

Appointment of Donatella Amos as new E.O of Northern Volunteering.
Welcome to Ned Hannic as new NVETS Manager.
Motion to accept report
Moved: Terry Gilson
Seconder: Debra Kulwowski
All in favour



MINUTES

Executive Officers Report

Donatella Amos presented the Executive Officers report.
It has been a challenging year with funding cuts. Moving forward NVSA will focus on returning to grass roots and rebuilding a presence in the community.
CVS Successful in attaining funds for the next two years.
Grants Team successful in attaining funds of over 30,000 for I.T upgrade.
Special thanks to Peter Heyworth for his service and dedication.
Farewell and thanks to board member and Co-Chair Jerry Casburn.
Motion to accept report
Moved: Rob Howard
Seconded: Mel White
All in favour.

Finance Report

Donatella Amos presented the financial report.
NVSA in a deficit of 40,000 due to funding cuts. Plans to recoup the loss through new training opportunities.
Motion to accept report
Moved: Jerry Casburn
Seconded: Roxanne Withers
All in favour

Appointment of Auditor

Ascensio Accountants appointed Auditor for 2018-2019.
Motion to accept appointment
Moved: Jerry Casburn
Seconded: Derek Williamson

Appointment of Public Officer

Appointment of EO Donatella Amos as Public Officer
Motion to accept appointment
Moved: Roxanne Withers
Seconded: Debra Kulwowski

Returning officer

Mel White acted as returning officer and presented a brief report about partnership between Northern and Southern Volunteering who will both be celebrating 35 years in service in 2019.
Appointment of new board members Diane Ashford and Rob Howard accepted.
Motion to accept nominations
Moved: Roxanne Withers
Seconded: Kellie Stewart
All in favour.
Meeting closed: 10.58am



STAFF AND VOLUNTEERS 2018 – 2019

Staff

Peter Heyworth	Donatella Amos	Debra Kulwowski
Ned Hanic	Judy Nolan	Kate Livissianos

NVSA Board 2017 – 2018

Roxanne Withers	Derek Williamson	Kellie Stewart
Maria Ross	Diane Ashford	Jerry Casburn

Referral Officers

Rodney Bolton	Terry Gilson	Ann Johnson	Greg Jones	Estelle Lemon
Meredith Rinne	Marie Smith	Hazel Walker	Paul McCann	Steve Purnell
Julie Robinson	Greg Nolan	Joan Golley	Annie O'Toole	Mukund PB
Mark Stirling	Margaret Simpson	Anne Yelland		

Data Management

Sheila Petrou	Rosemary Ward	Barbara Williams
Janet Payne	Glynis Petkovic	Celeste Perreau

Finance

Janet Hinks	Lisa Cahill
-------------	-------------

Receptionists

Sheila Stanners	Kathy Victor	Julie Winter	Andy Payne	Annie D'Mello
Kate Livissianos	Yolanda Rojas	Jeanette Tchorz	Rebecca Hall	Anne Yelland

Special Projects

Shane Singe

Training Administration

Judith Nolan	Kate Livissianos
--------------	------------------

Training Sub-contractors

Pauleen Fennel	Beth Baillie	Tania Trebilcock
----------------	--------------	------------------

Marketing

Greg Nolan	Catherine Golding
------------	-------------------

NVETS Research

Rodney Bolton

Grants

Greg Jones	Greg Nolan	Julie Winter	Vicktor Kasjan
------------	------------	--------------	----------------

Community Visitors Scheme

Nida Adao	Christine Andrews	Sarina Case	Julie-Ann Cooper	Carol Dolan
Andrew Durden	Henry Eames	Amy Fenner	Karen Gavin	Michelle Gibbs
Elaine Glanville	Sharon Goldfinch	Cynthia Lissner	Cathy Lomman	Helen Smith
Julie Morley	Lorriane Poole	Susan Tauchntiz	Leone Tregeagle	Linda Wasylenko
Charmayne Waugh	Carolyn Williamson	Gloria Wright	Monica Juste-Contant	
Jacqueline McCormick				

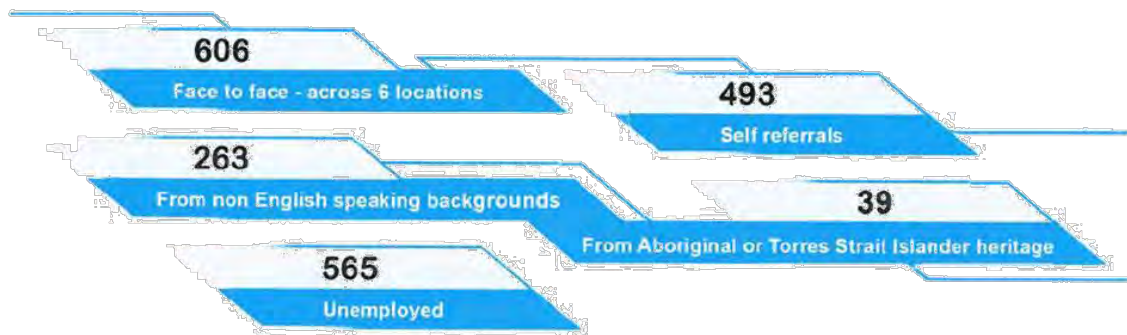
Life Members

Lyn Box	John Nicholson	Warwick Stuart	Robert Sherritt	Keith Rudd
Robert Batty	Robert Butler	Mary Wasbey	Sue Field	Sheila Stanners
Jan Bunting	Patricia Hunt	Maria King	David Howell	Elise Marcus
Teresa Gurr	John Forth	Jeffery Palmer	Susan Nightingale	Ruby Barwick
Elaine Rich	BJ (Mick) Lennon	Bronwynne Humphrys		

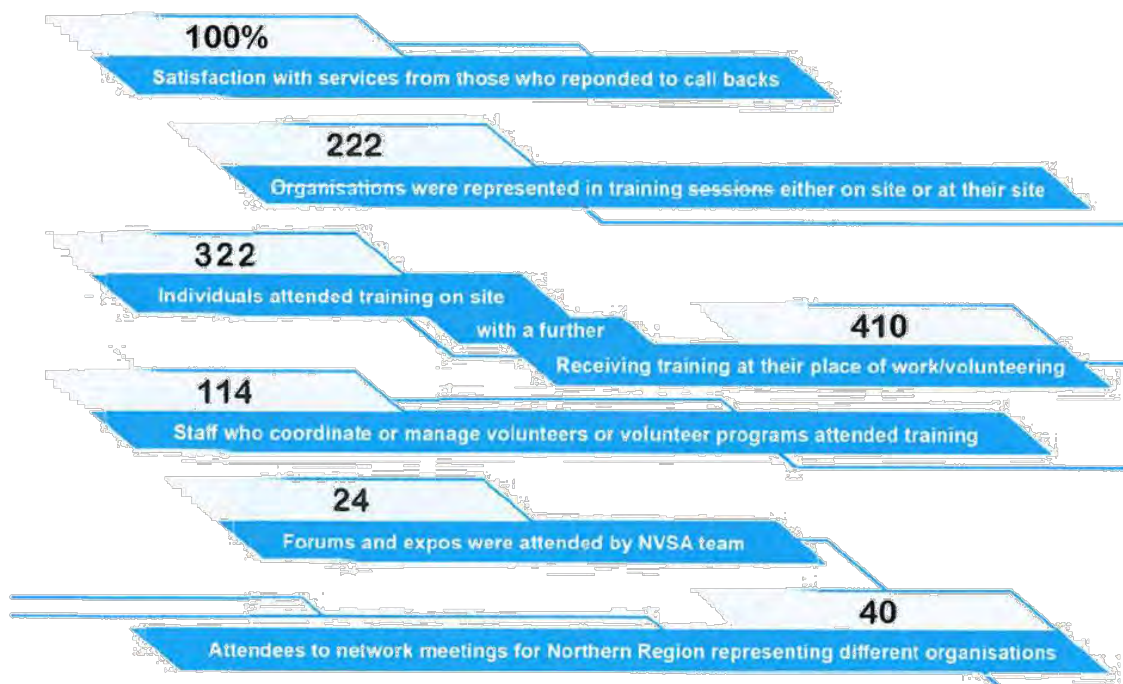


Statistics for 2019 Annual Report

Individuals receiving support and information from our referral services



Training and Networking





Chairperson Report

On behalf of the Northern Volunteering SA Inc. Board I am pleased to present the Chairperson's report for 2018/19.

This year marked a momentous occasion in the history of Northern and Southern Volunteering celebrating 35 years of service to the voluntary sector and our respective communities. A reception hosted by His Excellency the Honourable Hieu Van Le and Mrs Le at Government House, 13 August 2019, brought together all those who have played a role in the organisation past and present. Those acknowledged included the first Executive Officer Sue Nightingale (who completed 20 years in this role); Sheila Stanners who has volunteered for 25 years as a receptionist twice a week and Elaine Glanville a Community Visitor since the conception of the scheme. Elaine has been visiting residents in the same Aged Care Facility for 27 years. We sincerely thank everyone who has been involved in supporting our organisation during this time.

Strong governance and risk management has continued to be a focus for the Board during the challenging economic environment experienced over the past year. In response we recognise that partnerships are the way of the future and never has there been a time where sharing information, resources and energy is as important as it is now. This year NVSA entered into a consortium arrangement with Enfield Baptist Church and Uniting in Care Salisbury Inc. to deliver the Community Visitors Scheme under the banner of Northern Lights. This new relationship was viewed positively by our funders and secured our program funding until 2021.

We continue to build on our relationships with Volunteering SA & NT, Southern Volunteering; Volunteering Strategy for SA through involvement with the Curriculum of Giving and the National Volunteer Resource Centre network. It was through the network that we were selected by the Centre for Participation, NSW to participate in a project funded by Department of Social Services - How Volunteer Engagement Impacts Social Cohesion. Our contribution working with City of Salisbury, Playford and Tea Tree Gully to explore how we better engage young people in volunteering.

We want to acknowledge that all of this work wouldn't happen without the Northern Volunteering staff and volunteers and we are sincerely grateful for their passion and dedication. In particular I want to thank our Executive Officer Donatella Amos who stepped into the role just over a year ago with reduced resources but kept focused on core business while seeking out new opportunities to contribute to the sector.

I would like to thank board members Kellie Stewart, Maria Ross, Rob Howard and Diane Ashford for their ongoing commitment to the effective governance of the organisation. Special thanks to Derek Williamson who is retiring from the Board after seven years of service. We have been very fortunate to have such a wonderful group of board members who are willing to have the 'tough' discussions in such a respectful manner.

Lastly I am resigning from my position as Chairperson having been on the Board for the past eight years. It has been an amazing experience teaching me a great deal about the challenges faced by small not-for-profits but more importantly about the dedication and resourcefulness of the people both paid and voluntary who work hard behind the scenes. These individuals do it for the love of their community and wanting to make it a better place and I feel privileged to have had the opportunity to be part of the team.

Roxanne Withers
Chairperson



EXECUTIVE OFFICER REPORT 2018 – 2019

Looking back on my first full year as Executive Officer, I can proudly say that we celebrated our 35th anniversary confident in knowing that we continue to be seen as a leader in volunteering in the north. With the ongoing support of the volunteers, staff and Board we continued to strengthen our connections with our community and have built on our solid reputation. My thanks goes out to the Board for their support and leadership; to the staff and volunteers for their innovative approach to 'tightening belts'; to our finance team and Auditor for their support of my continuous improvement approach; and to our members and community for their feedback and partnership opportunities.

At Board level we farewelled our Co-Chair Jerry Casburn and welcomed new Board Members Diane Ashford and Rob Howard. The Board worked continuously to support ways to shift our financial situation from turning a large deficit into a surplus and have continued to work with our operational teams to implement necessary changes. The strategic plan has been a good opportunity to get back to basics and reaffirm what our purpose is. The Strategic Plan for 2019 – 2021 will be presented and launched at the 2019 AGM by outgoing Chair Roxanne Withers on behalf of the Board.

Technology proved to be an issue for most of the year with old infrastructure, dismantling of old phone lines and new moves to NBN etc. Our reporting requirements both Federal and State meant we needed to be able to provide solid figures and statistics through various online data collection systems so we bit the bullet and invested in a full upgrade. Gratefully our grants team was successful in gaining funding from Grants SA to help achieve what we needed and our ITC provider Auswide supported us with ensuring the system was fitted out appropriately. A thank you needs to also be extended to our data management team who's successful management of the impacts of these outages meant that we were still able to work through and continue to deliver a quality service to our members and get our data out to our funders as requested in the time frame required.

Other changes we introduced this last year to continue to streamline the way we operate were electronic banking for both incoming and outgoing, online training options, better use of technology for our marketing team with I-Pads, as well as ongoing upgrades and processes for better use of our social media and website.

Partnerships were strengthened this year with attendance at various community expos including those facilitated by our member organisations, by Tony Piccolo in Gawler, at school career days and expos, at community days with our BBQ trailer, sausage sizzles and garage sales. We also took part for the first time in the Volunteering SA-NT organised city parade for National Volunteer Week and it was great to see so many people out in the streets and in the office buildings. Nothing like having the city shut down for a couple of hours so that we could happily march through!!!

We continue to strengthen our partnership with Volunteering SA-NT, Limestone Coast VRC and our sister organisation Southern Volunteering (who was also celebrating their 35th anniversary with us), with opportunities to work together which may include training or sharing of resources, etc. This will further reduce the duplication of services for our community and a prize example of how this can work well is when we re-established the Northern Network of Volunteer Managers and all met to ensure the dates of these networks meetings didn't clash with each so that organisations could choose which date or venue suited them best (central network as well as southern network).



EXECUTIVE OFFICER REPORT 2018 – 2019

We continue to meet with our national counterparts to look at ways our VRC network can support the volunteering sector at a grassroots level. The National Network of VRCs group was successful in receiving a multi-year grant to look at the impact of volunteering on social cohesion and we held our first forum earlier in the year in Melbourne to look at ways we can support this project. Our focus will be on youth and volunteering and with the inclusion of our four local councils as co-partners, a youth forum was held in the north to capture some of the information young people in our region are telling us about what they believe is the impact of volunteering. This focus also aligns with the Volunteering Strategy for SA (2014-2020) that we support through our involvement in the Curriculum of Giving and Student Volunteering work groups.

At a more local level we provide a presence at the Gawler and Districts network group, the CVS state network and the Salisbury branch of the suicide prevention network – Every Life Matters. Volunteers also regularly attend Centrelink's Multicultural network meetings and other network opportunities with our region's community centres. We have been proactive in advertising through our social media and our data management system as many local events from our member organisations as we can to demonstrate support even though we can't always be there in person.

Training continues to be well received both locally, throughout the state and even interstate through both Northern Volunteering and NVETS. One of the challenges we did face this year was the ever changing of staff. We farewelled our NVETS Manager Ned, our Mental Health First Aid trainer Pauleen and welcomed casual trainers Tania and Beth (who had been with us for a while but now with an increased capacity). The training opportunities we welcomed were enhanced and expanded by the skills and knowledge of our team. We continue to review the program with feedback received from participants and have customised several new sessions based on this information. A successful grant from Grants SA also made it possible to offer free funded training and we look forward to being able to provide a low cost with high quality training program.

Before leaving, Ned was able to achieve a re-accreditation for NVETS until 2026 which was a feat in itself. We thank him and the NVETS admin team for their ongoing work with getting us compliant. A thank you also to our Industry Reference Group members who met several times to support us in our direction. Whilst there were some other challenging times with staffing changes, we were able to successfully graduate students in all of our courses – single units and full qualifications. Several students from two northern schools completed their dual qualifications in Certificate II Community Services and Certificate II Active Volunteering, whilst we had our first Certificate IV Coordination of Volunteer Programs correspondence students. This model of delivery will enable us to support students across the country and will be followed up with a similar model sitting side by side with face to face delivery for our Advanced Diploma of Community Sector Management.

We introduced an online assessment process for our Provide First Aid courses which has meant a more streamlined and time effective process. The decision was made to have this sit alongside our manual assessment tool while we continue to work with people who may not have the technology or the literacy to support an online system. Feedback from participants continues to be positive when they become aware they will be mentored and supported through the assessment process.

Our CVS consortium Northern Lights supports people living in residential care and the teams from all three partners continues to work well together – see the CVS report for a full report on this program.



EXECUTIVE OFFICER REPORT 2018 – 2019

Environmentally we made a commitment to assess our impact on the environment and have worked towards implementing processes around reducing our waste and carbon footprint as an organisation. This encouraged our team to repurpose, pay forward or even sell items we no longer needed as well as looking to our own membership group to specifically support member organisations who deal directly with people in need or at risk. We have achieved this connection to our local community through donations of goods or regular promotion of their fundraising or community events.

In August this year we celebrated in style with an evening function at Government House for ourselves and for Southern Volunteering to celebrate our 35 year service to the community. We were only able to invite a select group of Board members, staff and volunteers of each organisation both past and present and my apologies to those many people we weren't able to contact in time or we unintentionally left off the list. Was an exciting event made even more special as we celebrated alongside some of the original volunteers as well as the first Executive Officers from each organisation. A warm thank you extended to the Governor and his wife for the opportunity for us all to come together.

As we look forward to an uncertain couple of years, one thing we can be sure of is the commitment of our region in supporting volunteering and Northern Volunteering will continue to take a lead role in this purpose. We look forward to exploring new and innovative ways of working together in this ever changing landscape and encourage opportunities to partner and work together for a positive outcome. I again thank all of my team – Board, staff/volunteers and members – for the ongoing support and would now like to commend this report to you for 2018 – 2019.



Donatella Amos
Executive Office



Roxanne Wihers



Dereic Williamson



35th Anniversary Celebrations at Government House



CEOs Past and Present
Southern Volunteering -
Kay Hefferan Viv Barker Mel White
Northern Volunteering -
Donatella Amos Peter Heyworth Sue Nightingale



Both Volunteer Resource Centres
sharing in Milestone



Northern Volunteering's
Team Past and Present



Outgoing Chair
Roxanne Withers



COMMUNITY VISITORS SCHEME ANNUAL REPORT 2018 - 2019

The Northern Lights consortium made up of Enfield Baptist (lead role), Uniting in Care Salisbury and Northern Volunteering received grant funding from the Federal Government for two and half years from January 2019 to June 2021. The consortium meets every two months to discuss issues, review procedures, organise outings and to provide support.

During this financial period 22 volunteers have visited 65 residents in 12 Aged Care Homes in the Northern area. About three volunteers visit residents for the whole day at their aged care facility. Each year a number of volunteers leave the program due to various reasons, ageing, health issues or family commitments.

An ongoing issue is recruiting male volunteers, normally males are not interested in this type of volunteering. The recruitment of volunteers has been a common issue with other Community Visitors Scheme (CVS) Co-ordinators over the last few years.

The residents benefit greatly from the volunteers visiting as it gives them a sense of wellbeing, enriches their quality of life, gives them a connection to the community and they look forward to the visit. The aged care staff know that the resident is actively involved for a period of time on a regular basis. The volunteers also benefit as some of them may suffer from depression, loneliness or other issues which gives them something to focus on. A number of the Aged Care Home Co-ordinators really appreciate and value the CVS volunteer visiting.

Last Christmas a lunch was held in December for the volunteers at a local location. This is a great opportunity for new volunteers to meet and discuss issues with experienced volunteers and also to swap stories and generally socialise in a relaxed environment.

In May, staff from Northern Volunteering and volunteers from the CVS consortium marched in a parade through Adelaide to celebrate National Volunteer Week and at the end of the march they enjoyed a barbeque lunch in Victoria Square.

A quarterly newsletter is sent out to the CVS volunteers informing them of any changes to the program, current health, social, aged care information, training and other issues of interest to the volunteers.

Finally, I would like to thank the Board members, staff and volunteers at Northern Volunteering and the Northern Lights consortium who are actively supporting the Community Visitor Scheme here in the North.

Debra Kulwikowski



Original CVS Volunteers with
Mrs Le

AR 2019

10



AGM Financials

Northern Volunteering SA Inc
ABN 72 943 983 610

Financial Statements
For the year ended 30 June 2019

Ascensio Accountants
Suite 12, 116-120 Melbourne Street
NORTH ADELAIDE SA 5006

Phone: 08 8267 4800 Fax: 08 8239 0728
Email: nat@ascensio.com.au



AGM Financials

Contents

Committee's Report

Statement by Members of the Committee

Detailed Balance Sheet

Income and Expenditure Statement

Notes to the Financial Statements

Independent Auditor's Report to the Members

Depreciation Schedule

Northern Volunteering SA Inc
ABN 72 943 983 610
Committee's Report
For the year ended 30 June 2019

Your committee members submit the financial accounts of the Northern Volunteering SA Inc for the financial year ended 30 June 2019.

Committee Members

The names of committee members at the date of this report are:

Roxanne Withers - Chair
 Rob Howard - Treasurer
 Donatella Amos - EO / Public Officer / Secretary
 Diane Ashford
 Maria Ross
 Kellie Stewart
 Derek Williamson

Principal Activities

The principal activities of the association during the financial year were:

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The deficit from ordinary activities amounted to

Year ended 30 June 2019	Year ended 30 June 2018
\$	\$
(8,129)	(39,855)

Signed in accordance with a resolution of the Members of the Committee on:



Roxanne Withers - Chair



Rob Howard - Treasurer

The accompanying notes form part of these financial statements.

Northern Volunteering SA Inc
ABN 72 943 983 610
Statement by Members of the Committee
For the year ended 30 June 2019


The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.


In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Northern Volunteering SA Inc as at 30 June 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:


 Roxanne Withers - Chair


 Rob Howard - Treasurer

The accompanying notes form part of these financial statements.

Northern Volunteering SA Inc
ABN 72 943 983 610
Notes to the Financial Statements
For the year ended 30 June 2019

(f) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

Northern Volunteering SA Inc
ABN 72 943 983 810
Notes to the Financial Statements
For the year ended 30 June 2019

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of South Australia. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(b) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

(c) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

(e) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

Northern Volunteering SA Inc
ABN 72 943 983 610
Income and Expenditure Statement
For the year ended 30 June 2019

	2019	2018
	\$	\$
Income		
Income Received	301,177	245,380
NVETS Income	46,161	76,798
Interest received	844	1,613
Total income	<u>348,182</u>	<u>323,791</u>
Expenses		
Advertising and promotion	236	4,408
Amortisation Expense	250	314
Audit fees	3,000	4,500
Bad Debts	2,436	0
Bank Fees And Charges	201	221
Bookkeeping	392	207
Computer Expenses	33,489	2,212
Contract Work	477	1,724
Depreciation	3,996	6,429
Expense Reimbursement	16,227	16,069
Fundraising Expenses	522	273
Hire/rent of Plant & Equipment	4,236	4,094
Holiday pay & LSL (movements)	(19,435)	881
Insurance	6,831	6,584
Internet & Web Site Hosting	694	714
Licences & Registrations	5,325	3,650
Light & power	5,661	4,822
M/V car - Fuel & oil	2,810	3,037
M/V car - Rego/Insurance	606	2,028
Postage	1,357	1,002
Printing & stationery	1,188	5,270
RTO Expenses	23,679	20,835
Rent on land & buildings	11,921	12,069
Repairs & maintenance	3,524	1,777
Resources & Equipment	3,368	2,742
Staff amenities	2,227	3,472
Staff Training & Welfare	11,217	14,857
Subscriptions	5,158	7,608
Sundry expenses	291	996
Superannuation	14,542	18,442
Telephone	9,383	9,640

The accompanying notes form part of these financial statements.

Northern Volunteering SA Inc
ABN 72 943 983 610
Income and Expenditure Statement
For the year ended 30 June 2019

	2019	2018
	\$	\$
Travel, accom & conference	274	64
Wages	195,051	197,462
Return to Work SA Premium	5,177	5,243
Total expenses	356,311	363,646
Profit (loss) from ordinary activities	(8,129)	(39,855)
Net profit (loss) attributable to the association	(8,129)	(39,855)
Total changes in equity of the association	(8,129)	(39,855)
Opening retained profits	54,275	94,130
Net profit (loss) attributable to the association	(8,129)	(39,855)
Closing retained profits	46,145	54,275

The accompanying notes form part of these financial statements.

Northern Volunteering SA Inc ABN 72 943 983 610 Detailed Balance Sheet as at 30 June 2019		
	2019 \$	2018 \$
Current Assets		
Cash Assets		
Cheque Account	50,276	42,383
Cheque Account - NVETS	12,428	41,280
Petty Cash	200	50
	<u>62,904</u>	<u>83,713</u>
Receivables		
Trade debtors	11,635	25,457
	<u>11,635</u>	<u>25,457</u>
Current Tax Assets		
GST clearing	384	106
	<u>384</u>	<u>106</u>
Other		
Pre-paid borrowing expenses	1,571	1,571
Less: Accumulated amortisation	(1,571)	(1,321)
	<u>0</u>	<u>250</u>
Total Current Assets	<u>74,923</u>	<u>109,526</u>
Non-Current Assets		
Property, Plant and Equipment		
Plant & equipment - at cost	32,402	32,402
Less: Accumulated depreciation	(32,402)	(32,402)
Motor vehicles - at cost	36,872	36,872
Less: Accumulated depreciation	(14,228)	(10,232)
	<u>22,644</u>	<u>26,640</u>
Total Non-Current Assets	<u>22,644</u>	<u>26,640</u>
Total Assets	<u>97,567</u>	<u>136,166</u>
The accompanying notes form part of these financial statements.		

