



AGENDA

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

13 JANUARY 2020 AT 6:30 PM

**IN THE WITTBER AND DR RUBY DAVY ROOMS, 34 CHURCH 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 02 December 2019.

REPORTS

Administration

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Community Grants

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7.2.3	01/2020: Druk International Shito-Ryu Karate Do Association - Australia Inc. - Community Grants Program Application	41

OTHER BUSINESS

CLOSE



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

2 DECEMBER 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

OBSERVERS

Cr K Grenfell

STAFF

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

The meeting commenced at 6.35 pm.

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

APOLOGIES

An apology was received from Cr S Reardon.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr L Braun
Seconded Cr S Ouk

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

CARRIED

REPORTS

Administration

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

Moved Cr N Henningsen
Seconded Cr L Braun

1. The information be received.

CARRIED

Community Grants

7.2.1 Youth Sponsorship Applications - November 2019

Moved Cr D Hood
Seconded Cr S Ouk

1. The information be received.

CARRIED

7.2.2 Review of Youth Sponsorship Policy

Cr N Henningsen indicated her intention to move a motion incorporating the recommendation of the report with additional clauses after taking the opportunity to first ask questions of the Administration.

Suspension of Formal Meeting Procedures

Moved Cr C Buchanan

Seconded Cr L Braun

1. That the formal meeting procedures be suspended to allow informal questions and discussion of Item 7.2.2 – Review of Youth Sponsorship Policy.

CARRIED

Formal meeting procedures were suspended at 6.41 pm.

Formal meeting procedures resumed at 6.58 pm.

Moved Cr N Henningsen

Seconded Mayor G Aldridge

1. That a report be brought back to the Sport, Recreation and Grants Committee to consider options of incorporating the Youth Sponsorship Policy with the Community Grants Policy, including a review and alignment of associated guidelines.
2. That the report include additional Youth Sponsorship Criteria regarding commercial sponsorship and return of funds.
3. That the Youth Sponsorship funding budget be moved to the Community Grants Program.

With leave of the meeting and consent of the seconder Cr N Henningsen
VARIED the MOTION as follows:

1. That a report be brought back to the Sport, Recreation and Grants Committee to consider options of incorporating the Youth Sponsorship Policy with the Community Grants Policy, including associated guidelines.
2. That the report also considers additional Youth Sponsorship Criteria.
3. That the Youth Sponsorship funding budget be moved to the Community Grants Program budget.

CARRIED

7.2.3 Community Grants Program Applications for December 2019

Moved Mayor G Aldridge
Seconded Cr S Ouk

1. The information be received and noted.

CARRIED

7.2.4 19/2019: Para Camera Club Inc. - Community Grants Program Application

Moved Cr L Braun
Seconded Cr N Henningsen

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.

CARRIED

7.2.5 33/2019: Salisbury Parish Multicultural Carnival Committee [Salisbury Catholic Church] - Community Grants Program Application

Moved Cr N Henningsen
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 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.

CARRIED

7.2.6 36/2019: Northern Volunteering SA Inc. - Community Grants Program Application

Moved Mayor G Aldridge
Seconded Cr N Henningsen

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.

CARRIED

7.2.7 Community Event Sponsorship Grant Applications - Round 4

Moved Cr S Ouk
Seconded Cr N Henningsen

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: Triplings Triathlon Club application for \$5,300 for the Tri Girls Triathlon.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 7.18 pm.

CHAIRMAN.....

DATE.....

ITEM	7.0.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	13 January 2020
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. Due: February 2020 Deferred to: April 2020 Reason: Due to other priorities within the events team, this report has been postponed by two months.	Julie Kushnir
16/12/2019 7.2.2	Review of Youth Sponsorship Policy 1. That a report be brought back to the Sport, Recreation and Grants Committee to consider options of incorporating the Youth Sponsorship Policy with the Community Grants Policy, including associated guidelines. 2. That the report also considers additional Youth Sponsorship Criteria. Due: February 2020	Mechelle Potter

3. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer: EXECUTIVE GROUP
 Date: 06/01/2020

ITEM	7.2.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	13 January 2020
HEADING	Youth Sponsorship Applications - December 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 December 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 December 2019.

Funding per application	Event	Total Funding
1 @ \$250	One application has been received to represent South Australia at the National Futsal Championships to be held in Sydney in January 2020.	\$250
1 @ \$250	One application has been received to represent South Australia at the Australian Tennis Championships to be held in Melbourne in December 2019.	\$250
1 @ \$250	One application has been received to represent South Australia at the Eastcoast Basketball Challenge to be held in Sydney in January 2020.	\$250
1 @ \$250	One application has been received to represent South Australia at the Regional Softball Championships to be held in Mirrabooka, Western Australia in January 2020.	\$250
1 @ \$250	One application has been received to represent South Australia at the Australian Water Polo Championships to be held in Brisbane January 2020	\$250
1 @ \$250	One application has been received to represent South Australia at the Australian All Star Cheerleading National Championships to be held in Melbourne in November 2019.	\$250
2 @ \$250	Two applications have been received to represent South Australia at the National Speed Skating Championship to be held in Dandegong, Victoria in January 2020.	\$500

Total Funding for December 2019: \$2,000

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

3.2.1 Two applications were received to represent South Australia at the Australian All Star Cheerleading National Championships to be held in Melbourne in November 2019 however the applications are not eligible as the applicants have not provided a letter from the peak body as requested.

4. CONCLUSION / PROPOSAL

4.1 The 2019/20 Youth Sponsorship budget allocation is \$45,000, less expenditure to date of \$28,875 (including December applications) which leaves a balance remaining of \$16,125.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 06/01/2020

ITEM	7.2.2
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	13 January 2020
HEADING	Community Grants Program Applications for January 2020
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 January 2020 round. One application is submitted for consideration by the Sport, Recreation and Grants Committee in an individual report.

RECOMMENDATION

1. The information be received and noted.
2. The Sport, Recreation and Grants Committee consider increasing the Community Grants Program budget for 2019/2020 to enable the approval of funding to the end of the financial year.
3. The Sport, Recreation and Grants Committee recommends increasing the Community Grants Program budget for 2019/2020 through a second quarter non-discretionary budget review of \$XX

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 January 2020 round of Community Grants of which one (1) is deemed eligible and one (1) is waiting for further information.

2. REPORT

- 2.1 One (1) application is presented for the January 2020 round of Community Grants for consideration, of which is deemed compliant and listed below:

- 2.1.1 01/2020: Druk International Shito-Ryu Karate Do Association - Australia Inc.

Agenda item 7.2.3; Sport, Recreation and Grants Committee; 13/01/2020

- 2.2 One (1) application received for the January 2020 round of Community Grants requires further information and will be submitted for consideration once the information has been received:

2.2.1 02/2020: Sampaguita Filipino Cultural Entertainers Inc.

- 2.3 The Community Grant Funding budget allocation for 2019/2020 is \$82,000.
- 2.4 The money committed to the one (1) compliant application for the January 2020 round, if approved, is **\$5,000.00**.
- 2.5 The remaining balance of the grant funding if the one (1) application is approved is **\$6,744.00**.
- 2.6 The Sport, Recreation and Grants Committee note that the remaining balance of grant funding is insufficient to cover the two Applications that are pending further information, potentially \$10,000 Community Grants Program funding, and consider increasing the budget to accommodate these and new Applications anticipated between February and June 2020.

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 January 2020.
- 3.2 One (1) Community Grants Program application requires further information and will be presented once the information has been received.
- 3.3 The Sport, Recreation and Grants Committee consider increasing the Community Grants Program budget to accommodate approvals for the remainder of the financial year.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 06/01/2020

Effective 01 September 2019



Community Grants Program

Guidelines and Eligibility Criteria



**City of Salisbury
The Living City**

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City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

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

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

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

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

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

1. Introduction

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

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

2. Submitting an Application

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

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

3. Community Grants Program Aim and Objectives

Aim

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

Objectives

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

4. Funding Rounds Opening and Closing Dates

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

5. Community Grants Program Categories

Community Grants Program funding is available under the following categories:

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

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

6. Types of Community Grants and Amount of Funding

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

- Community Grant – Event: up to \$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.

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9. Eligible Items

Funding will be considered for the following:

9.1. *Equipment*

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

9.2. *Administration and Organisational Costs*

- 9.2.1. An organisation or group's start-up administration costs, including:

- capital equipment (e.g. computers, office furniture, machinery, tools, sport equipment etc.);
- consumables;

All items must be justified and be relevant to starting up the organisation or group.