Northern Volunteering SA Inc
ABN 72 943 983 610
Detailed Balance Sheet as at 30 June 2019

	2019	2018
	\$	\$
Current Liabilities		
Financial Liabilities		
Secured:		
Hire purchase	6,875	6,875
	<u>6,875</u>	<u>6,875</u>
Current Tax Liabilities		
PAYG Withholding	3,891	8,104
Super payable	55	0
	<u>3,946</u>	<u>8,104</u>
Provisions		
Provision for Annual Leave	6,414	9,050
Provision for Long Service Leave	15,777	32,576
	<u>22,191</u>	<u>41,626</u>
Total Current Liabilities	<u>33,012</u>	<u>56,604</u>
Non-Current Liabilities		
Financial Liabilities		
Hire purchase	18,409	25,286
	<u>18,409</u>	<u>25,286</u>
Total Non-Current Liabilities	<u>18,409</u>	<u>25,286</u>
Total Liabilities	<u>51,421</u>	<u>81,891</u>
Net Assets	<u>46,145</u>	<u>54,275</u>
Members' Funds		
Accumulated surplus (deficit)	46,145	54,275
Total Members' Funds	<u>46,145</u>	<u>54,275</u>

The accompanying notes form part of these financial statements.

Northern Volunteering SA Inc.
ABN 72 943 983 610
Notes to the Financial Statements
For the year ended 30 June 2019

Related Party Transaction

in accordance with section 35 (5) of the Associations Incorporation Act (SA) 1985, the Board of Northern Volunteering SA Inc. hereby states that during the financial year ended 30 June, 2019,

- (a) i) no officer of the Association;
- ii) no firm of which an officer is a member; and
- iii) no body corporate in which an officer has a substantial financial interest,

has received or become entitled to receive benefit as a result of a contract between the officer, firm or body corporate and the Association.


- (b) no officer of the Association has received directly or indirectly from the Association any payment or other benefit of a pecuniary value.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:


 Xanne Withers - Chair


 Rob Howard - Treasurer

The accompanying notes form part of these financial statements



ASCENSIO
ACCOUNTANTS

* Taxation
* Audit
* Valuations
* Business Advisory

ABN 75 505 227 015

Suite 12 / 116 Melbourne Street, North Adelaide SA 5006
INDEPENDENT AUDITOR'S REPORT

Report on the financial report

Opinion

We have audited the accompanying financial report, being a special purpose financial report of Northern Volunteering SA Inc., which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, for the year 30 June 2019 then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the responsible entities' declaration.

In our opinion the financial report of Northern Volunteering SA Inc. has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012*, including:

- giving a true and fair view of the registered entity's financial position as at 30 June 2019 and of its financial performance for the year 30 June 2019 ended on that date; and
- complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 the Australian Charities and Not-for-profits Commission Regulation 2013.

Basis of opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the registered entity in accordance with the auditor independence requirements of the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We confirm that the independence declaration required by the *Corporations Act 2001*, which has been given to the directors of the responsible entities, would be in the same terms if given to the directors as at the time of this auditor's report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter - basis of accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entities' financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsible entities' responsibility for the financial report

The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) [and the needs of the members [or other appropriate terms]]. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible entities are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibility


Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <<http://www.auasb.gov.au/Home.aspx>>. This description forms part of our auditor's report.

Natale Rugari

Natale Rugari – Registered Company Auditor

15 August, 2019



CPA Australia
Practitioner: Individually limited by a scheme
approved under Professional
Standards Corporation

Natale Rugari BAAcc CPA Principal
Registered Tax Agent, Company Auditor, SMSF Auditor
Telephone: (08) 8267 4800
Email: admin@ascensio.com.au

Paul Rugari BBAcc CPA Associate
Registered Tax Agent
Fax: (08) 8239 0728
Website: www.ascensio.com.au

Northern Volunteering SA Inc ABN 72 943 983 610
Depreciation Schedule for the year ended 30 June, 2019

	Testat	Fr	OWDV	DISPOSAL	ADDITION	Cost	Value	T	Rate	Deprec	Per	CWDV	Upd	PROFIT	Above	LOSS	Priv
				Date	Date												
Office Furniture & Equipment																	
Binder	150.00	0.00	0	0	0	0	0	W	0.02	0	0	0	0	0	0	0	0
Computer	900.00	0.00	0	0	0	0	0	W	50.00	0	0	0	0	0	0	0	0
Computer	900.00	0.00	0	0	0	0	0	W	50.00	0	0	0	0	0	0	0	0
Computer	1,400.00	0.00	0	0	0	0	0	W	50.00	0	0	0	0	0	0	0	0
Computer	500.00	0.00	0	0	0	0	0	W	50.00	0	0	0	0	0	0	0	0
Laptop	1,500.00	0.00	0	0	0	0	0	W	66.00	0	0	0	0	0	0	0	0
Laptop	500.00	0.00	0	0	0	0	0	W	66.00	0	0	0	0	0	0	0	0
Lounge Chair	900.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Projector	600.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Printer	300.00	0.00	0	0	0	0	0	W	50.00	0	0	0	0	0	0	0	0
Screen	500.00	0.00	0	0	0	0	0	W	18.75	0	0	0	0	0	0	0	0
Screens (x7)	3,500.00	0.00	0	0	0	0	0	W	20.00	0	0	0	0	0	0	0	0
Server Powerboard	500.00	0.00	0	0	0	0	0	W	15.00	0	0	0	0	0	0	0	0
Projector	900.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Digital Camera	1,000.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Highback Chair (x2)	510.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Portable Screen	500.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Laptop	950.00	0.00	0	0	0	0	0	W	66.00	0	0	0	0	0	0	0	0
Laptop	600.00	0.00	0	0	0	0	0	W	66.00	0	0	0	0	0	0	0	0
Screens (x5)	850.00	0.00	0	0	0	0	0	W	50.00	0	0	0	0	0	0	0	0
Server	200.00	0.00	0	0	0	0	0	W	50.00	0	0	0	0	0	0	0	0
Swivel Chair (x2)	450.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Swivel Chair	160.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Swivel Chair	130.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Visitor Lounge Chair (x8)	1,200.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Wooden Chair (x6)	120.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Wooden Table (x3)	180.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Battery Backup	500.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
External Hard Drive	160.00	0.00	0	0	0	0	0	W	66.00	0	0	0	0	0	0	0	0
Screen	160.00	0.00	0	0	0	0	0	W	40.00	0	0	0	0	0	0	0	0
Computer (x2)	1,400.00	0.00	0	0	0	0	0	W	50.00	0	0	0	0	0	0	0	0

The accompanying notes form part of these financial statements.

Northern Volunteering SA Inc ABN 72 943 983 610
Depreciation Schedule for the year ended 30 June, 2019

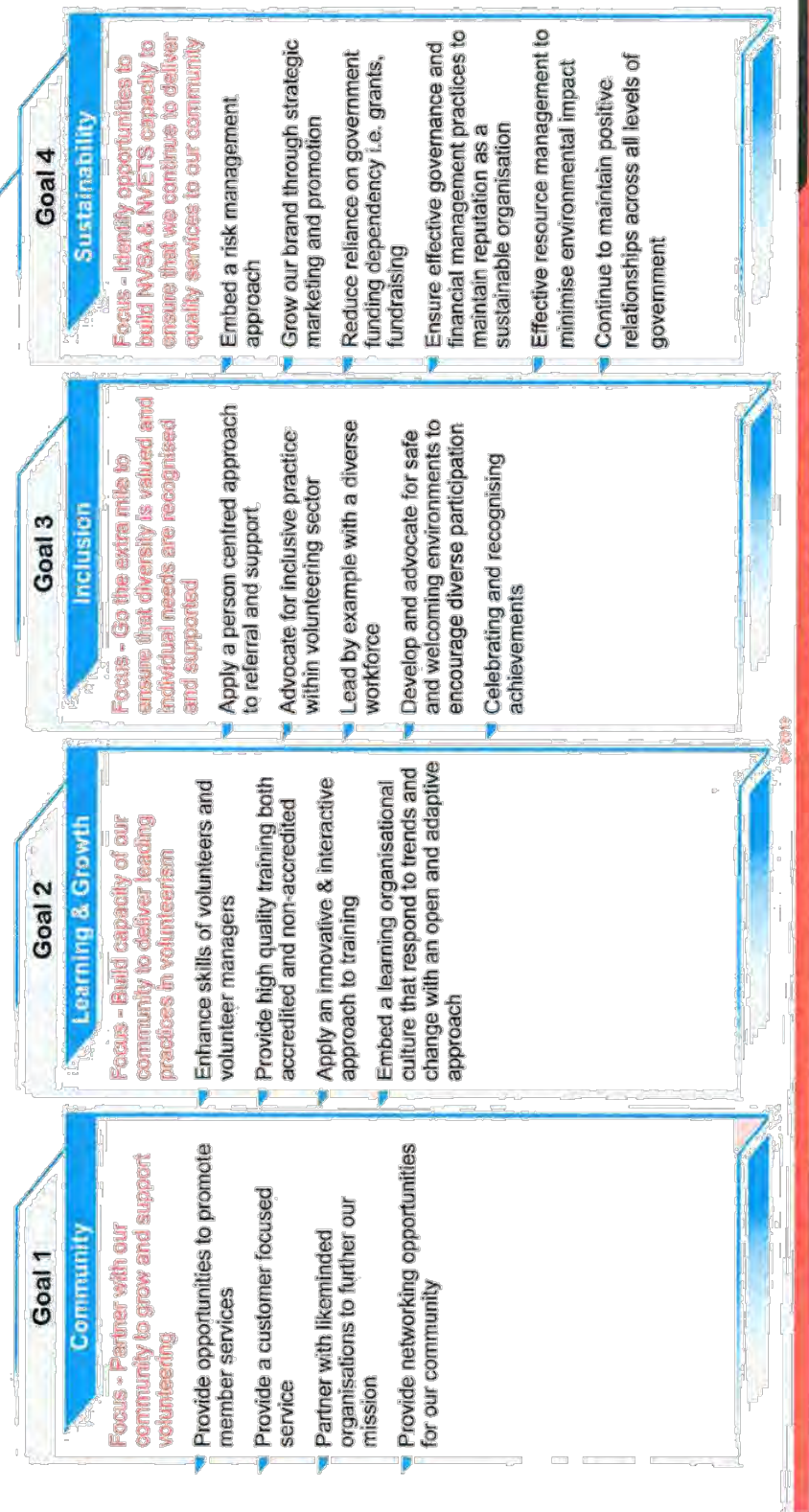
[illegible]

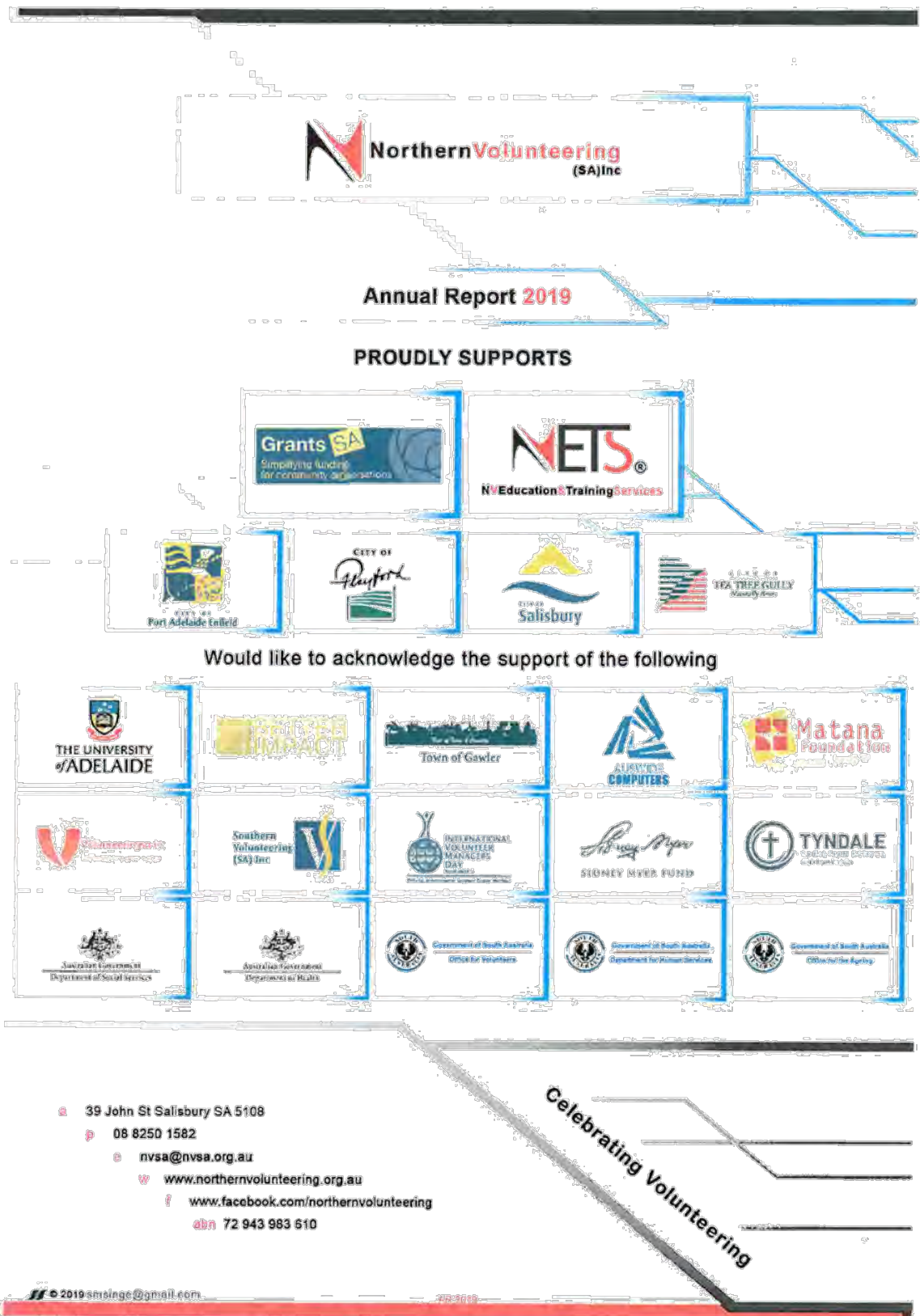
The accompanying notes form part of these financial statements.




Strategic Plan 2019 - 2021

MISSION Promoting the value of volunteering to all sectors of the community in offering a service that's inclusive, collaborative and positive







STANDARD

MENTAL HEALTH FIRST AID COURSE

4th
 EDITION
 2017

This 12-hour Course teaches adults how to provide mental health first aid to friends, family and co-workers.

Mental health first aid is the help provided to a person who is developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis. The first aid is given until the appropriate professional help is received or the crisis resolves.

What is the Standard Mental Health First Aid course?

The Standard Mental Health First Aid (MHFA) course is based on the international MHFA Guidelines. Curriculum content is evidence-based, with the input of mental health professionals, researchers and consumer advocates.

Course Content

The SMHFA course teaches adults how to provide initial support to adults who are developing any of the following mental health problems, experiencing a worsening of an existing mental health problem or mental health crises:

Developing mental health problems

- Depression
- Anxiety problems
- Psychosis
- Substance use problems.

Mental health crises

- Suicidal thoughts and behaviours
- Non-suicidal self-injury
- Panic attacks
- Traumatic events
- Severe psychotic states
- Severe effects from alcohol or other drug use
- Aggressive behaviours.

Course Format

This is a 12-hour course with flexible delivery. Course participants receive a copy of the SMHFA Manual and are eligible to become an accredited Mental Health First Aider.

Who can attend a SMHFA course?

Any interested adult can attend, there are no prerequisites for this course.

Why attend a SMHFA Course?

As a participant you will gain improved knowledge of mental illnesses and their interventions, knowledge of appropriate first aid strategies, and confidence in providing first aid to individuals with a mental health problem.

How do I sign up for a course?

Upcoming courses are listed on our website, and are often available Australia wide. If you wish to book a course for a workplace, community or have queries, you can search for an Instructor on our website to discuss your needs.

Become an Accredited Mental Health First Aider

Participants who complete this training are eligible to complete an online Accreditation Assessment in order to receive a Mental Health First Aider Certificate of Accreditation valid for 3 years.

Other MHFA Courses for helping adults

MHFA FOR ABORIGINAL AND TORRES STRAIT ISLANDERS (14-HOUR)
How to assist Aboriginal and Torres Strait Islanders who are developing a mental health problem or experiencing a mental health crisis.

MHFA FOR THE SUICIDAL PERSON (4-HOUR)
How to assist a person experiencing suicidal thoughts and behaviours.

OLDER PERSON'S MHFA (12-HOUR)
How to assist a person aged 65 years and older.

BLENDED MHFA FOR THE WORKPLACE
Designed for workplaces that require flexibility (eLearning and 4-hour face-to-face workshop).

Participants will learn the signs and symptoms of mental health problems, where and how to get help and what sort of help has been shown by research to be effective.

Note: The information provided in MHFA courses is for general mental health first aid only and is not intended to be and should not be relied upon as a substitute for specific professional medical advice.

mhfa.com.au



TRAINING QUOTATION

ORGANISATION	City of Salisbury Community Leaders	
CONTACT DETAILS- NAME PHONE EMAIL	Pauleen Fennell Training Manager 8250 1582 Trainingmanager@nvsa.org.au	
TRAINING REQUESTED	Mental Health First Aid	
TRAINING DESCRIPTION	2 x sessions of 2 full day training Up to 20 participants each session. Certificates and Manuals from Mental Health Australia. Refreshments for participants each day of training.	
DATE OF TRAINING	To be confirmed	
LOCATION OF TRAINING	Northern Volunteering SA Inc training room 39 John Street Salisbury 5108	
COST (ex GST) \$150.00 per person x 20 \$30.00 resources per person \$100.00 refreshments per day Total \$4000.00	GST \$15.00 per person x 20 \$3.00 per person \$10.00 per day Total \$400.00	TOTAL (inc GST) \$165.00 pp x 20 \$33.00 pp \$110.00 per day Total \$4400.00
PAYMENT TERMS	Within 7 days of receipt of Tax invoice	
DATE PREPARED 12/11/19	PREPARED BY Donatella Amos, Executive Officer	

AUTHORISED ON BEHALF OF CLIENT

NAME (Please print) _____ ROLE _____

SIGNATURE _____ DATE _____

OFFICE USE ONLY		
MOU REQUIRED	YES <input type="checkbox"/> NO <input type="checkbox"/>	DATE SENT _____

ITEM	7.2.7
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	02 December 2019
HEADING	Community Event Sponsorship Grant Applications - Round 4
AUTHORS	Gemma Murray, Community Planner: Place Activation, Business Excellence Chelsee Crawford, Growing for Gold Coordinator, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 3.4 Be a proud, accessible and welcoming community.
SUMMARY	This report outlines the Community Event Sponsorship Program (CESP) Applications for Round Four (4). Five (5) applications are submitted for consideration by the Sport, Recreation and Grants Committee.

RECOMMENDATION

1. It be noted that, in accordance with the delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, the following applications are approved through Round Four (4) of the Community Events Sponsorship Program as follows:
 - a. Grant No. 7/2019: Morella Community Centre Inc., application for \$3,662 for the Harmony Week Family Fun Day.
 - b. Grant No. 8/2019: Pooraka Farm Community Centre application for \$4,800 for the Family Fun Day.
 - c. Grant No. 9/2019: Australian Refugee Association application for \$5,000 for the Health Expo.
 - d. Grant No. 10/2019: Ingle Farm East Primary School application for \$5,000 for the Ingle Farm East Primary School 50th Birthday Celebration.
 - e. Grant No. 11/2019: Trikings Triathlon Club application for \$5,300 for the Tri Girls Triathlon.

ATTACHMENTS

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

1. CESP Application 7 - Morella Community Centre Final
2. CESP Application 8 - Pooraka Farm Community Centre Final
3. CESP Application 9 - Australian Refugee Association Final
4. CESP Application 10 - Ingle Farm East Primary School Final

5. CESP Application 11 - Triplings Triathlon Club Final

1. BACKGROUND

- 1.1 Five (5) applications were received for Round Four (4) of the Community Event Sponsorship Program for consideration. This round is for events that are due to occur in the 2019/20 financial year.
- 1.2 An amount of \$27,531 remains in the budget for the 2019/20 financial year.
- 1.3 Events form an important part of the community, cultural and economic fabric of the City of Salisbury. They are designed to stimulate activity, provide interesting places for people to engage, and provide learning and healthy lifestyle opportunities. The City Plan 2030 contains the following commitment that we will:
 - Provide experiences that make our places livelier and more interesting;
 - Develop a community where people's culture, ideas and their capacity to achieve is supported and valued.
- 1.4 On March 26 2019, Council endorsed making an additional \$60,000 available to the Sport, Recreation and Grants Committee each year (from 1 July 2018) to allow support of:
 - Eight events up to \$5,000 per event (\$40,000)
 - Two events up to \$10,000 per year (\$20,000)
- 1.5 It is envisaged to be successful in securing funding, the organisation conducting the event should demonstrate:
 - Maturity around risk and organisation management
 - Significant community impact
 - Attraction to the broader community (not limited to membership of an organisation)
 - The event will be hosted in the City of Salisbury
 - Positive promotion of the City of Salisbury

2. GRANTS PURPOSE

- 2.1 The purpose of the Community Event Sponsorship Program (CESP) is to deliver outcomes in alignment with the Salisbury City Plan 2030. The program will assist in achieving the vision of *"A flourishing City with opportunity for all"*.
- 2.2 Furthermore, the CESP contributes to the critical action of *"Introduce a City-wide approach to resourcing of place management and activation to capitalise upon existing and future investment in our places and spaces"*.
- 2.3 The CESP aims to complement the City of Salisbury's existing events calendar, whilst increasing the capacity of community organisations to deliver events thereby increasing participation and attendances.

3. ASSESSMENT CRITERIA

- 3.1 To secure funding, the organisation conducting the event will need to demonstrate:
- Maturity around risk and organisation management
 - Significant community impact
 - Attraction to the broader community (not limited to membership of an organisation)
 - The event will be hosted in the City of Salisbury
 - Positive promotion of the City of Salisbury
- 3.2 All eligible applications will be assessed against the following criteria:
- *Completion of the application in full;*
 - *Demonstrated need for the event;*
 - *Stakeholder endorsement and support for the event;*
 - *Considering of, and for with, existing events calendar and events;*
 - *Demonstrated multiple community, organisations or association benefit;*
 - *Extent to which the project addresses strategic objectives and community needs;*
 - *Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;*
 - *Adequate, comprehensive and value for money of event budget;*
 - *Extent to which the event meets the needs of the CESP;*
 - *Alignment with the priorities of the CESP;*
 - *Risk management considerations;*
 - *Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and*
 - *The number of other events that have been funded for the financial year (noting only eight (8) events will be sponsored for an amount up to \$5,000 each financial year).*
- 3.3 In addition to the above criteria, events seeking sponsorship over \$5,000 and up to \$10,000 will also be assessed against the following criteria:
- *Demonstrated ability for the event to attract over 3,000 patrons;*
 - *Regional or state wide significance of the event;*
 - *Extent to which the event addresses City of Salisbury strategic objectives;*
 - *Long term sustainability of the event in the City of Salisbury;*
 - *Demonstrated ability for the event organisers to deliver an event of significant size and scale;*
 - *Profile of the event and ability to raise the profile of the City of Salisbury;*
 - *The number of the other events that have been funded for the financial year (noting that only two (2) events will be sponsored for an amount between \$5,000 and \$10,000 each financial year).*

- 3.4 Due diligence is also undertaken in relation to the financial and governance credibility of the applicant organisations in line with the Community Grants Program.

4. REPORT

- 4.1 The budget for the 2019/20 financial year is \$60,000 with an additional \$12,556 remaining from the 2018/19 budget that can be used towards events contained within this report. Round Three (3) 2019 allocated \$45,025 of that total, allowing \$27,531 for Round Four (4) events.

- 4.2 Five (5) applications are presented from Round Four (4) of the Community Event Sponsorship Program for consideration, for a total of \$23,762.00.

- 4.3 All five (5) applications are presented for Round Four (4) of the Community Event Sponsorship Program for consideration for up to \$5,000; they are:

- 4.3.1 Applicant: **Morella Community Centre Inc.**
 Event: **Harmony Week Family Fun Day**
 Amount Requested: **\$3,662.00**
 The Morella Community Centre is seeking funding to support their free Family Fun Day which will provide localised opportunities for the community to participate and connect together, and undertake activities that promote inclusion and reduce discrimination. The funds requested (\$3662) is suitable for the scale and nature of this event. Morella Community Centre has also secured funding from the Department of Social Services.
- 4.3.2 Applicant: **Pooraka Farm Community Centre**
 Event: **Family Fun Day**
 Amount Requested: **\$4,800.00**
 The Pooraka Farm Community Centre is seeking funding for a Family Fun Day, aimed at providing a free event for families to enjoy together and showcasing local businesses, performances and vendors. Similar types of events have been eligible for funding through CESP and were well attended by the community. The funds requested (\$4,800) is suitable for the scale and nature of this event.
- 4.3.3 Applicant: **Australian Refugee Association (ARA)**
 Event: **Health Expo**
 Amount Requested: **\$5,000.00**
 The ARA's Health Expo will be held in conjunction with World Health Day 2020 and provide critical health education and linkages to health services for people from a culturally and linguistically diverse background living in the City of Salisbury. This type of event has been well attended previously, and the funds requested (\$5,000) are suitable for the scale and nature of this event. ARA have also secured funding from the Adelaide Primary Health Network.