9.3. *Replacement Items*

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

9.4. *Public Events and Tournaments*

- 9.4.1. Funding may be considered for eligible items related to the costs associated with exhibitions, fairs, festivals, entertainment, sport and leisure events. Eligible items include costumes and accessories, sport uniforms and equipment, hall hire, bus hire, marquee & furniture hire, trophies, medals, musical instruments, public address equipment.
- 9.4.2. Applicants must organise public liability insurance and provide evidence of insurance with the grant application.

9.5. *New Establishment Grant*

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

9.6. *Defibrillator*

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

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10. Ineligible Items

Funding will not be considered for the following:

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

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

10.2. *Existing Projects*

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

10.3. *Expenses*

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

10.4. *Administration and Organisational Costs*

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

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

10.5. *Wages and Salaries*

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

10.6. *Memberships and Fees*

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

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10.7. Existing Debts and Shortfalls

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

10.8. Other Exclusions

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

10.9. Prior Funding Received for Defibrillators

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

11. Application Process

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

Assessment of Applications

- 11.4. All applications are submitted to and assessed by the Sport, Recreation and Grants Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report. This means that all information contained within the application forms part of a public document and as such can be inspected by anyone. Reports presented to the Sport, Recreation and Grants Committee is also accessible via the City of Salisbury website.

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.*

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.

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E
Page 22

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

4.1. Where email is not possible applications can be:

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

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

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

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

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

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

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

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

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

- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full (*subject to conditions outlined in section 8.4*).

9. Who assesses the Community Grants Program Applications?

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

10. How are the Community Grants Program Applications assessed?

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

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

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

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

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

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

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

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

ITEM	7.2.3
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	13 January 2020
HEADING	01/2020: Druk International Shito-Ryu Karate Do Association - Australia 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 Druk International Shito-Ryu Karate Do Association - Australia Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

RECOMMENDATION

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the January 2020 round of Community Grants as follows:
 - a. Grant No. 01/2020: Druk International Shito-Ryu Karate Do Association - Australia Inc. be awarded the amount of **\$5,000.00** to assist with the purchase of **hall hire (exclusive of bond), equipment, lap top and catering for the DISKA Launch and subsequent ongoing use** as outlined in the Community Grant Application and additional information.

ATTACHMENTS

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

1. 01/2020: Druk International Shito-Ryu Karate Do Association - Australia Inc. - Application
2. 01/2020: Druk International Shito-Ryu Karate Do Association - Australia Inc. - Additional Information

1. BACKGROUND

- 1.1 Druk International Shito-Ryu Karate Do Association - Australia Inc. has not received prior Community Grants Program funding.

2. REPORT

- 2.1 The Druk International Shito-Ryu Karate Do Association - Australia Inc. Application meets the eligibility criteria for funding consideration for the upper limit Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Druk International Shito-Ryu Karate Do Association - Australia Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 06/01/2020

From: HIMAL RAI [REDACTED]
Sent: Tuesday, 10 December 2019 1:03:17 PM
To: City of Salisbury
Subject: Community Grant

Dear Sir/Madam,

I am submitting this grant application for your perusal and kind consideration.

Druk International Shito-Ryu Karate Do Association (DISKA) is a community run initiative to impart martial art skills to kids, young people and adults from Bhutanese community as well as any interested members from other communities.

As noted in the grant application, DISKA has completed the groundwork for launching the karate club in conjunction with HOST International. If and when the fund is considered and available through the community grant program, we can launch the club and commence the training program.

I have completed and attached the fillable grant application form and as advised by the Salisbury City Council officer, the grant application pages (# 6, 7, 9 & 12) concerning cost breakdown and declaration are also completed, scanned and attached herewith.

Besides the above, the following attachments are included in the email:

1. Support letters (3)
2. Quotations (5)
3. Business plan (1)










Please note that Salisbury Primary School has provided the quote of \$800.00 for venue use for four times in 2020. As we are using the venue once on the day of launch the cost is only \$200.00.

I am happy to answer further queries in relation to this grant application and look forward to your positive response.

Sincerely,

Himal Rai,
Chairperson,
DISKA.