4.3.4 Applicant: **Ingle Farm East Primary School**
 Event: **Ingle Farm East Primary School's 50th Birthday Celebration**

Amount Requested: **\$5,000.00**

Ingle Farm East Primary School will celebrate their 50th year by hosting a 50th Birthday Celebration. The event will be promoted to all past, present and future students, families, staff and community members. The funds requested (\$5,000) is suitable for the scale and nature of this event.

4.3.5 Applicant: **Triplings Triathlon Club**
 Event: **Tri Girls Triathlon**

Amount Requested: **\$5,300.00**

The Triplings Triathlon club will host the only all-female triathlon event in the City of Salisbury. The funds requested (\$5,300) is suitable for the scale and nature of this event.

4.4 It is considered the above applicants have demonstrated:

4.4.1 Maturity around risk and organisation management

4.4.2 Significant community impact

4.4.3 Attraction to the broader community (not limited to membership of an organisation)

4.4.4 The event will be hosted in the City of Salisbury

4.4.5 Positive promotion of the City of Salisbury

5. BUDGET

5.1 The budget for the 2019/20 financial year is \$60,000 in addition to unexpended funds of \$12,556 remaining from the 2018/19 budget. This means the total budget available in 2019/20 is \$72,556.

5.2 Round Three (3) saw \$45,025 spent of the total budget for the 2019/20 financial year. This means the remaining budget for 2019/20 is \$27,531.

5.3 The budget required to fund the five (5) compliant applications for Round Four (4), if all approved, is \$23,762.

5.4 The remaining balance of the 2019/20 budget if all five (5) applications are approved is \$3,769 which could be carried to financial year 2020/21.

5.5 Although the guidelines allow for eight (8) events to be funded to \$5,000 and two (2) at \$10,000, the Sport, Recreation and Grants Committee is not precluded from varying these allocations, provided they fit within budget.

6. CONCLUSION / PROPOSAL

6.1 A total of five (5) applications were received for the fourth round of the Community Events Sponsorship Program. All five (5) are deemed eligible for funding.

6.2 The applications received are:

- | | | |
|-------|-------------------|--|
| 6.2.1 | Applicant: | Morella Community Centre Inc. |
| | Event: | Harmony Week Family Fun Day |
| | Amount Requested: | \$3,662.00 |
| | | |
| 6.2.2 | Applicant: | Pooraka Farm Community Centre |
| | Event: | Family Fun Day |
| | Amount Requested: | \$4,800.00 |
| | | |
| 6.2.3 | Applicant: | Australian Refugee Association |
| | Event: | Health Expo |
| | Amount Requested: | \$5,000.00 |
| | | |
| 6.2.4 | Applicant: | Ingle Farm East Primary School |
| | Event: | Ingle Farm East Primary School's 50th Birthday Celebration |
| | Amount Requested: | \$5,000.00 |
| | | |
| 6.2.5 | Applicant: | Triplings Triathlon Club |
| | Event: | Tri Girls Triathlon |
| | Amount Requested: | \$5,300.00 |

6.3 The total amount of funding requested is \$23,762 from the Community Event Sponsorship Program total available budget of \$27,531.

6.4 The remaining balance of the 2019/20 budget if all five (5) applications are approved is \$3,769 – which could be carried into the 2020/21 financial year.

6.5 The organisations listed in Section 2 of this report, have demonstrated their ability to meet the eligibility and assessment criteria of the Community Event Sponsorship Program and are recommended for funding.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 25/11/2019

**Community Event Sponsorship Program
Round 4**

Applicant 7/2019

Morella Community Centre Inc.

Harmony Week Family Fun Day

CESP, Round 4, Application no. 7/2019, Morella Community Centre Inc.
Harmony Week Family Fun Day

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

IMPORTANT

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

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

Community Event Sponsorship Form - Round 4



Submission date: 12 November 2019, 3:28PM

Receipt number: 5

Related form version: 4

Question	Response
Application Form	
Name of the organisation:	Morella Community Centre Incorporated
ABN:	79020077552
Facility Name/Address:	Morella Community Centre
Postal Address:	90 Kings Road
Suburb:	Parafield Gardens
Person Responsible for the Sponsorship:	[REDACTED]
Name	[REDACTED]
Title/Office:	Community Development Coordinator
Phone	[REDACTED]
Email	[REDACTED]
Target Age?	Family event, all ages
What percentage (%) of your target population reside in City of Salisbury?	The target population is 100% residing in City of Salisbury, although others are welcome to attend.
What events has your organisation held before?	Moving Beyond Harmony Breakfast Function, 2019, 52 attendees. Harmony Family Fun Day, 2019, 300-340 attendees. Ramadan Iftar Community Dinner, 2019, 230-270 attendees. Multiple other events over previous years with attendances from 50-150.
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	Yes
Source/s:	Department of Social Services \$2000 Morella contribution \$1000 (already confirmed)
Amount/s:	3000
Name of Event:	Harmony Week Family Fun Day
Date of Event:	Saturday 21st of March 2020
Location of Event:	Morella Community Centre
Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	23rd March 2019 (A summary of this event, video footage and some feedback is attached)

1 of 3

Brief description of your Event:	<p>We plan to deliver a Free Family Fun Day as part of Harmony Week 2020.</p> <p>The event will:</p> <ul style="list-style-type: none"> - Provide localised opportunities for our community to participate and connect together, showcase and celebrate diversity and undertake activities that promote inclusion and reduce discrimination. - Build connection to the centre, City of Salisbury and other service providers in attendance. - Create more awareness and understanding of diverse cultures and traditions- focusing on commonalities and relationship building. - Ensure that Aboriginal and Torres Strait Islander culture and history is incorporated as part of an exploration of diversity. <p>The event will feature a traditional smoking ceremony, various performances, children's activities, information stalls, free refreshments including a halal BBQ and more.</p>
Why is the event needed?	<p>The event both increases participation opportunities and adds to community and cultural life within the City of Salisbury. Morella Community Centre services the culturally and religiously diverse suburbs of Parfield Gardens, Salisbury Downs and Paralowie (approximately 40000 residents.) It increases participation opportunities by providing a culturally and religiously safe whole of community event. It adds to community and cultural life within the City of Salisbury by offering an opportunity for new and emerging communities, longer term migrants and the wider community to learn, connect and celebrate together. The event is used to also promote and link attendees to other services and activities available to them.</p>
How will your event increase participation opportunities for community and economic development?	<p>The event will address a local gap, by providing a culturally and religiously safe yet whole of community inclusive social cohesion event.</p> <p>Note: the event also ties very closely with various elements of the councils Intercultural Strategy.</p>
How will you promote and advertise the Event?	<p>The event will be promoted extensively on social media, through community and professional networks and word of mouth. It will also be entered on Discovery Salisbury.</p>

2 of 3

Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	Similar to last years event a number of other community organisations, businesses and local performers will be invited to be part of the event, with some already indicating an interest in being involved again. Other City of Salisbury and Playford staff were also in attendance, promoting other services and initiatives. Furthermore the event also attracted community members who were not existing users of the centre.
Community Group / Business	City of Salisbury Community Health and Wellbeing and the Libraries teams. City of Playford NDIS project team (which also encompasses Salisbury), various other community organisations (including Aboriginal) and local performers.
How they will benefit	Various benefits including; exposure opportunity for performers, community engagement opportunity, organisational and service promotion, linkages to other community service providers.
Attach letters of support where applicable	
Events seeking \$10,000 What is the regional or state-wide significance of this event?:	n/a
Events seeking \$10,000 What is the long term vision and sustainability of the event in the City of Salisbury:	n/a
Please upload your budget spreadsheet from the template provided.	Morella CES Budget.xlsx
Please upload any additional documents that you want to include.	Minutes CES Application.pdf Letter from secretary CES Application.pdf Morella Inc Cert.pdf Morella 2018-2019 Audit.pdf Certificate of Currency 2019-06-20.pdf Harmony Family Day Event Planning 2020.docx Harmony Day 2019 Summary.pdf
Position:	Secretary (Chairperson is currently on leave for three weeks, but aware of and supportive of application))
9. APPLICATION DECLARATION	Name of signatory: Lynette Hickey - Secretary Uploaded signature image: lynette-secretary.jpg
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Morella Community Centre Inc
Name:	Alison Davies
Date:	12/11/2019
	Community Event Sponsorship Program

3 of 3



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
<i>Smoking Ceremony</i>	\$2,002	Kuma Kaaru Aboriginal Cultural services
<i>4 Cultural Performance Fees</i>	\$800	4 x \$200 performance fee contributions
<i>Face painting and Henna Artists</i>	\$560	Adelaide Jai Henna and Ratih Widyastuti (previously used)
<i>Salisbury City Band</i>	\$300	Salisbury City Band (previously used)
<i>Equipment/marquee hire/set up support</i>	\$500	
<i>Catering (BBQ, drinks, cutlery,gas)</i>	\$1,000	Based on costs of previous event
<i>Interactive Mural painting activity</i>	\$300	Scott Rathman-Previous event budget
<i>Eritrean Coffee Demo</i>	\$100	Previous event budget
<i>Materials for childrens activities</i>	\$300	Previous event budget
<i>Photography/Videographer</i>	\$800	Previous event budget
a. Total event cost	\$ 6,662.00	
b. Your contribution	\$ 1,000.00	
c. Other funds used	\$ 2,000.00	
TOTAL SPONSORSHIP REQUESTED	\$ 3,662.00	

Note: All staffing (paid and volunteer) costs of the event will be provided in kind through the DSS project and Morella Community Centre. This is a significant additional contribution to the event.

Morella Community Centre Incorporated
ABN 79 020 077 552

Financial Statements
For the year ended 30 June 2019

Ascensio Accountants
Suite 12, 116-120 Melbourne Street
NORTH ADELAIDE SA 5006
Phone: 08 8267 4800 Fax: 08 8239 0728
Email: na1@ascensio.com.au

Morella Community Centre Incorporated
ABN 79 020 077 552

Contents

Committee's Report

Statement by Members of the Committee

Detailed Balance Sheet

Trading Account

Income and Expenditure Statement

Notes to the Financial Statements

Independent Audit Report to the Members

Morella Community Centre Incorporated
ABN 79 020 077 552
Committee's Report
For the year ended 30 June 2019

Your committee members submit the financial accounts of the Morella Community Centre Incorporated for the financial year ended 30 June 2019.

Committee Members

The names of committee members at the date of this report are:

Jackie Hinton - Chairperson
 Jildert DeJnum - Treasurer
 Lynette Hickey - Secretary
 Karen Derby - Committee Member
 Patricia Edwards - Committee Member
 Jackie Hinton - Committee Member
 Imelda McDonagh - Committee Member
 Joshua Zerbe - Committee Member

Alison Davies - Coordinator - Ex Officio Position

Principal Activities

The principal activities of the association during the financial year were: Community Centre Support.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The deficit from ordinary activities amounted to

Year ended	Year ended
30 June 2019	30 June 2018
\$	\$
(662)	3,242

Signed in accordance with a resolution of the Members of the Committee on:


 Jackie Hinton - Chairperson


 Jildert DeJnum - Treasurer

The accompanying notes form part of these financial statements.

Morella Community Centre Incorporated
ABN 79 020 077 552
Statement by Members of the Committee
For the year ended 30 June 2019

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

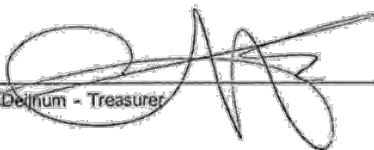
1. Presents fairly the financial position of Morella Community Centre Incorporated as at 30 June 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



Jackie Hinton - Chairperson



Jildert Deinum - Treasurer

The accompanying notes form part of these financial statements.

Morella Community Centre Incorporated
ABN 79 020 077 552
Detailed Balance Sheet as at 30 June 2019

	2019	2018
	\$	\$
Current Assets		
Cash Assets		
Cash At Bank Chq acc	59,867	41,089
Undeposited funds	0	1,932
Cash on hand - petty cash	150	39
Cash on hand - float	20	20
Petty cash - F/skills	100	71
FNCD petty cash	100	100
	<u>60,237</u>	<u>43,251</u>
Receivables		
Trade debtors	<u>10,501</u>	<u>9,225</u>
	<u>10,501</u>	<u>9,225</u>
Other		
Short term deposits	<u>134,006</u>	<u>201,062</u>
	<u>134,006</u>	<u>201,062</u>
Total Current Assets	<u>204,744</u>	<u>253,538</u>
Total Assets	<u>204,744</u>	<u>253,538</u>

The accompanying notes form part of these financial statements.

Morella Community Centre Incorporated
ABN 79 020 077 552
Detailed Balance Sheet as at 30 June 2019

	2019 \$	2018 \$
Current Liabilities		
Current Tax Liabilities		
GST clearing	9,294	17,284
Amounts withheld from salary and wages	12,926	11,624
Payroll accruals	5,201	11,348
Superannuation payable	7,990	7,332
Provision LSL	16,530	11,960
Workcover	1,060	1,276
	<u>53,001</u>	<u>60,824</u>
Other		
Hall bonds	4,506	3,624
FNCD	6,649	4,292
Work Force Transition	0	2,135
Community benefits	0	1,129
DSS funding	9,141	11,192
ACE Foundation credited 18/19	16,509	80,000
ACE foundation non 18/19	2,427	48,000
ACE Grant - foundation credited 17/18	0	(14,105)
ACE Grant - foundation non 17/18	0	(9,905)
F & CD 18/19	8,754	0
Provision for Prof Development	5,235	4,425
DCSI funding	4,305	9,342
Fostering Integration	44,476	0
Garden Grant	4,484	6,666
	<u>106,486</u>	<u>146,795</u>
Total Current Liabilities	<u>159,487</u>	<u>207,619</u>
Total Liabilities	<u>159,487</u>	<u>207,619</u>
Net Assets	<u>45,257</u>	<u>45,919</u>
Members' Funds		
Accumulated surplus (deficit)	45,257	45,919
Total Members' Funds	<u>45,257</u>	<u>45,919</u>

The accompanying notes form part of these financial statements.

Morella Community Centre Incorporated
ABN 79 020 077 552
Trading Account
For the year ended 30 June 2019

	2019	2018
	\$	\$
Trading Income		
Programs	13,089	11,698
Administration	55,196	29,361
Grants	325,391	237,625
Hall hire	26,316	25,326
Total Trading Income	419,992	304,010
Cost of Sales		
Add:		
Cost of programs	25,920	12,481
C.O.S. gardening project	483	481
Cost of hall hire	0	35
	26,403	12,977
Cost of Sales	26,403	12,977
Gross Profit from Trading	393,589	291,033

The accompanying notes form part of these financial statements.

Morella Community Centre Incorporated
ABN 79 020 077 552
Income and Expenditure Statement
For the year ended 30 June 2019

	2019 \$	2018 \$
Income		
Trading profit	393,589	291,033
Interest received	2,674	1,878
Total income	396,263	292,911
Expenses		
Advertising and promotion	1,838	426
Audit fees	880	800
Bank Fees And Charges	8	8
Catering	7,712	4,955
Centre events	8,172	1,374
Cleaning/rubbish removal	11,947	11,241
Grants - overs/unders	0	(432)
Insurance	6,584	6,032
Light & power	5,676	5,823
Photocopy maintenance	2,491	1,883
Postage	190	182
Printing & stationery	2,318	3,020
Reimbursements	2,976	895
Repairs & maintenance	185	66
Salaries - ordinary	299,140	219,486
Staff training	8,668	4,401
Subscriptions	1,083	961
Sundry expenses	4,077	3,966
Superannuation	27,049	19,644
Telephone	1,580	1,425
Work cover	4,351	3,513
Total expenses	396,925	289,669
Profit (loss) from ordinary activities	(662)	3,242
Net profit (loss) attributable to the association	(662)	3,242
Total changes in equity of the association	(662)	3,242
Opening retained profits	45,919	42,677
Net profit (loss) attributable to the association	(662)	3,242
Closing retained profits	45,257	45,919

The accompanying notes form part of these financial statements.

Morella Community Centre Incorporated**ABN: 79 020 077 552****Notes to the Financial Statements
For the year ended 30 June 2019****Note 2: Related Party Transactions**

In accordance with section 35(5) of the Associations Incorporation Act (SA) 1985, the committee of Morella Community Centre Incorporated hereby states that during the financial year ended 30 June, 2019:

- (a) i) no officer of the Association;
- ii) no firm of which an officer is a member; and
- iii) no body corporate in which an officer has a substantial financial interest,

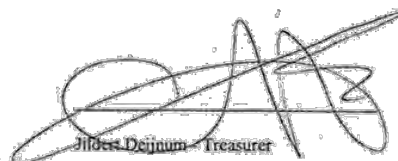
has received or become entitled to receive benefit as a result of a contract between the officer, firm or body corporate and the Association,

- (b) No Officer of the Association has received directly or indirectly from the Association any payment or other benefit of a pecuniary value.

This statement is made in accordance with a resolution of the Committee and it is signed for and on behalf of the Committee by:



Jackie Hinton - Chairperson



Jildes Deinum - Treasurer

The accompanying notes form part of these financial statements

Morella Community Centre Incorporated
ABN 79 020 077 552
Notes to the Financial Statements
For the year ended 30 June 2019

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of South Australia. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

(b) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

(c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.



* Taxation
* Audit
* Valuations
* Business Advisory

ABN 73 505 227 015

Suite 12 / 116 Melbourne Street, North Adelaide SA 5006

INDEPENDENT AUDITOR'S REPORT

Report on the financial report

Opinion

We have audited the accompanying financial report, being a special purpose financial report of Morella Community Centre Incorporated, which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, for the year 30 June 2019 then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the responsible entities' declaration.

In our opinion the financial report of Morella Community Centre Incorporated, has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012*, including:

- giving a true and fair view of the registered entity's financial position as at 30 June 2019 and of its financial performance for the year 30 June 2019 ended on that date; and
- complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis of opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the registered entity in accordance with the auditor independence requirements of the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We confirm that the independence declaration required by the *Corporations Act 2001*, which has been given to the directors of the responsible entities, would be in the same terms if given to the directors as at the time of this auditor's report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter - basis of accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entities' financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsible entities' responsibility for the financial report

The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) [and the needs of the members for other appropriate terms]. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible entities are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibility

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <<http://www.auasb.gov.au/Home.aspx>>. This description forms part of our auditor's report.

Natalie Rugari

Natalie Rugari - Registered Company Auditor

10 September, 2019



Ascensio Accountants is a CPA
Practice - Liability limited by a scheme
approved under Professional
Standards Legislation.

Natalie Rugari BA(AG) CPA Principal
Registered Tax Agent, Company Auditor, SMSF Auditor
Telephone: (08) 8267 4800
Email: admin@ascensio.com.au

Paul Rugari BEC(Acc) CPA Associate
Registered Tax Agent
Fax: (08) 8239 0728
Website: www.ascensio.com.au



- Taxation
- Audit
- Valuations
- Business Advisory

ABN 73 505 227 015

Suite 12 / 116 Melbourne Street, North Adelaide SA 5006

**AUDITOR'S INDEPENDENCE DECLARATION
UNDER SECTION 60-40 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS
COMMISSION ACT 2012**

In accordance with section 60-40 of the Australian Charities and Not-for-profit Commission Act 2012, I am pleased to provide the following declaration to independence to the committee/board members of Morella Community Centre Incorporated.

As proprietor of Ascensio Accountants for the audit of the financial statements of Morella Community Centre Incorporated for the financial year ended 30 June 2019, I declare that to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

Natale Rugari
Proprietor

Natale Rugari

Ascensio Accountants
Date: 10 September, 2019



Ascensio Accountants is a CPA
Practice. Liability limited by a scheme
approved under Professional
Standards Legislation.

Natale Rugari BA(Acc) CPA Principal
Registered Tax Agent, Company Auditor, SMSF Auditor

Telephone: (08) 8267 4800
Email: admin@ascensio.com.au

Paul Rugari BBS(Acc) CPA Associate
Registered Tax Agent

Fax: (08) 8239 0728
Website: www.ascensio.com.au

Morella Community Centre
Event Planning

Event name:	Family Fun Day 2020
Event date and time:	Saturday 22 nd March 2019
Event location:	Morella Community Centre 90 Kings Road, Parafield Gardens 5107
Event Coordinator / contact:	Ina Kusumaningrum And Alison Davies
Desired / expected attendance numbers:	200-400 people
Target Group:	Local Community within the City of Salisbury
Event Partners:	To be confirmed after all funding secured. Proposed City of Salisbury, DSS, Islamic Society of SA, ARA, Sonder and STARS
Funded by:	Department of Social Services. Morella Seek sponsorship from City of Salisbury
Main purpose / objective:	- To encourage our communities to participate in celebrating our diversity through culture and reduce discrimination. -To create more awareness and education on diverse cultures and traditions focusing on commonalities.

Event Planning Committee

Member's Name	Position	Contact Details
Alison Davis	Community Development Coordinator	adavies@salisbury.sa.gov.au
Ina Kusumaningrum	Community Project Manager	ina@morella.org.au
Teena Anish	ACE Project Manager	teena@morella.org.au
Ma-Musu Nyande	Community Project Officer	Ma-Musu@morella.org.au
Jackie Hinton	Chairperson	jackie@morella.org.au
Kate Hunter	Systems & Practices Improvement Project Officer	kate@morella.org.au

Page 1 of 12

Morella Community Centre
Event Planning

Event Description - Please provide the following information:

Describe the types of activities which will be conducted at the event.

Type of activities	Deliver by	Contact details
Smoking Ceremony	Kurna Kaaru Aboriginal Cultural Services	
Music performance: guitar and didgeridoo	Aboriginal artist: Scott Rathman JNR	
Cultural Dance performance	Uyghur community: Adila Yarmuhammad	
Music performance: Brass band	Salisbury City Band	
Irish Dance with workshop	Robert Irish Academy of Dancing	
Community Stalls	City of Salisbury, community organisations/groups. Islamic Society of SA, NAWMA, Turban and Trust	
Face Painting	Ratih Widyastuti	
Henna	Adelaide Jai Henna	
Children activities: - Colouring competition - Story time - Art Activities - Giant games	The Smith Family: Let's Read program	
Nowruz Display		
Refreshments provided	BBQ (halal), vegetarian option, snacks, popcorn and drinks	Morella team

SOCIAL MEDIA MARKETING FOR MORELLA.

INSTAGRAM

Instagram is a strongly visual platform. Although it tends to keep it all image-based, more and more people manage to add creative captions to their photos and create more engagement with Stories option. This can be used to engage easily with younger community members to better engage with our centre.

Instagram is a great tool to share events, networking opportunities and courses available at the centre. Share often - Make sure to use Instagram Stories if you want to get more personal with your audience and are ready to reveal your true self.

Become an avid storyteller – share stories to make post more related with targeted audience.

Creating a Hashtag to keep the event trending. #MorellaFamilyFunDay? #HarmonyFamilyFunDay?

BIO SECTION

For bio, use LinkTree to help in conveying our message across.

Facebook : Make Post during strategic times during the day. Preferably between 1-4pm.