Date: 10 Dec 2019

 Business Plan. DISKA.docx
 CGA. Page 6.pdf
 CGA. Page 7.pdf
 CGA. Page 9.pdf
 CGA. Page 12.pdf
 Community Grant Application. Fillable. DISKA. 2...
 DISKA Reference Letter. BAASA.pdf
 DISKA Reference Letter. HOST.pdf
 DISKA Reference Letter. TJKN.pdf

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- Quotation. Equipment.pdf
- Quotation. Insurance.pdf
- Quotation. Launch Program.pdf
- Quotation. Launch Venue.pdf
- Quotation. Training Space.pdf



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:	Druk International Shito-Ryu Karate Do Association, Australia
Address:	[REDACTED]
Suburb:	Brahma Lodge Postcode: 5109
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mr Himal Rai
Title (your role with the group/organisation):	Chairperson / Head Instructor
Address:	[REDACTED]
Phone:	Landline: Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: Til Bahadur Gurung
Title (role with the group/organisation):	Public Officer
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	Executive Board of 7 members
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:	
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>	<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 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; fundraising; donations; grants; etc.	
f) Purpose:	To provide karate training to community kids, young people and adults	
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: Druk International Shito-Ryu Karate Do Association, Au <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:	Cathy Lawson, HOST International	
Referee's Contact Information:	451 Pulteney Street, Adelaide Mobile: [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> 2 2 9 7 6 1 3 3 4 1 9 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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"/> <small>(enter '0' dollar amounts below)</small>
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	500.00
Organisation's contribution:	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 500
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	DISKA members have spend private money for incorporation and for undergoing first aid training. All the members are working as volunteers and contributing their time for DISKA meetings and related activities. The total cost for launching program comes to be \$5566.00. The extra cost of \$566.00 outside the grant amount of \$5000.00 will be born by DISKA.
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
Training space (Salisbury Pry School)	2860
Equipment (Training mats and free standing)	1090
Insurance	1000
Hall Hire for Launch Program	200
Refreshment for Launch Program	416
TOTAL (including GST):	\$ 5,566

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 type="checkbox"/> Ongoing <input checked="" type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Launch of DISKA
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	25 January 2020
Total cost of Project/Event	\$ 5,566
Amount of Community Grant Funding Requested	\$ 5,000
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 checked="" type="checkbox"/>
Establishment of a new group	<input checked="" type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

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	Druk International Shito-Ryu Karate Do Association, Australia
Group/Organisation Description	Karate training provider to community kids, young adults and adults
Group/Organisation Registered Address	Number/Street: [REDACTED] Suburb: Brahma Lodge Postcode: 5109
Is the Club Incorporated?	Yes
Number of Members	50
% of Membership that reside in the City of Salisbury	100 %
Project/Event Details	
Project/Event Name	Organization launching
Project/Event Summary	DISKA is preparing to launch the organization formally and commen
Date(s) of Project/Event	25 January 2020
Location of Project/Event:	Number/Street: Salisbury Primary School, Gym Hall Suburb: Salisbury Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	The launching of DISKA will enable children and young people from the community to engage in positive and beneficial activity and can bring together young people from other communities in course of the training and
How many individuals will benefit from the Project/Event?	200+
% of project/event participants that reside in the City of Salisbury	90 %
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	Through Facebook; Letters; Flyers; Community Radio; Meetings and

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	\$ 5,000
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Training space (Salisbury Pry School)	\$ 2860
Equipment (Training mats and free standing l	\$ 1090
Insurance	\$ 1000
Program Launch Venue	\$ 200
Refreshment for Program	\$ 416
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 5,566
Quote Attached:	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
<i>A detailed, current quote <u>must</u> be provided with the application.</i>	<i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p>
<p>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. Business Plan 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>Community members will immensely benefit by undergoing training and learning knowledge and skills on martial arts. The participants will be enabled to enjoy physical health, mental well being and happiness, and lead an active and productive lives.</p>

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

Support for the Project or Event	
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p>	
<p>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. Support letter from HOST International2. Support letter from Traditional Japanese Karate Network3. Support letter from Bhutanese Australian Association of South Australia.	
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></p> <p><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></p> <p><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

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>DISKA</u> (Group/Organisation)</p>	
<p>Himal Rai / Chairperson/Head Instr (Name/Position)</p>	<p>Til Bahadur Gurung / Public Officer (Name/Position)</p>
<p>_____ (Signature 1)</p>	<p>_____ (Signature 2)</p>
<p>10 Dec 2019 (Date)</p>	<p>10 Dec 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