Morella Community Centre
Event Planning

Event Planning	Notes	Person Responsible	Action	Deadline	Completed
<input type="checkbox"/> Event Coordinator established		Ina K			<input type="checkbox"/>
<input type="checkbox"/> Event Planning Committee established	Discuss with Ina – to create a planning committee	Ma-Musu		SEPT 2019	<input type="checkbox"/>
<input type="checkbox"/> Date and time secured	21 March 2019	TEAM		SEPT 2019	<input type="checkbox"/>
<input type="checkbox"/> Location secured	Morella Community Centre	TEAM		SEPT 2019	<input type="checkbox"/>
<input type="checkbox"/> Event name	Family Fun Day	TEAM		SEPT 2019	<input type="checkbox"/>
<input type="checkbox"/> Event Planning Risk Management developed		TEAM		SEPT 2019	<input type="checkbox"/>
<input type="checkbox"/> Event Plan approved by CDC / Chairperson		INA	Consult to Alison	NOV 2019	<input type="checkbox"/>
Invitations <i>Lead Person:</i>					<input type="checkbox"/>
<input type="checkbox"/> Mailing list updated/generated	Update mailing list – create a list for our targeted audience for the day. Service providers, Family of participants and students, Salisbury council mailing list etc.	Ma-Musu		Oct 2019 to Feb 2020	<input type="checkbox"/>
<input type="checkbox"/> Invitation list compiled		Ma-Musu		Oct 2019 to Feb 2020	<input type="checkbox"/>
<input type="checkbox"/> Invitation list checked for accuracy		Ma-Musu		Oct 2019 to Feb 2020	<input type="checkbox"/>
<input type="checkbox"/> Invitation composed		Team		Oct 2019 to Feb 2020	<input type="checkbox"/>
<input type="checkbox"/> Invitation checked and approved (event date; format; RSVP		Ina		Oct 2019 to Feb 2020	<input type="checkbox"/>

Page 3 of 12

Morella Community Centre
Event Planning

Event Planning	Notes	Person Responsible	Action	Deadline	Completed
date & contact, dietary requirements)					
<input type="checkbox"/> RSVP's (responsible person briefed)		Ma-Musu		Feb-March 2020	<input type="checkbox"/>
<input type="checkbox"/> Invitations sent		Team		Feb-March 2020	<input type="checkbox"/>
<input type="checkbox"/> Social media postings	Social Media marketing attached above. This is to insure we utilise all possible strategy to get the message across.	Team		Feb-March 2020	<input type="checkbox"/>
<input type="checkbox"/> Flyer	Send an enquiry to City of Salisbury Marketing Team	Ina		Dec 2019	<input type="checkbox"/>
<input type="checkbox"/> Attendance list to be printed		Ma-Musu		20/3/2020	<input type="checkbox"/>
<input type="checkbox"/> Guest book / sign in sheet					<input type="checkbox"/>
Catering <i>Lead Person:</i>					
<input type="checkbox"/> Morella Catering	Including dietary requirements: Halal, Vegetarian, Vegan	Team			<input type="checkbox"/>
<input type="checkbox"/> External Catering	N/A				<input type="checkbox"/>
<input type="checkbox"/> Tables, tablecloths, cups & saucers	<i>Check the stock first.</i>	Team		10/3/2020	<input type="checkbox"/>
<input type="checkbox"/> Plates, napkins, knives & forks (disposable/non-disposable)	<i>Same as above</i>	Team		10/3/2020	<input type="checkbox"/>
<input type="checkbox"/> Special dietary requirements	Halal, Vegetarian, Vegan, Gluten etc. ensuring we cater for everyone's needs.	Team			<input type="checkbox"/>

Page 4 of 12

Morella Community Centre
Event Planning

Event Planning	Notes	Person Responsible	Action	Deadline	Completed
<input type="checkbox"/> Catering Numbers (per head/serves)	200-400	Team			<input type="checkbox"/>
<input type="checkbox"/> Confirmation of serving times	N/A (all of event)				<input type="checkbox"/>
<input type="checkbox"/> Preferred Caterers details					<input type="checkbox"/>
<input type="checkbox"/> Liquor Licence	N/A				<input type="checkbox"/>
<input type="checkbox"/> Morella Kitchen Induction (for events at Morella, appendix 1)	To be completed with any new staff, volunteers etc assisting in the kitchen at events	Team	To be done a week before the event	14/3/2020	<input type="checkbox"/>
					<input type="checkbox"/>
<input type="checkbox"/> Ambiance e.g. flowers	N/A				<input type="checkbox"/>
Program <i>Lead Person:</i>					<input type="checkbox"/>
<input type="checkbox"/> Speakers booked	N/A				<input type="checkbox"/>
<input type="checkbox"/> Performers booked	4 Cultural performances and brass band				<input type="checkbox"/>
<input type="checkbox"/> Vendor/exhibitors	Community organisations/group - Community health and Wellbeing -				<input type="checkbox"/>
<input type="checkbox"/> Contracts drawn up for the above (appendix 2)	For each performers and services	Ma-Musu	To be done prior to the event	14/3/2020	<input type="checkbox"/>
<input type="checkbox"/> Contracts finalised and signed (appendix 3)		Ina		14/3/2020	<input type="checkbox"/>

Page 5 of 12

Morella Community Centre
Event Planning

Event Planning	Notes	Person Responsible	Action	Deadline	Completed
<input type="checkbox"/> Program draft developed	Develop a program once performances and speakers have been confirmed.	Team		Oct 2019- Feb 2020	<input type="checkbox"/>
<input type="checkbox"/> Program finalised		Team		1/3/2020	<input type="checkbox"/>
<input type="checkbox"/> Running sheet draft developed	Develop a Running Sheet once performances, stall holders and speakers have been confirmed	Team		Feb 2020	<input type="checkbox"/>
<input type="checkbox"/> Running sheet finalised and given to appropriate people		Ina		1/3/2020	<input type="checkbox"/>
<input type="checkbox"/> MC booked	In house	Team		14/3/2020	<input type="checkbox"/>
<input type="checkbox"/> MC notes written	In House	Team		18/3/2020	<input type="checkbox"/>
<input type="checkbox"/> Speakers fully briefed	N/A				<input type="checkbox"/>
<input type="checkbox"/> Speech written for Mayor	To Be Confirmed	Team	Send an email to Mayor's PA	14/3/2020	<input type="checkbox"/>
<input type="checkbox"/> Cultural safety of speakers / performers		Ina	Check with all performers	Feb 2020	
<input type="checkbox"/> Mayor's Function Booking Form completed and sent to Exec Office		Ina		1/3/2020	<input type="checkbox"/>
<input type="checkbox"/> Caterers notified when to serve (inform lead person for catering)	Morella's team	Team		28/2/2020	<input type="checkbox"/>
Security & Operations <i>Is security required for this event?</i> Y/N	No – will ensure they area aware of event				
Lead Person:					

Page 6 of 12

Morella Community Centre
Event Planning

Event Planning	Notes	Person Responsible	Action	Deadline	Completed
<input type="checkbox"/> Security notified and requirements discussed	n/a				<input type="checkbox"/>
<input type="checkbox"/> Adequate parking	Assign someone for this role.				<input type="checkbox"/>
<input type="checkbox"/> Traffic Control	No formal permit required – will need to arrange for drop off and pick up of bollards.				<input type="checkbox"/>
Audio/Visual <i>Lead Person:</i>	Ina				<input type="checkbox"/>
<input type="checkbox"/> PA System	Equipment/Resourcing • PA system, projectors, extension cord, marquees, borrow things from Islamic Society of SA. • TV displaying programs				<input type="checkbox"/>
<input type="checkbox"/> CD/DVD player	Possibly needed for performances. TBA				<input type="checkbox"/>
<input type="checkbox"/> Lapel or handheld microphone	To be arranged				<input type="checkbox"/>
<input type="checkbox"/> Lectern	n/a				<input type="checkbox"/>
<input type="checkbox"/> Picture slideshow	Just a solid screen in between performers	Teena			<input type="checkbox"/>
<input type="checkbox"/> Back ground music					<input type="checkbox"/>
<input type="checkbox"/> Laptop (staff use only)					<input type="checkbox"/>

Page 7 of 12

Morella Community Centre
Event Planning

Event Planning	Notes	Person Responsible	Action	Deadline	Completed
<input type="checkbox"/> Pull up banners	Morella's Banner and Banners for stall holders.				<input type="checkbox"/>
<input type="checkbox"/> Presenter bringing notebook/laptop/ tablet	N/A				<input type="checkbox"/>
<input type="checkbox"/> Performer requirements (please refer to performer contract appendix 2 for details)					<input type="checkbox"/>
Staffing (Paid & Volunteer) <i>Lead Person:</i>					
<input type="checkbox"/> Expression of interest notice					<input checked="" type="checkbox"/>
<input type="checkbox"/> Roles and responsibilities	In Process				<input type="checkbox"/>
<input type="checkbox"/> Staff / volunteers secured	In Process				<input type="checkbox"/>
<input type="checkbox"/> Staff / volunteers briefed on duties	In Process				<input type="checkbox"/>
<input type="checkbox"/> Roster	To be Discussed				<input type="checkbox"/>
<input type="checkbox"/> Staff easily identified (name tags, yellow vests)	Provide Name Tags				<input type="checkbox"/>
Guest Comfort & Safety <i>Lead Person:</i>					
<input type="checkbox"/> First Aid person nominated	Alison				<input type="checkbox"/>
<input type="checkbox"/> Wheelchair access	Hall door to be kept clear for wheelchair access to rear area	Alison			<input type="checkbox"/>

Page 8 of 12

Morella Community Centre
Event Planning

Event Planning	Notes	Person Responsible	Action	Deadline	Completed
<input type="checkbox"/> Hearing loop	To be considered				<input type="checkbox"/>
<input type="checkbox"/> Special needs	To be considered				<input type="checkbox"/>
<input type="checkbox"/> Accessibility					<input type="checkbox"/>
<input type="checkbox"/> Other					<input type="checkbox"/>
Housekeeping					<input type="checkbox"/>
<i>Lead Person:</i>					
<input type="checkbox"/> Cleaning before and after event (cleaners notified)	Morella team to clean & set up before and clean up after.				<input type="checkbox"/>
<input type="checkbox"/> Cleaners on standby during event					<input type="checkbox"/>
Day of Event					
<i>Lead Person:</i>					
<input type="checkbox"/> Time for set up booked with (whom)	Set up on the day				<input type="checkbox"/>
<input type="checkbox"/> Time for dismantle/pack down booked with (whom)	On the day				<input type="checkbox"/>
<input type="checkbox"/> Check of grounds	Day Prior				<input type="checkbox"/>
<input type="checkbox"/> Tables &/or chairs layout	Day Prior				<input type="checkbox"/>
<input type="checkbox"/> Floor plan	To Be created				<input type="checkbox"/>
<input type="checkbox"/> VIP seating	N/A				<input type="checkbox"/>

Page 9 of 12

Morella Community Centre
Event Planning

Event Planning	Notes	Person Responsible	Action	Deadline	Completed
<input type="checkbox"/> Name tags	To be provided for staff and volunteers on the day.				<input type="checkbox"/>
<input type="checkbox"/> Registration desk	Someone at the door to welcome guest upon arrival.				<input type="checkbox"/>
<input type="checkbox"/> Audio Visual					<input type="checkbox"/>
<input type="checkbox"/> Site Access Check completed					<input type="checkbox"/>
<input type="checkbox"/> Mayor/VIP/Access car parking reserved	N/A				<input type="checkbox"/>
<input type="checkbox"/> Debrief	Quick debrief and rundown of event day of.				<input type="checkbox"/>

Have you referred to Morella Community Centre's Risk Register?	Yes
--	------------

Is this event expecting numbers of 50 or more?	Yes
Is this event being held off site?	No
Is this a unique event that may present additional risks?	No
<i>If you answered yes to any or all of the last 3 questions on this table, please refer to Additional Risk Register</i>	

Event Plan Approval (Chairperson or CDC)

Morella Community Centre
Event Planning

Name:	Signature:	Date:
-------	------------	-------

Morella Community Centre Event Planning

NOTES:

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.





Morella Community Centre
90 Kings Road
Parafield Gardens SA 5107
T. (08) 8406 8484
F. (08) 8285 7760
E. morellach@amnet.net.au
www.salisbury.sa.gov.au
ABN 79 020 077 552

To whom it may concern

RE: Application for Community Event Sponsorship

On behalf of the Management Committee of Morella Community Centre I'd like to communicate our endorsement of an application for funding to be submitted by staff members Alison Davies and Ina Kusumaningrum.

Our Chairperson Jackie Hinton is currently away for a number of weeks, however is aware of this application and supports its submission. In her absence I am authorized by the organisation to provide this letter and sign off on the application.

Yours Sincerely

Lynette Hickey
Secretary Morella Community Centre
secretary@morella.org.au



Growing with Our Community



**MORELLA COMMUNITY CENTRE
COMMITTEE MEETING
MINUTES
26th September 2019**

Meeting opened 1.06pm

1. Welcome and Kaurua Acknowledgement.
2. Attendance: Jackie Hinton, Alison Davies, Lynette Hickey, Jildert Deijnum, Pat Edwards, and Karen Derby.
3. Apologies: Josh Zerbe, Ina Kusumaningrum and Imelda McDonagh
4. Review Previous Minutes: Changes
 - 2.a New air-conditioning in hall 2019-20120 budget. Installation now October school holidays.
 - 8.a. Wording should be behavioral not mental health.
 Also order of a. to e. change and impact of staff and participants included.
 Moved by Jildert and second by Karen.
5. Business Arising from previous minutes: Nil
6. Conflict of Interest. Nil
7. Tabled Reports:
 1. Treasures Report
Recommendations
 - a. Review quarterly budget.
 - b. Review electricity bill.
 - c. Review air-conditioning settings.
 - d. Review of Internal control of receipts, Jildert, Lynette and Karen to look at.
 - e. EFTPOS- A number of options presented. Decision to proceed with Bank SA option linked to existing account (BSB 105158 Acc 589109840). Alison Davies or Ruth Tschärke to proceed with arranging installation.

MOTION – All recommendations are undertaken - with full agreement of all management committee members attending.



Growing with Our Community



2. Coordinators Report

- a. Performance Development Reviews: will be going out to all staff, over next 3 months. Indicating the level of training needed for each individual and the whole team.
- b. Volunteer Meeting: Invitations will be sent out for the 15th October 2019, and held every 6 months or more often if required.
- c. Grants: Still waiting on Safer Community Fund grant. DHS Grant for cultural kitchen submitted.
- d. Scott Rahman's art work: working on putting the story about each artwork under art on wall.

3. Risk Management: verbal report.

- a. Working on applying risk document to meet the needs of Morella.

8. Workplace Health and Safety: Nil.

9. Diversity & Inclusion:

- a. Working on Harmony Day for next March 2020.
- b. Had two invites to meetings for discussion for our feedback.

Policy Ratification:

Human Resources Recruitment Policy;

ACTION: All committee agreed to ratify

Risk Management: With changes discussed.

ACTION: All committee agreed to ratify.

10. Business Plan – (quarterly)

- a. Working on still.

11. Business for Discussion:

- a. ACE position for the future:
 - 1. Reporting and valuations have changed.
 - 2. Morella to still evaluate to see outcomes.
 - 3. Maybe need to video to document our participants stories of their confidence and growth to go forward in their life.
 - 4. Morella needs to continue our service to the community.



Growing with Our Community



Morella Community Centre

90 Kings Road, Parafield Gardens | T: 8406 8484

b. AGM. - Date and Guest speaker?

1. Scott Rathman to be asked for guest speaker.
2. Also to thank him for the art work.

c. Ongoing items:

1. New partnership/MOU, on hold at the moment.
2. Collaboration agreement is pending.
3. Volunteer/staff, meeting Jackie and Alison to organize.

12: Application for Community Event Sponsorship City of Salisbury – to support costs of Harmony Family Fun Day.

Post meeting discussion and Motion: Staff sought the endorsement of the management committee to run a Harmony Family Fun Day similar on scale to the previous year. We will apply for City of Salisbury Community Event Sponsorship, additionally using DSS funds and organisation funds to deliver the event.

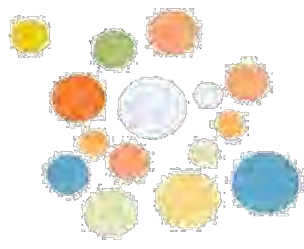
Motion: Ina Kusumaningrum and/or Alison Davies to submit an application to the Community Event Sponsorship Program. Moved Ina Kusumaningrum Seconded: Lynette Hickey

Meeting closed 2.34pm – next meeting 28th November 2019.

Lynette Hickey
 SECRETARY
 11-11-19.



Growing with Our Community



**Parafield Gardens
Children's
Centre**
for Early Childhood
Development and Parenting



13th November 2019

To Whom It May Concern,

Re/Morella Community Centre's Application for Events Grant – Harmony Day

I am writing in support of the above application having worked in a successful collaborative partnership with Morella Community Centre for the past ten years.

Morella Community Centre is an integral part of the Parafield Gardens community, being a focal point for the community to come together to work, learn, play and socialise together.

The influence of Morella extends beyond the Parafield Gardens and the Salisbury LGA through their projects, advocacy, training workshops and intercultural work.

At the core of Morella's philosophies is the belief that creating a sense of belonging for all community members to participate lends itself to a thriving community. One of the key ways that this is put into practice is through community events that showcase the diverse cultural communities, the services available to support community particularly from Salisbury Council.

The outcomes of these events are widespread and include:

- Increased understanding of cultural diversity in the community
- Raised awareness of opportunities available
- Connections and networks
- Increased participation

I have attended many of the community events including Harmony Day and have been impressed by the cohesiveness they create; the families I work with always give positive feedback of the events and the sense of belonging they create.

I am confident that should this grant be approved it will enable Morella to deliver an amazing intercultural experience lead by Aboriginal and Torres Strait Islander that promotes and celebrates harmony in Salisbury and beyond.

Please do not hesitate to contact me if you require further information

Yours sincerely,



Imelda Mc Donagh,

Community Development Coordinator

Parafield Gardens Children's Centre for Early Childhood Development and Parenting,

9 Casuarina Drive

Parafield Gardens,

SA 5107

Tel: 8258 3659 or 0403369760

Email: Imelda.mcdonagh@sa.gov.au

Certificate of Currency

Date of Issue: 20 June 2019



This Certificate of Currency confirms the policy specified is current as at the date of issue, subject to the policy terms, conditions and exclusions. For full particulars, reference must be made to the current Policy wording and Schedule.

POLICY INFORMATION	
Policy Number	P00103182
Policy Type	Not For Profit Business Insurance
Period of Insurance	23/05/2019 to 23/05/2020 at 4:00 pm
Insured	Morella Community Centre Inc
Trading Name	Morella Community Centre Inc

SUMMARY OF COVERAGE - LIMITS	
Professional Indemnity	
Professional Indemnity Limit of Liability any one Claim	\$10,000,000
Professional Indemnity Limit of Liability in the aggregate any one Period of Cover	\$30,000,000
Type of Cover	Claims Made
Retroactive Date	23/05/2008
Public and Products Liability	
Public Liability Limit of Liability any one Claim	\$20,000,000
Type of Cover	Occurrence
Products Liability Limit of Liability any one Claim	\$20,000,000
Type of Cover	Occurrence
Management Liability	
Directors & Officers Limit of Liability any one Claim	\$2,000,000
Directors & Officers Limit of Liability in the aggregate any one Period of Cover	\$2,000,000
Retroactive Date	23/05/2008
Fines and Penalties sub-limit	\$250,000
Inquiry Legal Costs sub-limit	\$500,000
Employment Practices Liability sub-limit	\$500,000
Employment Practices Liability Retroactive Date	23/05/2008
Business Location	
90 Kings Road, PARAFIELD GARDENS SA 5107	

Guild Insurance Limited • Locked Bag 92010 Melbourne VIC 3001 • ABN 65 004 599 868 • AFS Licence No. 290791

Robert H. Seckman

Community Event Sponsorship Program

Round 4

Applicant 8/2019

Pooraka Farm Community Centre

Family Fun Day

CESP, Round 4, Application no. 8/2019, Pooraka Farm Community Centre
Family Fun Day

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

IMPORTANT

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

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

Community Event Sponsorship Form - Round 4



Submission date: 14 November 2019, 4:01PM

Receipt number: 6

Related form version: 4

Question	Response
Application Form	
Name of the organisation:	Pooraka Farm Community Centre
ABN:	76297479378
Facility Name/Address:	Pooraka Farm Community Centre
Postal Address:	126 Henderson Ave
Suburb:	Pooraka SA 5095
Person Responsible for the Sponsorship:	
Name	
Title/Office:	Community Development Co-ordinator
Phone	
Email	
Target Age?	families and children
What percentage (%) of your target population reside in City of Salisbury?	80%
What events has your organisation held before?	Family Fun Day 2017 400 people , Culture Day 2011 500 , Pooraka Farm 25th Birthday Celebration 2018 300 May the 4th be with you day 350
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	No
Source/s:	
Amount/s:	0
Name of Event:	Family Fun Day
Date of Event:	May 2020
Location of Event:	Pooraka Farm Community Centre - 126 Henderson Ave Pooraka SA 5095
Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	Community Cultural day Day May 2011, Family Funday 15th Nov 2015 Family fund day May 2016 family fund day May 2017 Birthday celebrations Nov 3rd 2018, star wars day may 4th 2019

1 of 4

Brief description of your Event:	A free family fun day aimed at all within the local and surrounding communities and encouraging families to attend the event. This day will have a focus on fun and family, providing the community with an opportunity to come out and spend some time enjoying a variety of activities such as jumping castle, face painting, airbrush tattoos, photo booth, petting zoo, cupcake decorations, family craft station, sausage sizzle, and a number of demonstrations and performances on the day such as music performances, photo booth on a purple brick road map and show bags, allowing guests to tick off each activity throughout the day. Local organizations will be invited to participate on the day, displaying their businesses and services. It is also a great way to get involved and connect with other like-minded people, participating in increasing community spirit and well-being and for families to become more involved with the community centre. The fun day will be a day of celebrations, with family activities provided by your friendly community centre and surrounding businesses. The grant will be used to provide entertainment, activities, catering and advertising/ marketing
Why is the event needed?	This event offers an opportunity to gain connect with the community, encouraging locals to become more involved with the centre and the local community, while also providing an avenue for advertising of programs offered within the centre and the City of Salisbury. It will give local organizations an opportunity to hold a stall, advertising their services, all while providing a fun, free activity that they whole family can enjoy. This event will provide an opportunity for social inclusion for families and others to enjoy, where people are encouraged to come out and enjoy themselves, network and meet others. We often hear from the people who visit the centre that social isolation is an issue for many people. This family fun day will help reduce those feelings of isolation, helping to lift the spirit of those who are isolated, where all cultures are encouraged to participate and become involved within the community; meet other families and children and form connections to services in the community. This event is an opportunity for engagement at little to no costs to families and provides a safe and meaningful way to engage outside of the home.

2 of 4

How will your event increase participation opportunities for community and economic development?	This event will provide an opportunity for local services and businesses to become actively involved by holding a stall. Through this active participation and community engagement it will create exposure of the businesses and services available to the community, giving those who are unaware of these services information on what is available to them. Each stall will provide a fun activity that the whole family can enjoy. This event will also provide exposure to Pooraka Farm Community Centre's Adult Community Education Courses and other activities held at the centre which will help increase their skills and confidence which is needed in employment or volunteering opportunities.
How will you promote and advertise the Event?	Word of mouth. Flyer handed out to local businesses, displayed with the community centre and distributed as letter box drops to residents. The city of Salisbury newsletter and community networks, schools and through social media and community radio.
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	Taekwon-do evenjarret@hotmail.com Goodstart Uniting Communities Ray white real estate Ingle Farm Childrens Centre
Community Group / Business	
How they will benefit	This Family Fun Day event will provide an opportunity for organisations in the area to display their services to the community.
Attach letters of support where applicable	GoodStart Child Care Support Letter - Pooraka Farm Community Centre 13.11.2019.pdf Yom Chi Letter of Support.pdf
Events seeking \$10,000 What is the regional or state-wide significance of this event?:	
Events seeking \$10,000 What is the long term vision and sustainability of the event in the City of Salisbury:	
Please upload your budget spreadsheet from the template provided.	Pooraka Farm CC event budget template 2019 - cesp - round 3.xlsx
Please upload any additional documents that you want to include.	
Position:	Community Development Coordinator
9. APPLICATION DECLARATION	Name of signatory: Heather Hewitt Link to signature

3 of 4

We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Pooraka Farm Community Centre
Name:	Heather Hewitt
Date:	14/11/2019
	Community Event Sponsorship Program

4 of 4



Ron Carey B.Ec. FCPA

50 Wright Street,
Renown Park SA 5008
Mobile 0412 863 083
Ph (08) 8346 1045 (H)

AUDITOR'S CERTIFICATION

I am an Approved Auditor (Certified Practising Accountant). In my opinion, the attached Audited Adult Community Education Financial Acquittal Report of Approved Funds and Funds paid for the financial year ended 30 June 2019 is properly drawn up in accordance with the SA Department for Innovation and Skills Funding Agreement with the Pooraka Farm Community Centre Inc., so as to give a true and fair view of the receipt and dispersal of the funds for the funded Period from 1 July 2018 to 30 June 2019, based on the Program ACE Triennial Program Extension 2018-2019 Contract ID CFTR 042. It includes Training components: Accredited Training, RTO Agreement, and Non-Accredited Training.

Auditor's Name:

Ronald James Carey B.Ec. FCPA.

Title:

Fellow of the Australian Society of Certified Practicing Accountants (no 596627)

ABN:

53 573 663 140

Address:

50 Wright Street Renown Park South Australia 5008

Contact telephone number:

Mobile 0412 863 083

Signature:

Date:

30 July 2019



Ron Carey BEc. FCPA

50 Wright Street,
Renown Park SA 5008
Mobile 0412 863 083
Ph (08) 8346 1045 (h)

AUDITORS REPORT

Scope

I have audited the accounts of the Pooraka Farm Community Centre Inc. for the period 1 July 18 to 30 June 2019.

The Community Centre management committee is responsible for the presentation of the accounts and information contained therein. I have conducted an independent audit of the accounts in order to express an opinion on it. The audit has been conducted in accordance with accounting standards to provide a reasonable assurance as to whether the financial report is free of material misstatement.

The procedure included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts and the evaluation of accounting policies and estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Australian accounting standards so as to present a view of the Pooraka Farm Community Centre Inc. operations.

In the course of my audit, I have employed normal audit procedures, which do not encompass a detailed verification of the individual items appearing in the Income and Expenditure Account of the Pooraka Farm Community Centre Inc. accounts.

However, I am satisfied that in my opinion the overall net result gives a true and fair view of the results of the Pooraka Farm Community Centre Inc. for the period under review.

Audit Opinion

In my opinion;

- (i) Accounting records have been well kept, in so far as appears from my examination of these books, including records of the;
 - (i) Sources and nature of the income; and,
 - (ii) Nature and purposes of the expenditure.
- (ii) The accounts and statements of the Operating Account have been drawn up so as to give a true and fair view of the;
 - (i) Financial affairs as at 30 June 2019;
 - (ii) Income and expenditure for the period.

Ronald James Carey BEc. FCPA
30 July 19

Created: 30/07/19 3:23pm

Pooraka Farm Community Centre Inc

126 Henderson Ave

POORAKA 5095

ABN: 76 297 479 378

Email: hhewitt@salisbury.sa.gov.au

Balance Sheet

As of June 2019

Assets		
Current Assets		
General Cheque Account	\$212,504.81	
ING Business Optimiser	\$264,526.94	
Petty Cash	\$300.00	
Mens Shed Petty Cash	\$200.00	
Accounts Receivable	\$21,455.85	
Total Current Assets		\$498,987.60
Total Assets		\$498,987.60
Liabilities		
Hall & Key Bonds		\$9,110.30
GST Liabilities		
GST Collected	\$23,175.36	
GST Paid	-\$2,676.71	
Total GST Liabilities		\$20,498.65
Payroll Liabilities		
Payroll Accruals Payable	\$2,034.50	
PAYG Withholding payable	\$2,446.00	
Superannuation Payable	\$2,782.06	
WorkCover Levy Due	\$3,475.08	
Provision for LSL	\$20,980.60	
Total Payroll Liabilities		\$31,718.24
Prov for P D/Employment Exp		\$15,660.19
Grants		
Aboriginal Literacy Grant	\$19,114.40	
Workforce Transitions Project	\$5,888.78	
F/Skills NA 2019-20	\$48,000.00	
F/Skills Acc 2019-20	\$20,000.00	
Other Funding	\$7,333.00	
Community Centres SA	\$5,830.41	
F/SKILLS ACC 2018-2019	\$1,532.86	
Premier's Grant	\$4,460.00	
F/SKILLS NA 2018-2019	\$17,556.46	
COS Community Events	\$690.16	
NAIDOC Grant	\$1,595.35	
DCSI	\$17,757.66	
Community Grant	\$4,870.35	
Community Benefit SA	\$526.73	
Total Grants		\$214,656.16
Community Benefit SA Grant		
Community Benefit Grant Income	\$49,840.34	
Community Benefit Expenses	-\$49,829.74	
Community Benefit Exp - no GST	-\$10.60	
Total Community Benefit SA Grant		\$0.00
COS Community Grant		
COS Community Grant Income	\$2,500.00	
COS Community Grant Expenses	-\$2,500.00	
Total COS Community Grant		\$0.00
Total Liabilities		\$291,643.54
Net Assets		\$207,344.06

This report includes Year-End Adjustments.

Page 1 of 2

Handwritten signature: R J CAREY BEO. FCPA
30/7/2019

Created: 30/07/19 11:44am

Pooraka Farm Community Centre Inc

126 Henderson Ave
POORAKA 5095

ABN: 76 297 479 378

Email: hhewitt@salisbury.sa.gov.au


Balance Sheet

As of June 2019

Equity	
Retained Earnings	\$192,026.06
Current Earnings	\$15,318.00
Total Equity	\$207,344.06

This report includes Year-End Adjustments.

Page 2 of 2



R. SCARY SEC. FCFA
30/7/2019

Created: 30/07/19 3:27pm

Pooraka Farm Community Centre Inc

126 Henderson Ave

POORAKA 5095

ABN: 76 297 479 378

Email: hhewitt@salisbury.sa.gov.au

Profit & Loss Statement

July 2018 To June 2019

Income	
Program Income	
Computing/Technology Classes	\$887.00
Cafe Friday	\$697.62
Mens Shed Income/Fees etc	\$3,437.98
Leadlighting	\$788.78
Other Programs/Workshops	\$518.50
Literacy/English Classes	\$4,069.25
Fitness/Zumba	\$4,656.20
Tai Chi	\$510.20
Yoga	\$4,720.00
Fabric of Life	\$479.56
Line Dancing	\$5,891.30
Total Program Income	\$26,636.39
Hall Hire Income	
Hall Hire - Community Hirers	\$31,072.68
Hall Hire - Private	\$16,631.95
Bonds Not Refunded	\$508.63
Total Hall Hire Income	\$48,213.26
Services Income	
Refreshments	\$539.38
Photocopying	\$42.03
Reception Income	\$179.00
Total Services Income	\$760.41
Other Income	
Reimbursements	\$1,356.36
Other Inc-Mens Shed Sales	\$1,676.70
Other Inc -Mens Shed Donation	\$500.00
Fundraising	\$60.00
ACE Foundation Skills	\$165,913.35
Other Grant/Project Income	\$15,484.87
Wage Support/Reimbursement	\$5,613.00
Sundry Income	\$171.01
Special Events Income	\$523.50
Total Other Income	\$191,298.79
Total Income	\$266,928.85
Cost Of Sales	
Program Costs	
Yoga Tutor	\$5,130.00
Fitness Tutor	\$1,580.00
Program Expenses	\$90.91
Total Program Costs	\$6,800.91
Hall Hire Expenses	
Booking Officer	\$390.00
Total Hall Hire Expenses	\$390.00
Total Cost Of Sales	\$7,190.91
Gross Profit	\$259,737.94
Expenses	
Admin Expenses	
Accounting/Audit fees	\$2,152.36

This report includes Year-End Adjustments.

Page 1 of 3

R J CAREY BFC, FCPA
30/7/2019

Created: 30/07/19 3:27pm

Pooraka Farm Community Centre Inc

126 Henderson Ave

POORAKA 5095

ABN: 76 297 479 378

Email: hhewitt@salisbury.sa.gov.au


Profit & Loss Statement

July 2018 To June 2019

Bank Fees	\$8.00	
Office Equipment/Furnishings	\$2,658.19	
Postage & Shipping/Freight	\$483.87	
Photo copying fees	\$1,722.75	
Total Admin Expenses		\$7,025.17
Program Expenses		
Program Expenses	\$31,100.75	
Creche	\$1,803.00	
Total Program Expenses		\$32,903.75
Centre Events		
Catering Expenses	\$5,435.65	
Special Events	\$7,625.49	
Total Centre Events		\$13,061.14
Volunteer Expenses		
Refreshments	\$1,120.25	
Volunteer Gifts	\$1,000.00	
Volunteer Support	\$1,199.36	
Travel/Parking fees	\$20.18	
Management Committee Exp	\$3,170.99	
Sundry Expenses	\$461.93	
Total Volunteer Expenses		\$6,972.71
Services		
Gas	\$2,855.56	
Electricity	\$8,046.46	
Total Services		\$10,902.02
Centre Expenses		
Advertising/Promotion	\$3,404.41	
Insurance	\$7,463.18	
Printing & Stationery	\$4,832.00	
Contract Cleaning	\$17,892.90	
Carpet/Surface Cleaning	\$495.00	
Cleaning Materials	\$52.38	
Hygiene Services	\$623.81	
Hygiene Materials	\$892.99	
Repairs/ Maintenance/Materials	\$1,377.82	
Consumables	\$642.85	
Publications/Subs/Memberships	\$1,446.49	
Shed Materials/Equipment	\$422.45	
Total Centre Expenses		\$39,546.28
Employment Expenses		
Wages & Salaries	\$121,421.24	
WorkCover	\$3,045.65	
Superannuation	\$11,178.60	
Professional Dev/Training	\$2,592.90	
Staff/Volunteer Training	\$199.44	
Total Employment Expenses		\$138,437.83
Total Expenses		\$248,848.90
Operating Profit		\$10,889.04
Other Income		
Interest Income		\$4,428.96

This report includes Year-End Adjustments.

Page 2 of 3


 R-J CAREY BEC.FCP
 30/7/2019

Created: 30/07/19 3:27pm

Pooraka Farm Community Centre Inc

126 Henderson Ave

POORAKA 5095

ABN: 76 297 479 378

Email: hhewitt@salisbury.sa.gov.au

Profit & Loss Statement

July 2018 To June 2019

Total Other Income	\$4,428.96
Net Profit/(Loss)	\$15,318.00

This report includes Year-End Adjustments.

Page 3 of 3

RS CARMY BEE. FCRA
30/7/2019.



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
e.g. Marquee / Furniture Hire	\$ -	e.g. Rotary/Atlas Hire
Advertising and Marketing	\$ 1,200.00	Modbury press outdoor signage, 3000 A5 fliers
Catering	\$ 600.00	sausages, bread , drinks , napkins
Administration	\$ 500.00	Postage, social media , stationary, volunteer support
Entertainment	\$ 2,000.00	based on past use of various artists, Corka Kids, Musicians, magician, choir, photobooth
craft materials	\$ 500.00	pencils, paper, cardboard, playdough, props
a. Total event cost	\$ 4,800.00	
b. Your contribution		
c. Other funds used		
TOTAL SPONSORSHIP REQUESTED	\$ 4,800.00	

Program Planning Template – F&CD Funded Programs

Information Required	Comments																				
Program Name	Family Fun Day Community Events																				
Centre	Pooraka Farm Community Centre																				
Background Influencing factors/how did program idea come up? Why this, why now?	We are concentrating on events this year to engage a variety of ages and ethnicities to the centre. Last year we saw an increase in Cald Communities attending the events at the centre. his will be an opportunity to build connections and gather information on what they would like to see happening at the centre and how they would like to be involved																				
Target Group	CALD Community, Families and children																				
Overview of Program: (Could include – Who, What, When, Where, How Long?)	Family Fun day / open day Saturday May 2nd																				
Budget Details																					
Funds Required																					
Details	<p>Proposed activities and contractors & approximate costs (on last year's costings)</p> <table> <tbody> <tr> <td>Catering</td><td>500.00</td></tr> <tr> <td>2 x Face painters</td><td>400.00</td></tr> <tr> <td>Petting Zoo</td><td>500.00</td></tr> <tr> <td>Entertainment</td><td>1000.00</td></tr> <tr> <td>Craft Materials</td><td>500.00</td></tr> <tr> <td>Marra Dreaming</td><td>700.00</td></tr> <tr> <td>Marketing</td><td>2000.00</td></tr> <tr> <td>Hire of equipment</td><td>500.00</td></tr> <tr> <td>Photo Booth</td><td>400.00</td></tr> <tr> <td>Volunteer support</td><td>200.00</td></tr> </tbody> </table>	Catering	500.00	2 x Face painters	400.00	Petting Zoo	500.00	Entertainment	1000.00	Craft Materials	500.00	Marra Dreaming	700.00	Marketing	2000.00	Hire of equipment	500.00	Photo Booth	400.00	Volunteer support	200.00
Catering	500.00																				
2 x Face painters	400.00																				
Petting Zoo	500.00																				
Entertainment	1000.00																				
Craft Materials	500.00																				
Marra Dreaming	700.00																				
Marketing	2000.00																				
Hire of equipment	500.00																				
Photo Booth	400.00																				
Volunteer support	200.00																				

Program Planning Template – F&CD Funded Programs

	Partner organisations / stall holders Uniting Communities Ingle Farm Childrens Centre LJ Hooker real estate Ashley Palazzo NDIS Consultants Mens shed Goodstart early learning Tai Kwon Do Irish Dancing Academy Vietnam Veterans Salisbury Little Athletics Afghan University Students Association	
Centre/Other Contributions	venue, IT resources, administration, volunteer support, project management	
PURPOSE: TO INCREASE THE CAPACITY OF PEOPLE TO CONNECT, CONTRIBUTE AND PARTICIPATE IN THEIR COMMUNITY BY DEVELOPING SKILLS AND INCREASING ACCESSIBILITY.		
	Justification	Valid ? Y/N
Would this Program assist us to achieve our purpose? Brief explanation	Yes. It would be encouraging a wide range of cultural group within the community to gain confidence to participate in activities in the wider community	
How would this program impact on our headline measures? (must impact on at least two)		
Increased social connections, including connection to the broader community	The program will help engage new families into the centre and with lots of all age activities we can engage the adults in conversation and develop social networks within the centre. And will be encouraging them to look at their social connections and how they can increase them to gain knowledge of the community and the resources and kinds of assistance that can help them integrate in community activities	
Increased participation in community activities	Participants will be encouraged to try new activities, explore volunteering, join a community group	
Increased contribution in formal or informal networks, group, organisation's or activities in their community	Participants will be encouraged to look at how they can gain knowledge and skills by being part on community organisations and networks	

ASSOCIATIONS INCORPORATION ACT 1985
(Section 24(5)(b))

CERTIFICATE OF INCORPORATION ON CHANGE OF NAME

Registered No: A0008633K

This is to certify that

INGLE FARM NEIGHBOURHOOD HOUSE INCORPORATED

Originally called: **INGLE FARM COMMUNITY COTTAGE INCORPORATED**

and subsequently successively called:

INGLE FARM NEIGHBOURHOOD CENTRE INCORPORATED

which was on the 21st day of July, 1983 incorporated under the

Associations Incorporation Act 1956 resolved on 23rd day of September, 1993 to change
its name to:

POORAKA FARM NEIGHBOURHOOD HOUSE INCORPORATED

Given under the seal of the Corporate Affairs Commission at Adelaide
31st day of January, 1994.



K. J. Kelly

Commissioner for Corporate Affairs

PFCC Management Committee Meeting Agenda
To be Held Monday 21st October 2019

H Rodwell
18/11/19

Welcome

We acknowledge that this land we meet on today is the traditional lands of the Koorina people and we respect their spiritual relationship with their country. We also acknowledge the contributions of Indigenous and non-Indigenous Australians to the inclusion and empowerment of all people in the country we live in and share together.

1. Present & Apologies

Heather Hewitt, Helen Rodwell, Surama Kalinowski, Vicki Lee, Jenny Falzon, Dennis Rigney, Misty-Lee Taylor (guest), Garry Hartney, Mackenzie Gow, Elouise Van Genderen, Gabby Russel, Kerry MacGrath

1.1 Conflicts of Interest

Helen explained that this is a standing agenda item and the committee members needed to raise any possible conflicts for individuals for agenda items, so they can be excluded from the discussion

1.2 Election of Executive positions

Chairperson – Helen - moved: Kerry, seconded: Garry

Deputy Chairperson – Kerry – moved: Garry, seconded: Vicki

Treasurer – Elouise – moved: Kerry, seconded: Garry

Secretary – Jenny – moved: Vicki, seconded: Kerry

Vote – all in favour

2. Minutes of previous meeting

2.1 AGM feedback

Good overall – great attendance, excellent response to the guest speakers and recommended that future AGM's utilise people who have been involved in programs within the centre.

3. Business Arising

3.1. Cleaning Contract

Heather provided 3 quotes as requested by the committee – KIK have taken on board the feedback Heather has given and their charges remains competitive. Committee has agreed to continue to use KIK for another 12 months with close monitoring.

Kerry declared conflict and removed herself from the vote

Moved: Garry, seconded: Jenny

3.2 ALW awards

Overwhelming success – Jenny Falzon won Adult Learner of the Year and the centre won program of the year

4. Grants & Funding

4.1. ANCHA Active Neighbourhoods for Older Australian. We were asked to reapply for next round.

The original grant was resubmitted

4.2 Targeted ACE Grant

#'s are not quite where they needed to be – Heather has spoken with DIS and will open up the enrolments to get numbers as opposed to amending the contract.

5. Governance

5.1. ASES

Misty took the management committee through the ASES feedback and the next steps. Heather to clarify with Highwire as to exactly what is expected of PFCC by December to have completed.

5.2 Business planning

Discussion around the next steps for the business plan – allocating the 'how' this will get done over the next 12 months. Meetings will be held on a Saturday morning – Kerry, Helen, Elouise, Garry and Heather happy to be involved

5.3 Policy

There are a number of policies that need to be reviewed, removed, consolidated to reduce the overall number of policies the centre has. Will look to forming a subcommittee to address this as it is not feasible to go through them in committee meetings – proposals will come back to the committee to vote.

6. Reports**6.1. Coordinator****6.2. Treasurer****7.1. Financial Report**

As Elouise has only just come on board – will review all of the financials including debt and report back to the committee with recommendations as the next meeting.

7.2. ING Bank account closed**7.3. Zoe to follow up aged receivables****8. WH&S****8.1 Inspections carried out on both sites.****8.2 Mens Shed: Mick Nitls injured his knee in a fall. He tripped on a cracked raised concrete.**

This was reported to council. A request was made to council to repair the tripping hazard

9. General Business**9.1 Christmas Party**

To be held for the centre/volunteers on Friday 13th December – 5:30pm for 6pm – will be held at PFCC – will look at having it catered like the previous year – Heather to investigate. Partners are welcome. Committee agreed to \$25 gift vouchers for volunteers to be given out on the night

Management Committee Xmas dinner – to be held on Monday 16th December – meals will be paid for, committee members to pay for own drinks. This replaces the last meeting of the year. The dinner is a chance to celebrate, but also to reflect on the last 12 months against the business plan.

9.2 Mens Shed: The shed needs decluttered and some tools can be stored at Council Depot.

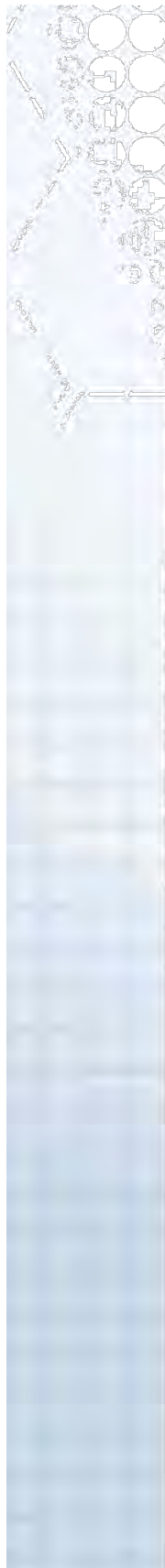
The shedders are working with Nick Cross from council. We are looking at putting in a budget bid into council to get a designated storage area.

9.3 Family Fun Day date set for Saturday 2nd May 2020. Theme could possibly be Harry Potter

but we need to be aware of how we can target our CALD community. We agree for Heather & Natalie(student) to apply to council for Community Events sponsorship towards the event.

10. Correspondence**10.1 none****11. Any Other Business****11.1 none****12. Date of Next Monday 18th November 2019****Business Arising / Actions:**

Subject	Action	Responsible Member
KIK Contract	To be signed and sent	Heather
Targeted Grant	To be re-evaluated and adjusted as required by ACE	Heather
Aged receivables letters	To follow up	Zoe
ASES	Plan to be presented for sign off	Heather , Misty
Business plan	To organise	Kerry, Helen Garry, Heather, Elouise
Christmas Party	Book caterers	Heather
Family Fun Day	gather team for event , apply for council grant	Heather, Natalie(social work student)



YOM CHI
TAEKWON-DO
AUSTRALIA



Yom Chi Taekwon-Do Australia
Pooraka Farm Community Centre,
126 Henderson Avenue,
Pooraka SA 5095
Phone: 0438821523
Email: evan_jarrett@hotmail.com

Wednesday 13th November 2019

To Whom It May Concern,

My name is Evan Jarrett and I am the Director and Chief Instructor of Yom Chi Taekwon-do Australia. Yom Chi Taekwon-do Australia is a family orientated martial arts school that utilises the Pooraka Farm Community Centre as our training venue. We have been operating out of the PFCC since 1995. We offer Taekwon-do training to students of all ages and specialise in catering for families.

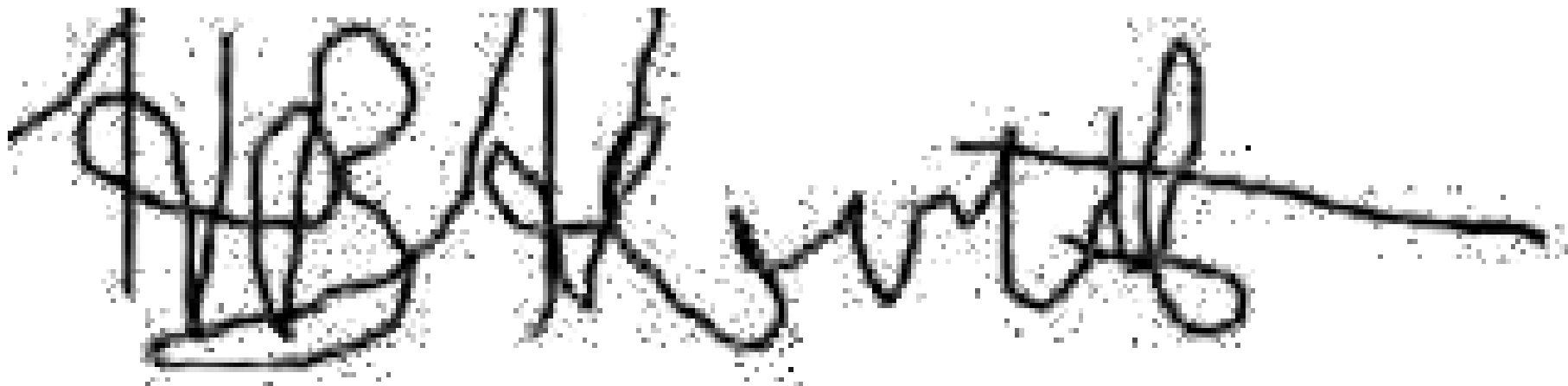
The Pooraka Farm Community Centre provides a fantastic service to the residents of the surrounding suburbs in the form of groups, clubs, and educational services. These services provide a way for members of the local community to keep fit, better their employment chances through the classes and programs that are available, extend their social networks, and most of all, have fun!

A 'Family Fun Day' is a great way to foster community cohesion, as well as promote the services, clubs, and assorted groups that exist at the PFCC and surrounding area to residents who may not be aware. This can help bring the community together, as well as open up the community to the sorts of activities that are available to them at their local community centre. Yom Chi Taekwon-do Australia is willing to put its support behind a 'Family Fun Day' by holding an information stall and Taekwon-do demonstration on the day.

Kind Regards,

Mr. Evan Jarrett,

Director, Chief Instructor

A handwritten signature in black ink, appearing to read 'B. K. Smith', written in a cursive style.

**Community Event Sponsorship Program
Round 4**

Applicant 09/2019

Australian Refugee Association

Health Expo

CESP, Round 4, Application no. 9/2019, Australian Refugee Association
Health Expo

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

✓

IMPORTANT

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

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

Community Event Sponsorship Form - Round 4



Submission date: 15 November 2019, 12:41PM

Receipt number: 7

Related form version: 4

Question	Response
Application Form	
Name of the organisation:	Australian Refugee Association
ABN:	78904324535
Facility Name/Address:	The Australian Refugee Association
Postal Address:	1 Brown Terrace
Suburb:	Salisbury
Person Responsible for the Sponsorship:	[REDACTED]
Name	[REDACTED]
Title/Office:	Team Leader - Family Health and Safety - Client Services
Phone	[REDACTED]
Email	[REDACTED]
Target Age?	All age groups
What percentage (%) of your target population reside in City of Salisbury?	Approximately, 70%. of ARA's clients live in the City of Salisbury.
What events has your organisation held before?	Health Expo held in April 2019, approximately 350 participants and 35 stallholders from various health services. Held at Salisbury Primary School. The Health Expo was awarded second prize for Outstanding Achievement in Health Promotion and Early Intervention by Adelaide Primary Health Care Network.
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	Yes
Source/s:	Adelaide Primary Health Network have provided \$10,000 for the event as part of the refugee health service they fund ARA to provide.
Amount/s:	5000
Name of Event:	Health Expo
Date of Event:	7th April 2020
Location of Event:	Salisbury Community Hub
Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	April 2019 - Salisbury Primary School, Brown Terrace.

1 of 4

Brief description of your Event:	ARA'S Health Expo is to be held on World Health Day 2020 and will be a health promotion event providing health education and linkages to health services for people from a culturally and linguistically diversity background living in the Salisbury Council area. An extensive range of interactive health care stall holders will deliver quality health information to newly arrived communities. The event will also have various workshops throughout the day providing greater understanding of health issues, prevention and primary health care programs available. Although the CALD community are the target audience, the wider Salisbury Community would be welcomed to this event.
Why is the event needed?	Research highlights that new arrivals have very limited understanding of the health care services available, have difficulties navigating the health system and have limited understanding of health screening and health promotion. Refugees often experience a range of health issues due to their war experience, significant time in refugee camps and restricted food and health care. They generally arrive in Australia with low levels of English resulting in difficulties to understand health promotion information such as recommended screenings and health services available. The Health Expo will enable local residents from a vast array of cultures to connect and obtain information, referral and support from approximately 35 service providers, increasing their health literacy, knowledge and confidence to access services they need. ARA's bi-cultural staff and other staff will be attending providing interpreting, advocacy and support in assisting attendees to link with the health care services. The Health Expo will link the new arrival CALD individuals and families to the local Community Hub and allow for engagement with the City of Salisbury.
How will your event increase participation opportunities for community and economic development?	The Health Expo will enable new arrivals and the CALD community to access information regarding a wide range of health issues and as such support their well being. The event will encourage participants to access services in the wider community after having gained information from stallholders, workshops and activities. Local ARA based volunteers and members from various cultural groups will be encouraged to assist on the day.