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"/> <small>(enter '0' dollar amounts below)</small>
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	\$500.00
Organisation's contribution:	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 500.00
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
Training Space (Salisbury P.S)	\$ 2860.00
Equipment	\$ 1090.00
Insurance	\$ 1000.00
Hall Hire for Launch Program	\$ 200.00
Refreshment (Launch Program	\$ 416.00
TOTAL (including GST):	\$ 5566.00

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 type="checkbox"/> Ongoing <input checked="" type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Launch of DISKA
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	25 January 2020
Total cost of Project/Event	\$ 5566.00
Amount of Community Grant Funding Requested	\$ 5000.00
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 checked="" type="checkbox"/>
Establishment of a new group	<input checked="" type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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Community Grant Application - Page 7 of 13

Grant Money Requested	
Amount Requested	\$ 5000.00
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Training Space (Salisbury P.C.)	\$ 2860.00
Equipments	\$ 1090.00
Insurance	\$ 1000.00
Program Launch Venue	\$ 200.00
Refreshment for program	\$ 416.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 5566.00
Quote Attached:	<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>
<i>A detailed, current quote <u>must</u> be provided with the application.</i>	

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

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	<p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> I acknowledge that the information provided in this application is true and correct.</p> <p><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.</p> <p><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.</p> <p><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>
<p>On behalf of <u>DISKA</u> (Group/Organisation)</p>	
<p style="text-align: center;">Himal Rai / Chairperson/Head Instr and</p> <p>(Name/Position)</p> <div style="text-align: center;">  (Signature 1) </div> <p style="text-align: center;">11 Dec 2019</p> <p>(Date)</p> <p>Contact (phone number) [REDACTED]</p>	<p style="text-align: center;">Til Bahadur Gurung / Public Officer</p> <p>(Name/Position)</p> <div style="text-align: center;">  (Signature 2) </div> <p style="text-align: center;">11 Dec 2019</p> <p>(Date)</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**.

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Community Grant Application - Page 12 of 13

BUSINESS PLAN FOR DISKA - Australia

Company Name: Druk International Shito-Ryu Karate Do Association-Australia (DISKA - Australia)	Year Founded: 2019
Address: [REDACTED] Salisbury SA 5109	Contact Person: Himal Rai
Industry: Sports / Karate	Phone: [REDACTED]
E-mail: [REDACTED]	URL:

INTRODUCTION

DISKA - Australia is run as a community initiative by Bhutanese martial arts community to conduct, encourage, promote, advance and administer martial arts activities to both Bhutanese and non-Bhutanese children and adults. It is a non-for-profit association largely manned by community volunteers.

OBJECTIVE

To conduct karate training classes to impart martial arts skills and specially keep the young people engaged in positive activities enhancing their physical and mental health and emotional wellbeing, and social skills.

MANAGEMENT TEAM

Himal Rai - Chairperson
 Lila Rai – Vice chairperson
 Mitra Bhattarai - Secretary
 Til Gurung – Public officer
 Benuk Rai – Treasurer
 Sa Mongar – Board member
 Buddhi Gurung – Board member

MARKETING AND PROMOTION

Through Facebook; website; leaflets and brochure; meetings with communities and schools; testimonial & word of mouth.

BUSINESS DESCRIPTION

Training program will be run for two hours a day for two days a week. The target group will be children from age of six and above. The adults will have opportunity for training.

BUSINESS MODEL

The club will generate the revenue through admission and term fees from students. It will also hold fundraising activities and donation drive to generate additional fund and apply for community grants.

MAJOR COMPETITORS

Local martial arts clubs.

COMPETITIVE ADVANTAGE

HOST International, SETS-CCB, Adelaide SA

BUSINESS PLAN FOR DISKA - Australia

Community is supportive of the club being run by a coach, who is a fellow community member.

KARATE TRAINING PROGRAM

The club expects to have 25 students in the beginning and hopes to grow the number to over 100. The club will constantly engage with the parents of students and involve them in periodic club programs and activities. The training program is conducted for 3 terms in a year. The admission/registration fee is \$30.00 per student. The term fee is \$100.00 per student per term. The upgrade fee is \$10.00 per student, which is charged periodically during the time of graduation. The revenue generated will be utilized to sustain and grow the club.