2 of 4

How will you promote and advertise the Event?	<p>ARA, over its 40 years has developed extensive networks across Adelaide within Government, Non Government, Private enterprise, cultural communities and families. As with all our previous successful events, we will provide flyers in multiple languages as well as posters to increase awareness of the event. ARA's staff will promote the event to clients that access our services. At all stakeholder and community meetings the information will be shared. Our website and social media pages alongside those of the stallholders attending will provide all details of the event including workshop sessions. This will include; STTARS, Adelaide Primary Health Network, Asthma SA, NDIA, Cancer Council, Northern Adelaide DV Service, Sonder, DASSA, Salisbury Pharmacy and Womens Health Service. ARA will connect and encourage existing local groups to participate in the expo such as the local TAFE students (last year over 100 students attended), cultural groups in the community such as womens groups and the Bhutanese seniors program facilitated by the Salisbury Council.</p>
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	<p>The different stall holders will benefit as they often find the new arrival cohort a difficult group to engage due to various access barriers such as; knowledge of services, language and concerns to access support. Stall holders will have the opportunity to engage the community in a non threatening environment and with support from interpreters the ability to explain their services and/or health prevention messages.</p> <p>Being held at the new Salisbury Hub will enable local residents to access a new community facility and become familiar with it.</p>

3 of 4

Community Group / Business	The new arrival communities we envisage will be interested in attending have large populations that live in Salisbury. They include people from; Syria, Afghanistan, Burma, Bhutan and various African communities. Local service providers will benefit by being able to meet and greet the new arrival community within a culturally supported and safe environment. ARA will engage local businesses and individuals from the CALD community to provide the catering. At the last expo we supported three women to complete a Safe Food Handling course and prepare food on the day, the event was the start of a small catering enterprise for the women and we plan to undertake a similar initiative for this event.
How they will benefit	Service providers: increased access by CALD community. Community: increased understanding of health promotion information and services.
Attach letters of support where applicable	ARA CEO Support Letter.pdf Iraqi Families United.pdf
Events seeking \$10,000 What is the regional or state-wide significance of this event?:	
Events seeking \$10,000 What is the long term vision and sustainability of the event in the City of Salisbury:	
Please upload your budget spreadsheet from the template provided.	Health Expo - Event Budget 2020.xlsx
Please upload any additional documents that you want to include.	Signed ARA Health Expo Working Committee Meeting Minutes.pdf 2019 Audited Financial Report (Final).pdf ARA - Certificate of Incorporation.pdf ARA Inc - Insurance Certificate 2019-20.pdf 2020 Health Expo Event Overview.docx
Position:	Chairperson
9. APPLICATION DECLARATION	Name of signatory: Ritchie Hollands Uploaded signature image: Ritchie-Hollands-signature.png
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Australian Refugee Association
Name:	Deb Stringer
Date:	15/11/2019
	Community Event Sponsorship Program

4 of 4

**Australian Refugee Association Inc. and
Controlled Entity**

Financial Report

**For the Year Ended
30 June 2019**

•
•
•
•
•

Australian Refugee Association Inc. and Controlled Entity**For the year ended 30 June 2019****CONTENTS****Page****Financial Statements**

Statement of Profit or Loss and Other Comprehensive Income	1
Statement of Financial Position	2
Statement of Changes in Equity	3
Statement of Cash Flows	4
Notes to the Financial Statements	5
Statement by the Board	11
Independent Auditor's Report	12
Additional Information	14

Australian Refugee Association Inc. and Controlled Entity**Statement of Profit or Loss and Other Comprehensive Income
For the year ended 30 June 2019**

	Note	2019	2018
		\$	\$
Grant Income		2,188,563	2,304,080
Fee Income		416,905	353,263
Donations		202,212	217,692
Other Income		96,054	135,535
Employee benefits expense		(2,084,605)	(2,113,898)
Depreciation and amortisation expense		(84,335)	(56,093)
Program costs		(210,291)	(353,652)
Other expenses		(402,616)	(379,316)
Profit for the year		141,887	107,611
Unrealised (loss)/gain on investments		-	13,780
Capital Income		-	89,735
Total comprehensive Income for the year		141,887	211,126

The accompanying notes form part of the financial statements

Australian Refugee Association Inc. and Controlled Entity**Statement of Financial Position
As At 30 June 2019**

	Note	2019	2018
		\$	\$
Current assets			
Cash and cash equivalents	2	1,209,219	528,183
Trade and other receivables	3	14,582	50,047
Other current assets	4	16,525	16,421
Total Current Assets		1,240,326	594,650
Non-current assets			
Property, plant and equipment	7	880,930	923,645
Financial assets	5	-	316,708
Total Non-Current Assets		880,930	1,240,353
TOTAL ASSETS		2,121,256	1,835,003
Current liabilities			
Trade and other payables	8	132,704	133,819
Borrowings	10	25,633	24,483
Income in advance	9	259,256	86,988
Short-term provisions	11	209,233	212,451
Total Current Liabilities		626,826	457,741
Non-current liabilities			
Borrowings	10	373,912	398,631
Total Non-Current Liabilities		373,912	398,631
TOTAL LIABILITIES		1,000,738	856,372
NET ASSETS		1,120,518	978,631
EQUITY			
Initial Sum		10	10
Retained profits		1,120,508	978,621
		1,120,518	978,631

The accompanying notes form part of the financial statements

Australian Refugee Association Inc. and Controlled Entity**Statement of Changes in Equity
For the year ended 30 June 2019**

	Share Capital \$	Retained Earnings \$	Total \$
2019			
Balance at 1 July 2018	10	978,621	978,631
Result for the year	-	141,887	141,887
Balance at 30 June 2019	<u>10</u>	<u>1,120,508</u>	<u>1,120,518</u>
2018			
Balance at 1 July 2017	10	767,495	767,505
Result for the year	-	211,126	211,126
Balance at 30 June 2018	<u>10</u>	<u>978,621</u>	<u>978,631</u>

The accompanying notes form part of the financial statements

Australian Refugee Association Inc. and Controlled Entity

**Statement of Cash Flows
For the year ended 30 June 2019**

	Note	2019	2018
		\$	\$
Cash Flows from Operating Activities			
Receipts from operations			
Payments to suppliers & employees		2,939,199	3,170,876
Interest received		(2,517,397)	(2,781,075)
Interest paid		8,429	4,396
		(20,054)	(120)
Net cash provided by (used in) operating activities	13	410,177	394,076
Cash Flows from Operating Activities			
Payments for purchase of property, plant & equipment		(23,980)	(129,391)
Proceeds from sale of property, plant & equipment		1,700	-
Proceeds from sale of investments		316,708	-
Net cash provided by (used in) investing activities		294,428	(129,391)
Cash Flows from Operating Activities			
Payments of loans		(23,569)	(18,886)
Net cash provided by (used in) financing activities		(23,569)	(18,886)
Net increase/(decrease) in cash held		681,036	245,799
Cash at beginning of the year		528,183	282,384
Cash at end of the year	2	1,209,219	528,183

Australian Refugee Association Inc. and Controlled Entity**Notes to the financial statements
For the year ended 30 June 2019****Note 1: Statement of Significant Accounting Policies**

The consolidated financial statements and notes represents those of Australian Refugee Association Inc. and controlled entity (the "consolidated group" or "group").

This group financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Australian Charities and Not-for-profits Commission Act 2012. The association has determined that the association is not a reporting entity.

The group financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this group financial report.

(a) Principles of Consolidation

The consolidated financial statements incorporate the assets, liabilities and results of entities controlled by Australian Refugee Association Inc. at the end of the reporting period. A controlled entity is any entity over which Australian Refugee Association Inc. has the power to govern the financial and operating policies so as to obtain benefits from its activities. Control will generally exist when the parent owns, directly or indirectly through subsidiaries, more than half of the voting power of an entity. In assessing the power to govern, the existence and effect of holdings of actual and potential voting rights are also considered.

Where controlled entities have entered or left the Group during the year, the financial performance of those entities are included only for the period of year that the entities are controlled. A list of controlled entities is contained in Note 6 to the financial statements.

In preparing the consolidated financial statements, all inter-group balances and transactions between entities in the consolidated group have been eliminated in full on consolidation.

(b) Income Tax

No provision for income tax has been raised as the association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(c) Property, Plant and Equipment

Property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment losses.

Depreciation

The depreciable amount of all fixed assets, including leasehold improvements, is depreciated on a diminishing value basis over the assets' useful life to the entity commencing from the time that the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of fixed asset	Depreciation rate
Plant and equipment	15%-25%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount. These gains or losses are included in the income and expenditure statement.

Australian Refugee Association Inc. and Controlled Entity**Notes to the financial statements
For the year ended 30 June 2019****(d) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that is transferred to the entity, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the entity will obtain ownership of the asset or over the term of the lease.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(e) Impairment of Assets

At each reporting date, the entity reviews the carrying values of its assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income and expenditure statement.

(f) Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Long service leave is recognised when an employee has reached seven years of service plus related on-costs.

(g) Provisions

Provisions are recognised when the company has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

(h) Cash and Cash Equivalents

Cash and cash equivalents, include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within financial liabilities in current liabilities on the assets and liabilities statement.

(i) Revenue and other income

Grant revenue is recognised in the income and expenditure statement when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If there are conditions attached to the grant which must be satisfied before the association is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

Australian Refugee Association Inc. and Controlled Entity**Notes to the financial statements
For the year ended 30 June 2019****(i) Revenue and other income (continued)**

Revenue recognition relating to the provision of services is determined by reference to the stage of completion of the transaction at reporting date and where outcome of the contract can be reliably measured. Stage of completion is determined by reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable.

Donations and bequests are recognised as revenue when received.

Dividends, distributions and interest earned from investments are recognised upon receipt.

Imputation credits refunds are recognised upon their receipt, which will normally be in the year subsequent to the year in which the dividends and distributions were received.

All revenue is stated net of the amount of goods and services tax (GST).

(j) Investment**Investments in Australian Equities and Managed Funds**

Investments are measured at their fair value as at balance date. Changes in the fair value of investments are brought to account in the Income Statement as unrealised gains or losses.

(k) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are shown inclusive of GST.

(l) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

Australian Refugee Association Inc. and Controlled Entity**Notes to the financial statements
For the year ended 30 June 2019****NOTE 2 Cash and Cash Equivalents**

	2019	2018
	\$	\$
Cash on hand	500	509
Bank SA General Account	6,350	25,627
Bank SA GIA Account	5,955	18,813
Bank SA Emergency Relief Account	116	1,842
Bank SA Migration Assistance Trust Account	2,363	1,991
Bank SA Special Appeals	-	80
Bank SA Ancillary Fund	9,823	203,029
Bank SA Investment Account	326,639	275,939
Bendigo Bank Ancillary Fund	7,473	453
Bank SA ARAAF Term Deposit	360,000	-
	500,000	-
	<u>1,209,219</u>	<u>528,183</u>

Reconciliation of cash

Cash at the end of the financial year is reconciled to items in the assets and liabilities statement as follows:

Cash and cash equivalents	1,209,219	528,183
	<u>1,209,219</u>	<u>528,183</u>

NOTE 3 Trade and Other Receivables

	2019	2018
	\$	\$
CURRENT		
Trade receivables	14,582	47,103
Other receivables	-	2,944
Less: Provision for doubtful debts	-	-
	<u>14,582</u>	<u>50,047</u>
GST receivable	-	-
	<u>14,582</u>	<u>50,047</u>

NOTE 4 Other Current Assets

	2019	2018
	\$	\$
CURRENT		
Prepayment	8,390	7,906
BBX Dollars	8,135	8,515
	<u>16,525</u>	<u>16,421</u>

BBX dollars are points that can be used towards the purchase of goods and services provided by other entities participating in the BBX rewards program. One BBX dollar is the equivalent of one Australian dollar.

Australian Refugee Association Inc. and Controlled Entity**Notes to the financial statements
For the year ended 30 June 2019**

NOTE 5 Financial Assets	2019	2018
	\$	\$
JB Were Managed Investment Portfolio	-	316,708
	<u>-</u>	<u>316,708</u>
NOTE 6 Controlled Entity		
Controlled Entity Consolidated	Country of Incorporation	Percentage Owned 2019 2018
Australian Refugee Association Inc. Ancillary Fund	Australia	100 100
NOTE 7 Property, Plant and Equipment	2019	2018
	\$	\$
Land and building	800,075	800,075
Plant and equipment	178,247	154,267
Motor vehicles	123,091	151,618
Office equipment	99,477	99,477
Furniture, fixtures and fittings	113,549	113,549
Less: accumulated depreciation	(433,509)	(395,341)
	<u>880,930</u>	<u>923,645</u>
NOTE 8 Trade and Other Payables	2019	2018
	\$	\$
Trade payables	47,386	54,408
Other creditors and accruals	85,318	79,410
	<u>132,704</u>	<u>133,819</u>
NOTE 9 Income In Advance	2019	2018
	\$	\$
CURRENT		
Grants received in advance	175,929	73,808
Deferred income	83,327	13,180
	<u>259,256</u>	<u>86,988</u>
NOTE 10 Borrowings	2019	2018
	\$	\$
CURRENT		
Bank loan	25,633	24,483
	<u>25,633</u>	<u>24,483</u>
NON-CURRENT		
Bank loan	373,912	398,631
	<u>373,912</u>	<u>398,631</u>

Australian Refugee Association Inc. and Controlled Entity**Notes to the financial statements
For the year ended 30 June 2019****NOTE 11 Provisions**

	2019	2018
	\$	\$
CURRENT		
Employee benefits - Annual leave	108,074	108,287
Employee benefits - Long service leave	101,169	104,164
	<u>209,233</u>	<u>212,451</u>

Note 12 Leasing Commitments

There are no non-cancellable operating leases contracted for that require disclosure on the financial statements

Note 13 Statement of Cash Flows

	2019	2018
	\$	\$
Reconciliation of cash flow from operations with operating surplus/(deficit):		
Operating surplus/(deficit)	141,887	211,126
Non-cash items in operating surplus/(deficit)		
Depreciation	64,335	59,346
Loss on the Sale of Non-Current Assets	660	-
Unrealised Gain	-	(13,780)
Changes in Assets and Liabilities		
- (Increase) / Decrease in Trade & Other Receivables	35,465	74,667
- (Increase) / Decrease in Other Current Assets	(105)	(393)
- Increase / (Decrease) in Income in Advance	172,268	58,476
- Increase / (Decrease) in Trade & Other Payables	(1,115)	7,052
- Increase / (Decrease) in Provisions	(3,218)	(2,718)
Cash flow from operations	<u>410,177</u>	<u>394,076</u>

Note 14 Contingencies

The Association did not have any contingencies as at 30 June 2019 (2018: Nil).

Note 15 Economic Dependency

Australian Refugee Association Inc. is dependent upon the ongoing receipts of grants for its ongoing activities.

Note 16 Entity Details

Australian Refugee Association Inc. is a not-for-profit association incorporated in South Australia.

The registered office of the association is:
304 Henley Beach Road
Underdale SA 5032

Australian Refugee Association Inc. and Controlled Entity**Statement by the Board**

The board has determined that the association is not a reporting entity. The board has determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the board:

- 1 The financial statements and notes, as set out on pages 1 to 10, comply with nominated Australian Accounting Standards and give a true and fair view of the financial position of the registered entity as at 30 June 2019 and of its financial performance for the year ended on that date
- 2 This declaration is signed in accordance with subs 60.15(2) of the Australian Charities and Not-for-profits Commission Regulation 2013
- 3 There are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable.

This statement is made in accordance with a resolution of the board and is signed for and on behalf of the board by:

President




RITCHIE HOLLANDS Name

Treasurer



WAYNE TURNER Name

Dated this 18 day of September 2019



Bentleys
THINKING AHEAD

Bentleys SA Audit Partnership

Level 3
13 Pitt Street
Adelaide SA 5000
Australia
GPO Box 939
Adelaide SA 5001
ABN 43 677 191 903
T +61 8 5322 7900
F +61 8 532 7999
admin@bentleys.com.au
bentleys.com.au

INDEPENDENT AUDITOR'S REPORT

To the members of
Australian Refugee Association Inc. and Controlled Entity

Opinion

We have audited the accompanying financial report, being a special purpose financial report, of Australian Refugee Association Inc. and Controlled Entity (the Consolidated Entity), which comprises the assets and liabilities statement as at 30 June 2019, and the income and expenditure statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the statement by the board.

In our opinion, the accompanying financial report of the Consolidated Entity has been prepared in accordance with Div 60 of the Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act), including:

- i. giving a true and fair view of the registered entity's financial position as at 30 June 2019 and of its financial performance for the year then ended; and
- ii. complying with Australian Accounting Standards to the extent described in Note 1, and Div 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the entity in accordance with the ACNC Act, the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.


We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis for Opinion

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the registered entity's financial reporting responsibilities under the Australian Charities and Not-for-profits Commission Act 2012. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

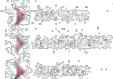
Responsibilities of Board of Management for the Financial Report

The board of the registered entity is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Australian Charities and Not for Profits Commission Act 2012 and is appropriate to meet the needs of the members. The board's responsibility also includes internal control as board determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.



Allinial
GLOBAL

A member of Allinial, a network of independent advisory and consulting firms located throughout Australia, New Zealand and other countries. Allinial is a member of the Institute of Directors in Australia and New Zealand. Allinial is a member of the Institute of Directors in Australia and New Zealand. Allinial is a member of the Institute of Directors in Australia and New Zealand. Allinial is a member of the Institute of Directors in Australia and New Zealand.



Bentleys
THINKING AHEAD



In preparing the financial report, board is responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the board either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

Paragraph 41(c) of ASA 700 explains that when law, regulation or national auditing standards expressly permit, reference can be made to a website of an appropriate authority that contains the description of the auditor's responsibilities, rather than including this material in the auditor's report, provided that the description on the website addresses, and is not inconsistent with, the description of the auditor's responsibilities below. When the auditor refers to a description of the auditor's responsibilities on a website, the appropriate authority is the Auditing and Assurance Standards Board and the website address is <http://www.auasb.gov.au/Home.aspx>.

We communicate with the board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Bentleys SA Audit Partnership

DAVID FRANCIS
Partner

Dated at Adelaide this 20th day of September 2019

Australian Refugee Association Inc. and Controlled Entity**Compilation report to Australian Refugee Association Inc. and Controlled Entity**

We have compiled the following Income & Expenditure Statement of Australian Refugee Association Inc. and Controlled Entity, for the year then ended 30 June 2019.

The Responsibility of the Board

The board of Australian Refugee Association Inc. and Controlled Entity is solely responsible for the information contained in the Income and Expenditure Statement, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet its needs and for the purpose that the financial statements were prepared.

Our Responsibility

On the basis of information provided by the board, we have compiled the accompanying Income and Expenditure Statement in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 : Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 : Code of Ethics for Professional Accountants .

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The Income and Expenditure Statement was compiled exclusively for the benefit of the board who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the Income and Expenditure Statement.



63 Pirie Street
ADELAIDE SA 5000

Bentleys SA Pty Ltd

Australian Refugee Association Inc.**Income and Expenditure Statement
For the year ended 30 June 2019**

	2019	2018
	\$	\$
INCOME		
Dividends and franking credits	3,787	13,918
Donations	202,212	217,692
Interest received	8,429	4,396
Membership	2,523	1,309
Grants	2,188,563	2,304,080
Fee Income	416,905	353,263
Other income	81,315	115,912
TOTAL INCOME	2,903,734	3,010,570
LESS EXPENSES		
Accounting and audit fees	9,750	9,350
Bank charges	5,281	4,610
Cleaning	30,189	26,321
Computer expenses	14,910	20,956
Conference / Seminar costs	7,221	2,007
Consultancy fees	32,720	12,403
Depreciation	64,335	56,093
Electricity	11,481	20,504
Employees' amenities	12,933	13,184
General expenses	13,794	8,388
Program Expenses	210,291	353,652
Interest expense	20,054	120
Insurance	34,161	32,347
Long service leave & Annual Leave	77,387	89,222
Motor vehicle expenses	26,555	34,375
Postage	5,031	1,685
Printing and stationery	13,386	15,539
Rates and taxes	9,751	11,868
Rent	95,439	93,609
Repairs and maintenance	18,487	19,364
Salaries and wages	1,796,106	1,805,866
Subscriptions	6,432	6,243
Sundry expenses	-	-
Superannuation & Work cover	211,112	218,810
Telephone	29,847	38,108
Travelling expenses	5,196	8,335
TOTAL EXPENSES	2,761,847	2,902,958
OPERATING SURPLUS/(DEFICIT)	141,887	107,611
ADD EXTRAORDINARY INCOME		
Unrealised (loss)/gain on investments	-	13,780
Capital Income	-	89,735
TOTAL EXTRAORDINARY INCOME	-	103,515
TOTAL SURPLUS/(DEFICIT)	141,887	211,126



ARA New Arrivals Health Expo 2020 – Event Overview

Item	Details
Business Area	Client Services
Theme	Health
Objective	<p>Promotion of healthcare services to people from new and emerging communities living in the north of Adelaide.</p> <p>Building on the enormous success of the inaugural 2019 event, the 2020 New Arrivals Health Expo seeks to address the challenges of staying healthy and managing diseases, with a focus on preventative education and accessing services, as it looks to bridge the gap between service providers and communities.</p> <p>Integrating comprehensive feedback from the 2019 event, the 2020 Health Expo seeks to connect members of the many local communities with information on diseases, health screening, primary health education, wellbeing and mental health as well as introducing the various health services to attendees.</p>
Target Audience	People from new and emerging communities (target: 300-400 people).
Event date:	7 April 2020 (Tuesday)
Venue:	Salisbury Community Hub: Community Halls 1 & 2, Little Para Conference Room, Kitchen
Project Timeline	<p>November 5-14: Planning Stage, Committee Meeting & venue confirmation</p> <p>December 19 Budget confirmation; Engage sponsors and exhibitors</p> <p>January 20: Develop promotional material; finalise details regarding catering and entertainment; begin approaching volunteers and interpreters.</p> <p>February 1-28: Promotion - Approach various services in connection with new arrivals to encourage their participation.</p> <p>March 11-April 7: Active promotion to communities.</p> <p>April 7: Event</p>

Working Committee	Project manager: Imogen Moseley Internal Working Party: <ul style="list-style-type: none"> • Deb Stringer, CEO • Karen Kretschmer, Business Development & Systems • Zakkiyah Mohammed, Team Leader- Health and Family Safety • Lynda Morgan, Fundraising and Marketing Manager • Hind Suleiman, Syrian/Iraq Case manager
External Personnel Promotion to communities begins 2019.	<ul style="list-style-type: none"> • CALD Volunteers: (to assist on the day, act as interpreters; staff the information desk) • ARA Volunteers • African Women's Federation • TAFE representative • Adelaide Secondary School of English • Thebarton Senior College • AMES • Hubs, locally based such as Salisbury Primary School • Community leaders • ARA's bicultural workers • Muslim Women's Association • ARA cultural women's and youth groups
Funding	Adelaide Primary Health Network - \$10, 000 ARA contribution - \$1, 000 Salisbury Council – applied TBC Budget pending sponsorship – estimated cost \$16,000.

Activity Sponsors	<p>Primary sponsors to be targeted:</p> <ol style="list-style-type: none"> 1. City of Salisbury 2. Adelaide Crows 3. Adelaide United 4. Zoe Bettison, State Member for Ramsay 5. Other MPs 6. STAR Pharmacy <p>Secondary sponsors to be targeted:</p> <ol style="list-style-type: none"> 1. Rotary Club of Elizabeth 2. Office National SA 3. Uniting Church SA 4. BankSA Community Alliance Program 5. TAFE 6. Exhibitors 7. Law Student Society 8. Service providers ie STTARS, Refugee Health Service, AMES, Anglicare 9. Salvation Army 10. Lyell McEwin Hospital and other health care providers
Client Participation	<ul style="list-style-type: none"> • Salisbury TAFE students • AMES new arrival refugee clients • AMRC clients • Refugee Health Services • STTARS • The members of the new arrival communities: <ul style="list-style-type: none"> ○ Syrian ○ Bhutanese ○ Burmese ○ Afghani ○ Burundian ○ South Sudanese ○ Congolese

Service Providers: 30 - 35 stalls TBC	A focus on interactive exhibits, including: <ul style="list-style-type: none"> ➤ AsthmaSA and spirometry test ➤ GP (or Adelaide Uni Med Students) and blood pressure, other vitals, BMI testing; Insight (Adelaide Uni Global Health) – interactive display of human body and possibility to take blood pressure ➤ Diabetes SA and Felt Man, healthy food hamper ➤ Optometry SA – vision test ➤ Adelaide Crows/Adelaide United – sport and wellbeing ➤ St. John's – CPR dummy/ambulance visit ➤ Shine SA – interactive activities regarding sexual health ➤ Mental health/ Psychologist (STARS) ➤ Dental services, Adelaide Uni ➤ Breast ScreenSA ➤ Women's Health SA ➤ Cervical Screening SA ➤ ARANAP stall ➤ Salisbury Council
Equipment & Entertainment Costs	<ul style="list-style-type: none"> • Promotional Material for both ARA and stallholders • Catering • Projector and equipment for guest speakers • PA System • Kitchen hire at venue
	ENTERTAINMENT – TBC OTHER <ul style="list-style-type: none"> • Bags for promotional material • Security • Insurance • First Aid (St Johns Ambulance) • T- Shirts for event staff and volunteers
Marketing Activities	<ul style="list-style-type: none"> • ARA Social media, newsletter and media outreach • Engagement with: <ul style="list-style-type: none"> ○ TAFE – Salisbury ○ Community leaders ○ Settlement Action Network members ○ ARA clients and volunteers ○ Current local cultural groups such as Bhutanese seniors, women's cultural groups • Local promotion – schools, shopping centres, community venues

Design Requirements	<ul style="list-style-type: none"> • Social Media • Advertising • Posters and flyers in language – translated in appropriate languages • Signage for the day • Content Writing
Associated events – Guest Speakers/workshops	<p>3-4 x Information sessions in workshop spaces TBC:</p> <p><i>Workshops will be interactive, with plenty of visual material ie. Short clips, images.</i></p> <ol style="list-style-type: none"> 1. Women's Health 2. Sexual Health (Hepatitis) – PEACE & Hepatitis SA 3. Diabetes SA 4. Heart Disease/Good Heart Health
Other requirements	<p>Organisations to provide a proof of:</p> <ul style="list-style-type: none"> • Public liability insurance • Professional indemnity
Guests: TBC	<ul style="list-style-type: none"> • Minister for Health • Mayor of Salisbury • Representatives from other state and federal government departments



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE		AMOUNT
Item		
e.g. Marquee / Furniture Hire	\$	-
Venue Hire	\$	100.00
Furniture Hire	\$	360.00
Catering	\$	1,200.00
Entertainment	\$	250.00
Staff transportation	\$	300.00
Printing, promotional materials (advertising, banner invitations)	\$	450.00
Conference Bags	\$	700.00
Bicultural volunteer reimbursement (ushering, interpreting, assisting with set up and BBQ)	\$	1,000.00
Gifts for guest speakers	\$	100.00
PA System Hire (including microphone)	\$	185.00
Event T-shirt (Staff and volunteers)	\$	700.00
Security	\$	500.00
St John's Ambulance	\$	250.00
Staff Salaries (Coordination)	\$	10,000.00
a. Total event cost	\$	16,095.00
b. Your contribution	\$	1,095.00
c. Other funds used	\$	10,000.00
TOTAL SPONSORSHIP REQUESTED	\$	5,000.00

[illegible]



ASSOCIATIONS INCORPORATION ACT 1985
(Section 24(5)(b))

CERTIFICATE OF INCORPORATION ON CHANGE OF NAME

Registered No: A0004867X

This is to certify that

ICRA * THE REFUGEE ASSOCIATION (SA) INCORPORATED

Originally called: **INDO CHINA REFUGEE ASSOCIATION INCORPORATED**

and later called: **INDO CHINA REFUGEE ASSOCIATION (SOUTH AUSTRALIA)**

INCORPORATED

which was on the 21st day of November, 1975 incorporated under the

Associations Incorporation Act 1956 resolved on the 11th day of August, 1994 to change

its name to:

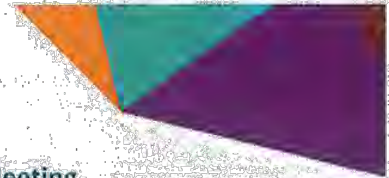
AUSTRALIAN REFUGEE ASSOCIATION INCORPORATED

Given under the seal of the Corporate Affairs Commission at Adelaide

this 17th day of August, 1994.



Commissioner for Corporate Affairs



ARA Health Expo Working Committee Meeting

Thursday 7 November 2019, 3.30-4.00pm

Underdale

Chair: Zakiyyah Muhammad, Project Officer and authorised project contact.

Minutes: Imogen Moseley

Present: Deb Stringer (CEO), Zakiyyah Muhammad (Team Leader – Health and Family Safety), Karen Kretschmer (Manager, Business Development), Hind Suleiman (Arabic Bicultural Worker), Lynda Morgan (Marketing and Fundraising Manager), Imogen Moseley (Project Officer).

Apologies: Sandra Dzafic (Program Manager, Client Services)

The working party met to discuss the planning for the Health Expo. Imogen provided a copy of the Project Planning sheet, timeline for the event and previous committee minutes.

1. Venue and date:

- The desired venue is Salisbury Community Hub. Zakiyyah and Deb will attend the opening of this new venue on the 30th of November to determine suitability. Zakiyyah has spoken with Michelle from City of Salisbury regarding the venue, who has offered it free of charge.
- There is one break-out space within the Community Hub which can hold 50 people. This can be used as a space for back-to-back sessions across the day. A schedule of speakers and interpreted languages would be provided to attendees so they know which time to attend the session in the break-out space (eg. 9.30am will be heart disease information in Arabic and Nepali).
- There will be a kitchen available where food can be heated but not cooked.
- Back-up venue could be a recreation centre within Salisbury Council area, or a local primary school such as Salisbury Primary School (where the last Expo was held) or St Augustine's.
- The desired date is the 7th of April, 2019. This is World Health Day.
- This date is not in school holidays, meaning it may enable more adults to attend. It is during TAFE school term, meaning that ARA can invite along new arrivals TAFE groups as well as groups from new arrival schools in the area, to attend across the day.
- There will need to be activities for young (non-school age) children, such as face paint. Other activities will be dependent upon the venue.
- It will be a full-day event with set-up from 8.30am and pack-down from 4.30pm.
- Insurance will be investigated prior to deciding upon a venue, including details such as venue capacity.
- It is expected there will be around 400 people in attendance.

- Lynda suggested it may work well to have a giveaway on social media ('like and share') so that the event page gets promoted more widely.
- Hind agreed that for her clients and community flyers in different languages worked well, with a case manager to explain and encourage them to attend.
- Lynda to work on a marketing and promotion plan in early 2020.
- Jan-March will focus on promotion, which will be an important part of making the event successful. We will need all staff to utilise their external networks for promotion, particularly bicultural workers who are connected to communities. Bicultural workers are encouraged to start letting clients know that this event will be happening in April next year, and once we have details finalised we can provide additional flyers etc.

6. General Feedback

- **All committee members affirmed the importance of this event. Bicultural workers particularly commented on how important this will be for ARA's clients in the North.**
- ARA will also have an Intern beginning work in early January who can assist with project planning and implementation.

Actions:

1. Zakiyyah and Lynda to identify additional grants opportunities.
2. Zakiyyah and Deb to approve venue. Zakiyyah to follow up with engaging stallholders.
3. Lynda to develop marketing/promotion plan.
4. Deb to investigate collaborating with STTARS.


As of the 7th of November, 2019, these minutes have been approved by:



Deb Stringer

CEO

Deb.stringer@ausref.net



Sandra Dzafic

Senior Manager, Client Services

Sandra.dzafic@ausref.net



Zakiyyah Muhammad

Authorised Project Contact

zakiyyah.muhammad@ausref.net



The Australian Refugee Association
 304 Henley Beach Road
 Underdale, SA 5032
 (08) 8354 2951
deb.stringer@ausref.net

7 November, 2019

City of Salisbury
 12 James Street
 Salisbury SA, 5108

To whom it may concern,

As CEO, I am writing to support the Community Event Sponsorship Program grant application submitted from the Australian Refugee Association (ARA) for our Health Expo in 2020.

The Healthy Living Expo of 2019 was a great success, and ARA sincerely thanks the City of Salisbury for providing funding to enable this. ARA recently received runner-up in the Adelaide Primary Health Network's *Outstanding Achievement in Health Promotion and Early Intervention Award* for the Healthy Living Expo. The inaugural Expo attracted approximately 400 attendees, with 35 health service providers in attendance. The event reached newly arrived refugees from Bhutanese, Syrian, Afghani and Burmese cultural backgrounds, with most attendees having arrived in Australia between 2014 and 2018.

ARA has also appreciated the previous support of the City of Salisbury at our office in Brown Terrace, Salisbury, and hopes to host the 2020 Expo at the new Salisbury Community Hub. The Hub demonstrates the City of Salisbury's leading role in connecting community, and ARA is excited to be a part of this.

Responding to our clients' needs, the Expo aims to promote health care services to people from culturally and linguistically diverse backgrounds living in the Salisbury Council area. The Expo presents an important opportunity for attendees to connect with health care providers and gain a better understanding of relevant diagnoses, treatments and referral pathways. Newly arrived communities living in the City of Salisbury will become equipped with greater knowledge of health care providers and their services to ultimately generate long-term improvements in their health and wellbeing.

ARA is connected with over thirty community groups from refugee backgrounds, educational institutions and settlement service providers. ARA's bicultural case managers also have direct connections with new and emerging communities and their leadership groups. It is these community connections which ARA will be use to promote the event, to seek feedback on healthcare priority areas, and to recruit bicultural volunteers to assist on the day.

We would welcome the opportunity to work more with the City of Salisbury and hope you see a potential to provide financial support for this event.

Thank you very much for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Deb Stringer', with a stylized flourish at the end.

Deb Stringer
 Chief Executive Officer
deb.stringer@ausref.net



ABN 87 109 457 945 AFS Licence 277842
 39 William Street, Norwood SA 5062
 PO Box 780, Kent Town SA 5071
 P 08 8362 5551 F 08 8362 5788
www.websters.com.au

Certificate of Currency

This Certificate;

- Is issued as a matter of information only and confers no rights upon the holder;
- Does not amend, extend or alter the coverage afforded by the Policy(ies) listed;
- Is only a summary of the cover provided;
- Reference must be made to the current Policy wording for full details;
- Is current at the date of issue only.

This Certificate confirms that the undermentioned Policy is effective in accordance with the details shown.

Issued To

Semira Julardzija
 Australian Refugee Association Incorporated

The Insured(s)

Australian Refugee Association Incorporated

Class(s) Of Insurance

1. Professional Indemnity
2. Public & Products Liability
3. Directors & Officers
4. Voluntary Workers
5. Motor Vehicle

The Insurer(s)

Lloyds of London
 Ansvar Insurance Limited
 Berkley Insurance Limited
 CGU Insurance Limited
 Allianz Australia Insurance Limited

Policy Number

XL5140017680
 05.400.0618679
 2019101299
 0018864
 151A005651VSD

Policy Period

From 30/09/2019
 To 30/09/2020

Asset(s)/Sum(s) Insured

1. \$5,000,000
2. \$20,000,000
3. \$10,000,000
4. \$250,000
5. \$30,000,000

Yours faithfully,

Steve Pratt
 Dip Fin Serv (Brok), QPIB
 Director
 0400 878 070
steve@websters.com.au

WEBSTERS - TRUSTED ADVISERS SINCE 1987

CONFIDENTIAL

October 4, 2019

**Community Event Sponsorship Program
Round 4**

Applicant 10/2019

Ingle Farm East Primary School

Ingle Farm East Primary School 50th
Birthday Celebration

CESP, Round 4, Application no. 10/2019, Ingle Farm East Primary School
Ingle Farm East Primary School 50th Birthday Celebration

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

IMPORTANT

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

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

Community Event Sponsorship Form - Round 4



Submission date: 15 November 2019, 3:04PM

Receipt number: 4

Related form version: 4

Question	Response
Application Form	
Name of the organisation:	Ingle Farm East Primary School
ABN:	29378832268
Facility Name/Address:	Ingle Farm East Primary School, 18 Halidon Street, Ingle Farm South Australia 5098
Postal Address:	18 Halidon Street, Ingle Farm South Australia 5098
Suburb:	Ingle Farm
Person Responsible for the Sponsorship:	[REDACTED]
Name	[REDACTED]
Title/Office:	Administration Officer
Phone	[REDACTED]
Email	[REDACTED]
Target Age?	0-99
What percentage (%) of your target population reside in City of Salisbury?	Primary - previous/current students, City of Salisbury Residents 70% Secondary - inter/intrastate visitors 30%
What events has your organisation held before?	Annual Christmas Concert, including stage program and stalls
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	Yes
Source/s:	Requested sponsorship and involvement from local businesses and clubs
Amount/s:	5000
Name of Event:	Ingle Farm East Primary School's 50th Birthday Celebration
Date of Event:	Saturday, 29 February 2020
Location of Event:	Ingle Farm East Primary School
Has this organisation held this event before?	No
If yes to the above, please provide dates of previous events:	

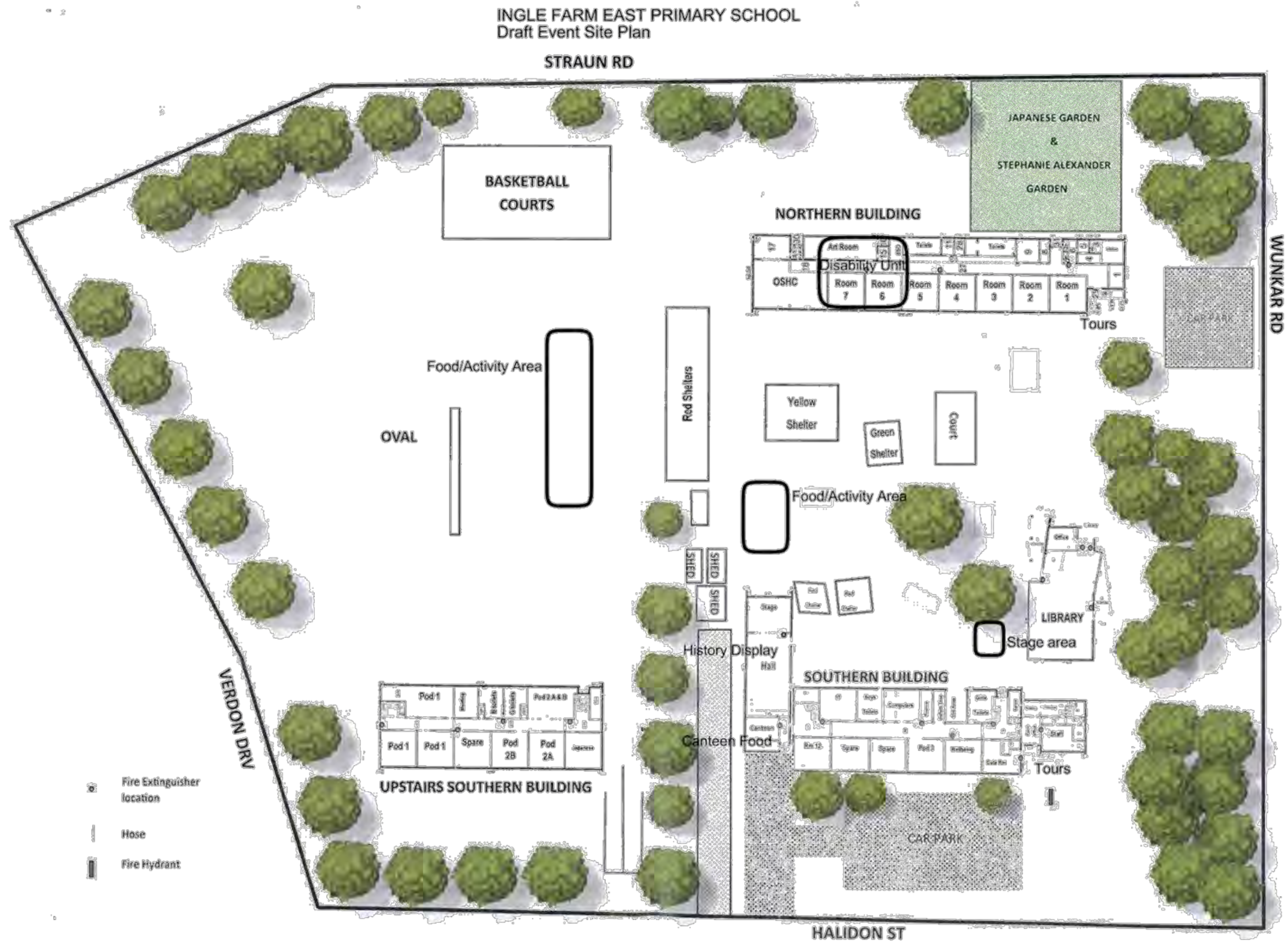
1 of 4

Brief description of your Event:	<p>Ingle Farm East Primary School, has reached the milestone of 50 years of being open. To celebrate the school will be hosting a Community Event celebrating a 50th Birthday Celebration.</p> <p>The event will be promoted to all past, present and future students, families, staff and community members. The celebration event will attract many visitors to the school to enjoy photos and memorabilia, food and drinks, community stalls and amusements including; jumpy castle, water slide, Mr Oopy Bubble Show and Animals Anonymous.</p> <p>The event will give previous students, staff and families the opportunity to reminisce and share stories, whilst also promoting the school to local residents. The school will also be hosting in school activities including 70's concert items and a 70's dress up day for students and teachers.</p>
----------------------------------	--

<p>Why is the event needed?</p>	<p>Schools are an integral part of our local communities, bringing families together to enhance education and increase social inclusion. Ingle Farm East Primary School teachers and staff work closely with families to create an enjoyable and friendly environment. Celebrating the Schools 50th Birthday will provide a time and place for school community members past and present to come together with members of the local community and celebrate the success of the local City of Salisbury school.</p> <p>The school and Governing Council are working hard to put together a community based event, with local clubs and high schools being asked to be involved in the event also. Organisations have also been approached in regards to sponsorship as the aim would be to cover all expenses associated with the event and any fundraising received at the event would be put into school upgrades.</p> <p>Ingle Farm East Primary School has students within a Disability Unit , it is therefore integral this event will be set up in an inclusive nature. It is also anticipated this event will assist with promoting the school to local families and in turn encourage increased enrolments.</p> <p>This funding program is a great opportunity for schools to host community events, increasing community connection. We appreciate your time in considering this application and look forward to hosting this significant event.</p>
<p>How will your event increase participation opportunities for community and economic development?</p>	<p>This event will be a great opportunity for prospective families to see our school and experience it at its best. Guided tours will operate and will demonstrate the class rooms, Stephanie Alexander Kitchen Garden, Disability Unit, Resource Centre and Hall.</p> <p>It is hoped the event will promote the school and increase future enrolments. It will also be a wonderful community event for the Inge Farm and Para Vista communities.</p>

3 of 4

How will you promote and advertise the Event?	Facebook page and event School newsletters and Class Dojo app Letter box drop, posters in local business/community windows Invitations to past staff, students and committee/council members Discover Salisbury website event Promotion across Social Media pages such as What's On In Adelaide etc Media Releases through local messenger newspaper and other media outlets
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	Local Community and Businesses Stalls, including those who attended Salisbury Plays at Para Vista in 2019
Community Group / Business	
How they will benefit	Promotion and fundraising
Attach letters of support where applicable	CESP - IFEPS - Support Letters.pdf
Events seeking \$10,000 What is the regional or state-wide significance of this event?:	NA
Events seeking \$10,000 What is the long term vision and sustainability of the event in the City of Salisbury:	NA
Please upload your budget spreadsheet from the template provided.	CESP Application - IFEPS.pdf
Please upload any additional documents that you want to include.	CESP - IFEPS - Gov Council Minutes - 10 September 2019.pdf CESP - IFEPS - Draft Event Site Plan.pdf
Position:	Governing Council Member
9. APPLICATION DECLARATION	Name of signatory: Mrs Ann-Marie Arthur Link to signature
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Ingle Farm East Primary School
Name:	Mrs Ann-Marie Arthur
Date:	15/11/2019
	Community Event Sponsorship Program





YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
<i>Decorations / Balloons</i>	\$ 500.00	
<i>Celebration Cake / Cupcakes</i>	\$ 500.00	
<i>Advertising / Printing</i>	\$ 500.00	
<i>School Stalls (Playgroup, Kitchen Garden)</i>	\$ 500.00	
<i>Nature Play Supplies</i>	\$ 250.00	
<i>Entertainment</i>	\$ 3,130.00	<i>Animals Anonymous \$690 Jumping Castle \$1,040 Bubble Show/Fairy Floss \$1,400</i>
<i>Consumables (garbage bags, sunscreen, serviettes etc)</i>	\$ 200.00	
<i>Table/Chair Hire</i>	\$ 500.00	
<i>Face Painter</i>	\$ 400.00	
<i>Mobile Rock Wall</i>	\$ 1,000.00	
<i>Commemorative Pens</i>	\$ 240.00	
<i>First Aid</i>	\$ 250.00	
a. Total event cost	\$ 7,970.00	
b. Your contribution	\$ 2,970.00	
c. Other funds used		
TOTAL SPONSORSHIP REQUESTED	\$ 5,000.00	



**Ingle Farm East Primary School
Governing Council Minutes of Meeting
Tuesday, 10th September 2019**

Present: Mike, Jane, Tracy, Satu, Donna, Nat, Rosie, Julie, Jason, Susan

Apologies: Cr. Julie Woodman, Zara, Sue-Anne

Absent:

Item	Description	Speaker
1.0	Acknowledgement to Country: “We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.”	Susan
2.0	Meeting opened at 6.38pm	Chair
3.0	Minutes of the Governing Council meeting held on 6 August 2019 were accepted as a true and correct record. Moved: Satu Seconded: Jason	Chair
4.0	Business Arising	
4.1	Nil	
5.0	Education – School Improvement plan - Numeracy PAT Testing – Jason outlined how this is used and how it assists with his teaching of Mathematics. This program has seen an increase in academic levels and given teachers a tool to analyse levels.	Mike / Jason
6.0	Reports	
6.1	<u>Finance / Treasurer’s report</u> 1. Permission required to forward 2019 M&S documentation to the DE Debt Recovery Team. 2019 debt is [REDACTED] Moved: Rosie Seconded: Jane CARRIED 2. 2018 and prior outstanding debts are in hand with DECS Recovery Team. Debt owing for [REDACTED] [REDACTED] [REDACTED] [REDACTED] 3. August balance sheet, profit and loss was presented. It was discussed and minuted. Fundraising opening balances are: [REDACTED] [REDACTED] 4. New roller curtains will be installed in the hall for [REDACTED]. Cost will be taken from hall hire income. 6. Approval sought to increase the grounds persons hourly rate from \$25.00p/h to \$30 p/h. First increase since 2010. Governing Council discussed this and voted. Approval of the increase to \$30 p/h and request for further information regarding the Award, pay rate and need to review annually. Moved: Nat Seconded: Susan CARRIED	Julie H

Page 1 of 3

Item	Description	Speaker
	<p>7. Approval for bad debt of [REDACTED] as family has moved to Western Australia.</p> <p>Moved: Jane Seconded: Nat</p> <p style="text-align: right;">CARRIED</p>	
6.2	<p><u>OSHC Committee</u></p> <p>Minutes discussed including the following information:</p> <ul style="list-style-type: none"> • 22-25 for After School Care • Reported the school closure went well • National Quality Framework is in progress • Vacation Care bus has been booked <p>Actions:</p> <ul style="list-style-type: none"> • Letter not approved for DU Family Letter Governing Council to approve • Director to follow up uniform • Approval of increase of Fees for 2020: Requested for further information back to Governing Council, including Holidays etc Before school care \$13.65 to \$15.00 Afterschool care \$19.00 - \$20.00 <p>Further discussion took place regarding the need to have additional staff for DU students in OSHC. Governing Council discussed the opportunity of having a DU staff on at all times. Jane will ask the question regarding what Ingle Farm offer. Rachel to compare other OSHC based at schools with a DU eg, Blakeview.</p> <p>NDIS funding to cover students</p> <p>Meeting regarding OSHC to be coordinated, to include Tamara.</p>	Mike
6.3	<p><u>Facilities</u></p> <p>Report discussed and the following noted:</p> <ul style="list-style-type: none"> • Update regarding plumbing works • Vandalism – graffiti and windows smashed 	Mike
6.4	<p><u>Principal's</u> - Report tabled</p> <p>Catelyn Costello is pregnant heading on maternity leave, Angie is increasing to cover her Sue reduced her time, Tanya is stepping in to teach there</p> <p>202 students currently, including 16 in the Disability Unit</p> <p>Table Tennis tournament happening at East Para this Friday</p> <p>PAT Test</p> <p>Read, Write, Ink has increased literacy levels</p> <p>Request for school closure day, as a significant event for our school, Friday 28th Feb or March 2nd</p> <p>Parent Teacher Interviews happening soon</p>	Mike

Page 3 of 3

Frances Bedford MP JP *State Member for Florey*



436 Montague Road
Modbury North
South Australia 5092
(opp Clovercat Shopping
Centre)
Phone 8263 2666
florey@parliament.sa.gov.au
PO Box 143
Modbury North
South Australia 5092

Community Event Sponsorship Program
City of Salisbury
PO Box 8
SALISBURY SA 5108

Community Counts!!

TO WHOM IT MAY CONCERN

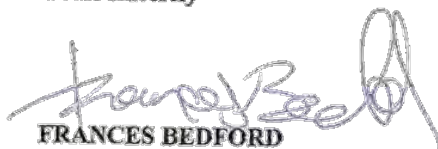
My assistance has been sought by Ingle Farm East Primary School with regard to their application for funding in the current round of the Community Event Sponsorship Program.

This is a wonderful community based school and provides an invaluable caring, challenging and safe learning environment where each individual student is supported and encouraged to meet their full potential.

Acquiring funding of approximately \$5,000.00 will allow the school to promote their significant milestone '50th Anniversary Fun Day' community event widely, to both former and current students, and also assist towards the cost of catering.

I have no hesitation in totally supporting this application by Ingle Farm East Primary School and very much hope it is successful. Should you require further information, please do not hesitate to contact me on 8263 2666.

Yours sincerely


FRANCES BEDFORD

7 November 2019



Ingle Farm East Primary School R - 7

18 Halidon Street, Ingle Farm, SA 5098
Phone: 8264 5166 Fax: 8396 1862
www.ingleastps.sa.edu.au
email: dl.0925_info@schools.sa.edu.au



Government of South Australia
Department for Education

7th November 2019

Community Event Sponsorship Program
City of Salisbury

Dear Community Sponsorship Committee,

RE: Ingle Farm East Primary Schools 50th Anniversary Celebration

Ingle Farm East Primary School is a small community school based in Ingle Farm with a proud reputation for being a caring and inclusive school that focuses on developing positive and respectful relationships with our stakeholders and the broader school community. We have proudly upheld this reputation since our inception in 1970 and will be celebrating our 50th anniversary in 2020.

To commemorate this momentous occasion, we will be hosting a family fun day on the 29th of February 2020. We have invited students, staff and families, both past and present, as well the broader Salisbury community to join us in a day of fun and memories as we look back at our 50 years educating the young people of our community.

To do that, we are seeking support from the Salisbury Council Community Sponsorship Program of \$5000. This money will be used to pay for advertising, catering, various amusements and event hire. Governing Council and Staff have generously committed their time and energy to organising and hosting the event. This funding will ensure that we can put on an event we can be proud of and that celebrates our continued commitment to our school community.

Thank-you for your consideration.

Kindest regards,

Mike Sims
Principal
Ingle Farm East Primary School



Ingle Farm East Primary School R - 7

18 Halidon Street, Ingle Farm, SA 5098
 Phone: 8264 5166 Fax: 8396 1862
www.ingleastps.sa.edu.au
 email: dl.0925_info@schools.sa.edu.au



7th November 2019

Community Event Sponsorship Program
 City of Salisbury

Dear Community Sponsorship Committee,

RE: Ingle Farm East Primary Schools 50th Anniversary Celebration

Ingle Farm East Primary School is in a very unique position next year in 2020, in that it will be celebrating fifty years" since its inception. Ingle Farm East Primary School has stood the test of time, and is integral to the history of education and community services in the Salisbury area.