FINANCIALS

Financials	2020	2021	2022
Projected Revenues	<i>Admission Fee:</i> $\$30.00 \times 25 = \750.00 <i>Term Fee:</i> $\$100.00 \times 25 \times 3 = \7500.00 <i>Upgrade Fee:</i> $\$10.00 \times 25 = \250.00 <i>Fund raising:</i> \$ XXX <i>Donation:</i> \$ XXX TOTAL: \$ 7750.00		
Projected Expenditures	<i>Space Hiring:</i> $\$2500.00$ per year <i>Insurance:</i> \$1600.00 per year <i>Gears:</i> \$200.00 per year <i>Coach Salary:</i> Voluntary <i>Upgrading/Graduation:</i> $\$150.00$ per year TOTAL: \$ 4250.00		
Projected Income	\$ 3500.00		

HOST International, SETS-CCB, Adelaide SA



TO WHOM IT MAY CONCERN!

Date: 6/12/2019

Re: Support Letter for Grant Application to Shito-Ryu Karate Do Association (DISKA)

Bhutanese Australian Association of South Australia (BAASA) is pleased to provide the letter of support to Druk International Shito-Ryu Karate Do Association (DISKA) for the community grant application through City of Salisbury.

BAASA wholeheartedly welcomes and supports the launching of DISKA as community Karate Club with goals to support community young people and adults to learn martial arts skills. This is a much-needed initiative to specially engage young people in a positive and beneficial activity. This initiative will enable the young people not only to promote their healthy habits but aid them with holistic development through enhancement of self-confidence, self-discipline, resilience and physical activity.

BAASA deeply acknowledges the valuable support that City of Salisbury has been providing to the Bhutanese community for last many years. We request the Council to consider the grant application that is being lodged by DISKA so that they can launch the organization and start Karate training program for the benefit of community members.

Please feel free to contact me at [REDACTED] if you have any questions.

Yours Sincerely

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

PO Box 265
Salisbury SA 5109

basa@bhutanese.org.au

www.bhutanese.org.au



3 December 2019

TO WHOM IT MAY CONCERN,

HOST International is pleased to provide this letter to Druk International Shito-Ryu Karate Do Association (DISKA) in support of their application for community grant provided by Salisbury City Council.

HOST International works with the new and emerging communities from refugee backgrounds in Adelaide to build their capacity to independently meet the settlement needs of their members through the Settlement Engagement and Transitions Support program funded by the Australian Government.

HOST International has been working with DISKA for last three and half months helping to work towards achieving their goal of launching a community karate club to provide training to young people in the community.

So far DISKA in partnership with HOST International has been successful in developing and implementing a community action plan, including assisting with the writing of a constitution and the incorporation of the club. As part of the community action plan, to date HOST International has provided training sessions on Child Safeguarding; WHS; and Governance to the board members of DISKA. A few board members have also completed the first aid training subsidized through the Salisbury City Council.

DISKA and HOST International have also been successful in getting the mainstream karate club - Traditional Japanese Karate Network headed by Dr. Sarven McLinton to provide mentoring support to DISKA as it commences the journey as a community club.

Consequently, HOST International strongly supports the community grant application that DISKA is lodging with Salisbury City Council to source monitory assistance for launching the community karate club. If needed, HOST International is happy to answer further queries and provide information to the Salisbury City Council in relation to this grant application.

Yours Sincerely,

Cathy Lawson
Program Manager - Adelaide

1

Re: Letter of Support for DISKA

To Whom it May Concern,

I write to provide a letter of support for the Druk International Shito-Ryu Karate Do Association (DISKA), based in Salisbury City Council, applying for a community grant to launch their organization.

As an incorporated start-up karate club from the CALD community, the funding from this grant will be most valuable to support DISKA to formally launch their club. If successful, DISKA would like to utilise the community grant funding to pay for the start-up costs which can be quite taxing for a community-run organization. For example, public liability insurance costs, equipment such as focus mits and kick shields, and the first few months of hall hire before their established student base can support it going forward. Once these start-up costs are out of the way, I am confident that DISKA will be able to thrive in their local community, as they have a business plan for the club to sustain itself going forward.

The two executive members of DISKA, namely Himal Rai (Chairperson) and Til Bahadur Gurung (Public Office) are known to me very well due to their continual engagement at my own club (ARC Campbelltown). I have agreed to mentor the club as they launch and grow, and I therefore, strongly support their application for this community grant and wish them success.

If you would like any further information about my mentorship of DISKA, please don't hesitate to contact me via my office number below during work hours.