This is a milestone that our school is very proud of, and we are extremely excited for its students both past and present, staff, parents and caregiver's, community organisations associated with Ingle Farm East Primary School, to come all together and celebrate on this auspicious occasion.

In order for us to create and participate in this "50TH Anniversary Celebration" Event, we are seeking your assistance with funding this incredible milestone. The numerous life skills, benefits, education and opportunities that our students have received and will continue to receive at our school are long lasting and far reaching in our community that they will be able to use throughout their lives.

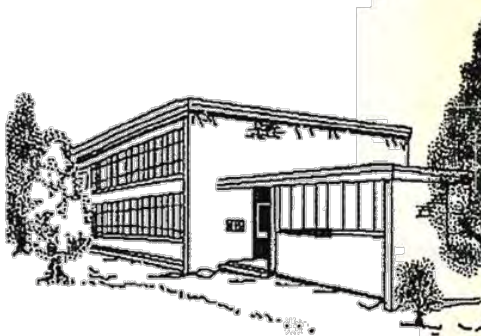
Please help us in the funding of this event. With the Salisbury Councils help, together we can make a difference to all to celebrate this occasion. Please find attached a copy of our proposal, I hope this meets the councils requirements.

Thank you for taking the time to consider our request, we look forward to hearing from you in the future.

Sincerely,

Sue-Ann Radlett
 Chairperson
 Ingle Farm East Primary School

ALL ARE WELCOME TO ATTEND!
Fun for all ages!



50 Years Tells A Story...


Ingle Farm East Primary School Celebrates 50 Years


We invite you to share in our 50 years of success
as we celebrate the past and look to the future on:


Saturday 29th of February, 2020
11:00am - 3:00pm


The celebration will include:

- ♦ Photos and Memorabilia
- ♦ Food and Drinks—Sausage Sizzle and more
- ♦ Community Stalls
- ♦ Amusements—
Jumpy Castle
Water Slide
Mr Oopy Bubble Show 12noon
Animals Anonymous



 Share your Ingle Farm East Primary School story by messaging us on Facebook!
For more information check out our event on Facebook

 Government of South Australia
Department for Education

 **Ingle Farm East Primary School**

Phone: 08 8264 5166
Email: dl.0925_info@schools.sa.edu.au
www.ingleeastps.sa.edu.au
18 Halidon St., Ingle Farm SA 5098



Ingle Farm East Primary School R - 7

18 Halidon Street, Ingle Farm, SA 5098
Phone: 8264 5166 Fax: 8396 1862
www.ingleastps.sa.edu.au
email: dl.0925_info@schools.sa.edu.au



Government of South Australia
Department for Education

7th November 2019

Mayor Gillian Aldridge (OAM)
City of Salisbury

Dear Mayor Gillian Aldridge (OAM),

RE: Invitation to speak at Ingle Farm East Primary School's 50th Anniversary Celebration

Ingle Farm East Primary School is a small community school with a proud reputation for being a caring and inclusive school that focuses on developing positive and respectful relationships with our stakeholders and broader school community. We have proudly upheld this reputation since our inception in 1970 and will be celebrating our 50th Anniversary in 2020!

To celebrate our outstanding contribution to the local community and our commitment to high quality education over the past 50 years, the school is hosting a 50th Anniversary Celebration on the 29th of February 2020. The fun-filled event aims to bring together the broader school community to mark this momentous occasion.

As a respected member of the community we cordially invite you to be one of our main speakers for the event to describe your memories of our community.

Please direct your response to Debbie Taylor at Debbie.taylor972@schools.sa.edu.au.

Kind regards,

Debbie Taylor & the 50th Anniversary Committee



**Community Event Sponsorship Program
Round 4**

Applicant 11/2019

Trikings Triathlon Club Inc.

Tri Girls Triathlon

CESP, Round 4, Application no. 11/2019, Trikings Triathlon Club
Tri Girls Triathlon

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

IMPORTANT

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

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

Community Event Sponsorship Form - Round 4



Submission date: 15 November 2019, 3:29PM

Receipt number: 8

Related form version: 4

Question	Response
Application Form	
Name of the organisation:	Trikings Triathlon Club
ABN:	28247440501
Facility Name/Address:	Happy Home Dr, Salisbury North, SA, 5108, Australia
Postal Address:	7 Normanton Court
Suburb:	Craigmore
Person Responsible for the Sponsorship:	[REDACTED]
Name	[REDACTED]
Title/Office:	President
Phone	[REDACTED]
Email	[REDACTED]
Target Age?	7- 80 year of age
What percentage (%) of your target population reside in City of Salisbury?	80% live in the Salisbury area
What events has your organisation held before?	The Trikings Triathlon club hold a number of club events each year, catering for 30-50 people. In 2012, the Trikings held a running race, with the support of the Salisbury council, from the Salisbury pool. This event had around 100 competitors, take part in the running race.
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	No
Source/s:	
Amount/s:	5000
Name of Event:	Tri Girls triathlon
Date of Event:	23rd February 2020
Location of Event:	Salisbury Recreation Precinct - Salisbury pool
Has this organisation held this event before?	No
If yes to the above, please provide dates of previous events:	

1 of 3

Brief description of your Event:	"TRI GIRLS" is a woman's only Triathlon event to be held at the Salisbury Recreation Precinct. Tri Girls Triathlon will include the following events, Short and Long course woman's only triathlon races and kids triathlons for 7-9yr and 10-13yr.
Why is the event needed?	The Tri Girls Triathlon will allow kids and women to participate in a beginners triathlon, in a safe and supportive environment. This event will encourage the participants to use the Salisbury pool and surrounding parkland's more regularly.
How will your event increase participation opportunities for community and economic development?	The Tri Girls triathlon will address the need for more women to try and engage in the sport of triathlon. With more local participation in the sport of triathlon, local bike shops, pools, sports shops, gyms and fitness group, will receive extra business.
How will you promote and advertise the Event?	We plan on using Facebook, local sporting clubs, local fitness centres and media, to promote the "tri Girls" triathlon.
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	With more local participation in the sport of triathlon, local bike shops, pools, sports shops, gyms and fitness group, will receive extra business.
Community Group / Business	Local running, swimming and cycling groups will gain extra members, from the Tri Girls event.
How they will benefit	Extra members
Attach letters of support where applicable	Letter of support - Trikings Tri Club 2019.pdf
Events seeking \$10,000 What is the regional or state-wide significance of this event?:	
Events seeking \$10,000 What is the long term vision and sustainability of the event in the City of Salisbury:	
Please upload your budget spreadsheet from the template provided.	event_budget_Trikings_2019_-_cesp_-_round_3.xlsx Race Budget.xlsx
Please upload any additional documents that you want to include.	Trikings Triathlon Club 2019-2020 Certificate of Currency.pdf Tri Girls Information.docx Extract from Active Grants of Trikings organisation type.PNG Committee letter from Trikings.docx
Position:	President of the Trikings Triathlon club
9. APPLICATION DECLARATION	Name of signatory: Stuart Woolford Link to signature
We agree to abide by the terms and conditions of sponsorship	Yes

2 of 3

On behalf of (Group/Organisation)	Trikings Triathlon club
Name:	Stuart Woolford
Date:	15/11/2019
	Community Event Sponsorship Program



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
e.g. Marquee / Furniture Hire	\$ -	e.g. Rotary/Atlas Hire
Race infrastructure eg bike racks, temporary fencing, signage, finishing arch and traffic cones	\$ 650.00	Triathlon South Australia
Finishing Medals	\$ 1,400.00	Local supplier
Race swimming caps	\$ 1,050.00	Local supplier
on course first aid person	\$ 300.00	Will contact a local sports first aid provider
Drinks and aid station supplies	\$ 200.00	Local Shops
Race marketing	\$ 500.00	Facebook, local gyms, sporting groups and local media
Salisbury pool hire	\$ 550.00	Belgravia Leisure
Time App for timing the participants	\$ 550.00	Wedscorer App
Race sundry items (tape, zip ties etc)	\$ 100.00	Local shops
a. Total event cost	\$ 5,300.00	
b. Your contribution		
c. Other funds used		
TOTAL SPONSORSHIP REQUESTED	\$ 5,300.00	

TRIKINGS TRIATHLON CLUB
Statement of Financial Position
Balance Sheet

Assets	23/09/2019
Bank Account Balance	\$ 5,239.13
Shade Tents	\$ 1,000.00
Trailer	\$ 2,000.00
PA System	\$ 300.00
Training Aids	\$ 2,000.00
Club Flags	\$ 300.00
Safety Gear	\$ 300.00
Canoe & Accessories	\$ 500.00
Cash Held	\$
Total Assets	\$ 11,639.13

Liabilities	23/09/2019
Trophies / 2019 AGM	\$ 300.00
Total Liabilities	\$ 300.00

Net Assets	\$ 11,339.13
-------------------	---------------------

Current Balance as at 24th September 2019

The figures presented here are to the best of my knowledge and are a true and accurate record of the financial position of the Trikings Triathlon Club Inc



Michaela NASH

Treasurer, Trikings Triathlon Club

24/09/2019



Stuart Woolford

Email: stuartwoolford11@gmail.com

Mobile 0412105365

14th November 2019

Community Event Sponsorship Program

To Whom It May Concern:

I wish to apply on behalf of the Trikings Triathlon club, for the \$5000.00 Community Event Sponsorship Grant. Our club has a long history in the northern suburbs and we have just celebrated our 30th birthday as a club. The Trikings have used the Salisbury Recreation Precinct as a meeting place for a number of years and continue to use this location as our home base. There are currently approximately 40 members of all ages and abilities in our club and we caters for a broad range of ages and abilities.

The Trikings are planning to create and run a new event to South Australia, which will allow women to compete in a women's only Triathlon. Often triathlon is thought of as a male dominated sport and women feel nervous to try. On the 23rd of February 2020, we plan to hold our first women's only triathlon at the Salisbury Recreation Precinct, this Triathlon will be known as "Tri Girls" and will offer women's only events and also kids only triathlons.

The Salisbury Recreation Precinct was selected by the Triking committee as an ideal location for the "Tri Girls" triathlon, for the following reasons:

1. We are a northern based club and wanted to have the event in our location.
2. The Salisbury pool has a 50 metre outdoor pool and huge grassed area, making it ideal for a safe and controlled transition area. The pool hire also includes pool lifeguard coverage, saving an extra cost.
3. Most beginners have a fear of swimming in open water, the safety of swimming in a pool, is a great selling point.
4. The surrounding parkland, with its many sealed paths, allow for safe courses for both bike and run within close range of the pool grounds.
5. No road closures are required, due to all legs of the triathlon being within the parklands.
6. The Trikings have a large number of active volunteers, which will allow the club to fully staff the whole event.

I am confident that our club has the skills, experience and personal attributes to make the "Tri Girls" triathlon a great success and would appreciate the opportunity to be considered for the Community Event Sponsorship Grant.

Yours sincerely

Stuart Woolford
Trikings President



The Event:

“TRI GIRLS” is a woman’s only Triathlon event to be held at the Salisbury Recreation Precinct. Tri Girls Triathlon will include the following events, Short and Long course woman’s only triathlon races and kids triathlons for 7-9yr and 10-13yr.

Date for the event: 23rd Feb 2020

This date has been checked against all relevant event calendars, including the following: special events, Triathlon, running and cycling.

Location: Salisbury Recreation Precinct





Event Target: The event will be modelled on the successful "Triathlon Pink" which is held each year in 6 locations around Australia. These triathlons encourage and empower thousands of women and children to participate in triathlons for the first time, in a fun and supportive environment.

The "Tri Girls" triathlon will target women and children from Salisbury and surrounding suburbs.

Event Host: The Trikings are a South Australian triathlon club, based in the northern suburbs of Adelaide and a home base at the Salisbury Recreation Precinct. There are currently approximately 40 members of all ages and abilities. The club caters for a broad range of ages and abilities and has just celebrated its 30th birthday.

Important key points for planning the "Tri girls" triathlon

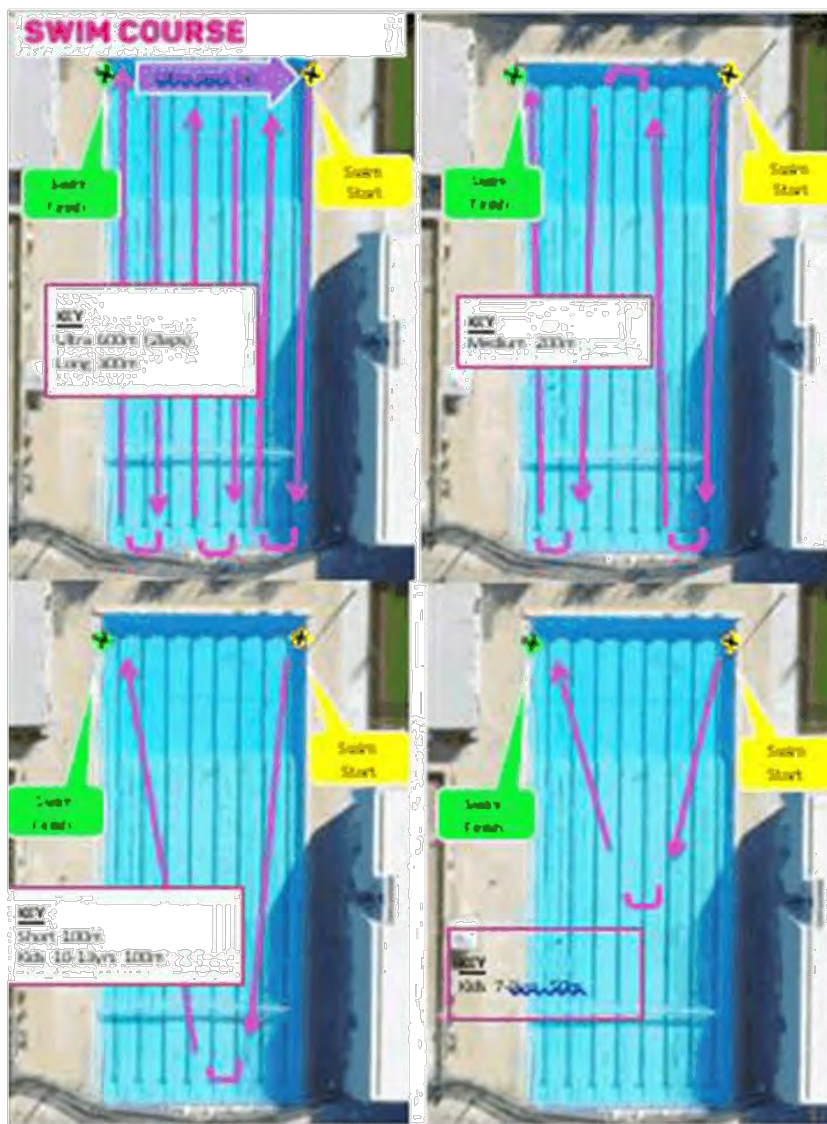
- **General Liability Insurance:** The Trikings are covered by Triathlon Australia's insurance, see attached certificate of currency.
- **Support for the triathlon :** Triathlon South Australia, the Trikings committee and club members are fully supportive of the "Tri Girls" event.
- **Belgravia Leisure, the Salisbury pool operator, is fully supportive of the event.** They have indicated that the 23rd of February 2020, is the best date for their calendar.
- **Marketing of the event:** We plan on using Facebook, local sporting clubs, fitness centres and media, to promote the "tri Girls" triathlon.



- Number of participants: The event will have a cap of 200 female adult competitors and 150 child competitors.
- Race distances:

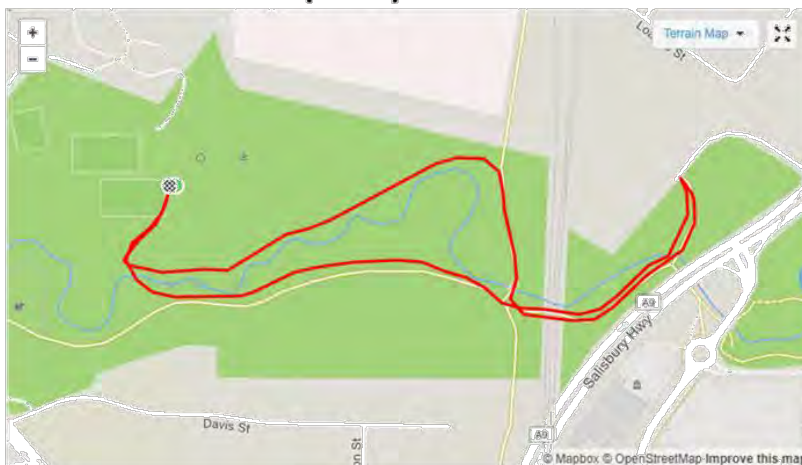
Tri Girls Triathlon	SWIM	CYCLE	RUN
LONG	300m 1 lap	9Km 6 laps	4Km 2 laps
SHORT	100m 1 lap	4.5Km 3 laps	2km 1 lap
KIDS 10-13	100m 1 lap	4.5Km 3 laps	1Km 1 laps
KIDS 7-9	50m 1 lap	3Km 2 laps	500m 1 lap

Note: the Kids run course will have different turn around points, to shorten their run.

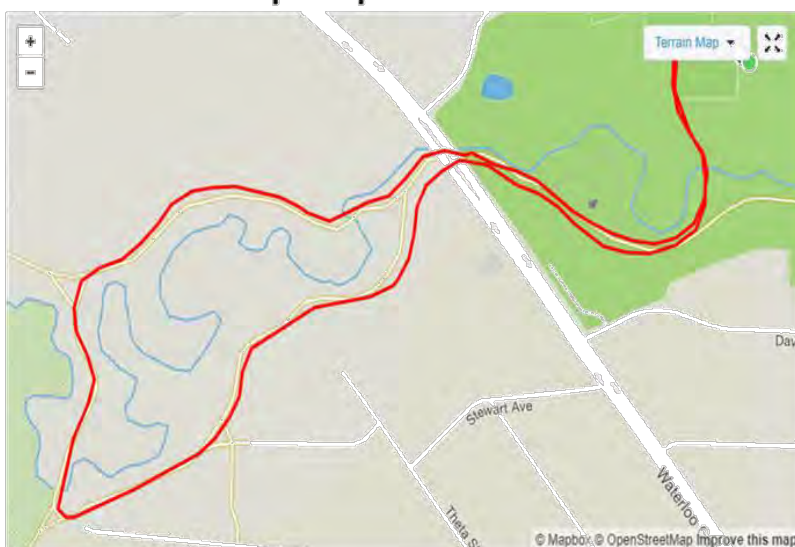




Bike Course: 1.5Km per lap



Run Course: 2Km per lap





First Aid support:

The Trikings intend to hire a professional sports first aid operator, to ensure that the event had the correct level of first aid cover.

Sponsorship:

The Trikings have secured two sponsors for the event, so far.

My Ride Salisbury – Committed to supply random prizes.

Tony and Marks fruit and veg – Committed to supply fruit for the competitors at the finishing line.

Competitors will receive the following:

The competitors will receive a swim race cap, wrist band and possible a new set of swim goggles (will approach ZOG swim goggles). All finishers will receive a finish race time and a finish medal.



Financial commitment:

50% full

Description	Cost/Revenue	Cost per race	Cost per participant	Notes	£	BUDGET SUMMARY	
Registration fees (adult)	Revenue		25.00		2,500	Revenue	9,825
Registration fees (Child)	Revenue		15.00		1,500	Costs	4,075
						Gross Profit/Loss	450
Finisher medals	Cost		4.00	Finishers only	700	ABOUT YOUR RACE	
Race infrastructure (e.g bike rack/signage)	Cost	500		Hire equipment from Tri SA	500		
Pool hire	Cost	550		3 hour hire cost	550	Country	Australia
Race timing	Cost	550		Webcorer App	550	State/region	Salisbury
General liability insurance	Cost	0		Covered by Tri Australia insurance	0	Number of adult participants	100
Finishing arch	Cost	150		Hire from Tri SA	150	Number of child participants	75
Race swim caps	Cost		3.00		525	Total participants	175
Marketing cost	Cost	500		Facebook marketing	500	ABOUT YOUR TEAM	
Race sundry items (tape, zip ties etc)	Cost	100			100		
First aid support	Cost	200			200		
Drink/water station supplies	Cost	200			200		

100% full

Description	Cost/Revenue	Cost per race	Cost per participant	Notes	£	BUDGET SUMMARY	
Registration fees (adult)	Revenue		25.00		5,000	Revenue	7,250
Registration fees (Child)	Revenue		15.00		2,250	Costs	5,350
						Gross Profit/Loss	1,900
Finisher medals	Cost		4.00	Finishers only	1,400	ABOUT YOUR RACE	
Race infrastructure (e.g bike rack/signage)	Cost	500		Hire equipment from Tri SA	500		
Pool hire	Cost	550		3 hour hire cost	550	Country	Australia
Race timing	Cost	550		Webcorer App	550	State/region	Salisbury
General liability insurance	Cost	0		Covered by Tri Australia insurance	0	Number of adult participants	200
Finishing arch	Cost	150		Hire from Tri SA	150	Number of child participants	150
Race swim caps	Cost		3.00		1,050	Total participants	350
Marketing cost	Cost	500		Facebook marketing	500		
Race sundry items (tape, zip ties etc)	Cost	100			100		

We have endeavoured to keep the operating cost to a minimum, so at 60% capacity, the event will breakeven.



Association

TRIKINGS INCORPORATED

Extracted from ASIC's database at AEST 16:20:19 on 21/11/2019

Association Summary	
Name:	TRIKINGS INCORPORATED
ABN:	
Registration Number:	A11259
Registered State:	South Australia
Registration Date:	12/09/2002
Status:	Registered
Type:	Associations
Regulator:	Office of Consumer & Business Affairs, South Australia

21/11/2019 AEST 16:20:19

1



14th November 2019

Community Event Sponsorship Grant


To Whom It May Concern:

The committee of the Trikings Triathlon club wish to endorse the application for the Community Event Sponsorship Grant, for the purpose running a women's only triathlon at the Salisbury Recreation Precinct.

The committee members are:

Stuart Woolford	President
Thomas Cook	Vice President
Michaela Roughton	Treasurer
Melissa Shortman	Secretary

Yours sincerely


Stuart Woolford
Trikings President


Thomas Cook
Vice President

RESPECT | HEALTH | ENJOYMENT | BELONGING | ACHIEVEMENT



12th November 2019

To Whom It May Concern

RE: Support for TriKings Triathlon Club Tri-Girls Triathlon

Triathlon South Australia is writing to show its strong support for the proposed **Tri-Girls Triathlon** proposed for February 2020.

While we at Triathlon call ourselves an inclusive sport, female participation in our sport sits at 39% which is far from our aims of 50% and we strongly support initiatives to address barriers to female participation, not just in triathlon, but in all forms of physical activity.

We will support this event to our fullest capacity and look forward to hearing of its success in this grant application.

Yours sincerely

Jesse Mortensen
Executive Director TriSA
National Programs Manager Triathlon Australia

Sports Hub, West Beach Park, Military Road West Beach SA 5024 | Ph: (08) 8363 9133 | e-mail: admin@sa.triathlon.org.au |
www.triathlonsa.org.au
Triathlon SA Inc. | ABN 32 180 514 646



Certificate of Currency

Type of Cover:	Broadform Liability
The Insured:	Triathlon Australia including all Affiliated Organisations including State and Territory Associations, Affiliated Clubs, Officials, Accredited Coaches, Voluntary Workers, Members (including professional license holders), executives, and Race Directors and Event Organisers
Period Of Insurance:	14 July 2019 To 4:00pm on 30 June 2020
The Business:	Organisation and running of sanctioned triathlon, duathlon, paratriathlon aquathlon, multisport and/or single discipline events where appropriate and including recognised training sessions and recognised participation programs. The development and training of coaches, race officials and race coordinators. The preparation of national teams for qualification and participation in Olympic Games, World Championships, Age Group Events and key International Events. Governance, development and promotion of the sport of Triathlon in Australia, social activities including awards presentations, fundraising, BBQs and other social gatherings.
Affiliated Club	Trikings Triathlon Club
Interested Party/ies:	<p>The specified entity(ies) below are hereby noted under this Policy for their respective rights and interests in Triathlon Australia and/or Triathlon Australia organised or sanctioned events;</p> <p>Salisbury Council</p>
Limits of Liability:	<p>Public Liability \$20,000,000 any one Occurrence</p> <p>Products Liability \$20,000,000 any one Period of Insurance</p> <p>Property in Physical or Legal Control \$250,000 limited in the aggregate Advertising Injury \$20,000,000 any one Occurrence</p>

Insurer: Underwritten for certain underwriters at Lloyd's of London & Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W18 & 001-2018 respectively.
\$15,000,000 x \$5,000,000 Underwritten for certain underwriters at Lloyd's of London & Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W18 & 001-2018 respectively.

Policy Number: 205095510305

Geographical Limits: Worldwide

Broker: V INSURANCE GROUP
Level 25 123 Pitt Street
Sydney NSW

Stamped & Dated: 15 July 2019



SLE Worldwide Australia Pty Limited is acting under the authority of the Insurers and will be effecting this contract of insurance as agent of the Insurer and not the Insured. ABN 15 066 698 575 AFSL License No: 237268

Please Note: Whilst an expiry date has been indicated, it should be known this policy can be cancelled at any time in the future. Accordingly reliance should not be placed on the expiry date.

A handwritten signature in black ink, appearing to read 'N. H. L. S.', is positioned in the upper right quadrant of the page. The signature is stylized with large, sweeping letters and a long horizontal stroke extending to the right.