Yours Faithfully,



Dr Sarven S. McLinton

Head Instructor: ARC Campbelltown Dojo

Traditional Japanese Karate Network

Research Associate & Lecturer: Psychology

Asia Pacific Centre for Work Health and Safety

[Redacted contact information]

[illegible]

Re: Quotation of Insurance for DISKA in 2020

To Whom it May Concern,

I write to provide some supporting materials for the Druk International Shito-Ryu Karate Do Association (DISKA), based in Salisbury City Council, in their application for a community grant to launch their organization.

As an affiliated club in the Traditional Japanese Karate Network, DISKA will be purchasing public liability insurance for 2020 through our provider. We apply as a network of clubs, to alleviate the financial burden of public liability insurance on any one club. We have contacted the insurance provider, Allsafe Insurance Brokers, and the estimate for DISKA will be approximately \$1,000, covering their provision of martial arts instruction from Feb 2020 through to Feb 2021.

Therefore, the proposed budget for the grant has an allocation of \$1,000 to cover DISKA's public liability insurance.

If you would like any further information, please don't hesitate to contact me via my office number below during work hours.

Yours Faithfully,



Dr Sarven S. McLinton
Head Instructor: ARC Campbelltown Dojo
Traditional Japanese Karate Network
Research Associate & Lecturer: Psychology
Asia Pacific Centre for Work Health and Safety

[Redacted contact information]

Quote :invoice To..

DISKA AUSTRALIA

ABN:22976133419

Address [REDACTED] Brahma Lodge SA 5109

PH: [REDACTED]

Description	Qty	unit price	Total
1 Disposable Plates 10 boxes	10	14	140.00
2 Disposable bowls boxes	10	4.50	45.00
3 Disposable plastics 10 sle... cups	10	2.50	25.00
4 Disposable coffee10sle... cups	10	4.50	45.00
5 Disposable plastics spoons pack	10	2.50	25.00
6 Disposable gloves	1	7.00	7.00
7 Disposable tissue box	1	35.00	35.00
8 10 box water	10	100.00	100.00
gyt9 9kg suger	3	5.00	15.00
10 2kg tea	2	24.00	24.00
10			\$
Total inclusive of G.S.T.			461.00



Tuesday, 10 December 2019

Quote 1052

Hire of the school Gymnasium by the Druk Karate Association 4 times in 2020 will be \$800 (GST incl).

Regards,





Tuesday, 3 December 2019


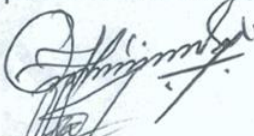

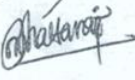




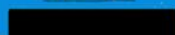

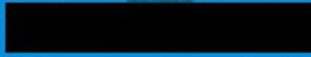
Quote 1041

Hire of school premises for DRUK Karate Association of Australia.

*Charge for hiring of school hall and toilets is \$55 per week (GST incl).
The total for 2020 will be \$2860 (GST incl).*

Regards,



 DRUK INTERNATIONAL SHITO-RYU KARATE DO ASSOCIATION AUSTRALIA ABN NO: 22976133419		
MEETING MINUTES Dated: 10 December 2019		
<p>The following executive members of Druk International Shito-Ryu Karate Do Association - Australia has held a meeting on 10 December 2019 in Salisbury SA to discuss on finalization and submission of community grant application to Salisbury City Council for launching of new community karate club.</p> <p>The meeting has finalized the content of grant application and resolved to duly submit it to the Salisbury City Council for consideration.</p> <p>Following executive members were present for the meeting:</p> <ol style="list-style-type: none"> 1. Himal Rai - Chairperson  2. Lila Rai – Vice chairperson  3. Mitra Bhattarai - Secretary  4. Til Gurung – Public officer  5. Binuk Rai – Treasurer  6. Sa Magar – Board member  7. Bhim Gurung – Board member  		
<u>Address</u>  Brahma lodge, Sa 5109	<u>Contact</u> 	<u>Email</u> 

PROJECT OR EVENT SCOPE

DISKA is an incorporated association since 31 July 2019.

According to Article 2.1 of the Constitution, the core purpose of DISKA is to assist the community via martial arts activities for the primary benefit of its enrolled members, which include both members from Bhutanese as well as general community. We DISKA - Australia aim to:

- (a) conduct, encourage, promote, advance and administer martial arts activities, in specific traditional Japanese karate training methods for fitness, sport, and self-defence;
- (b) act, at all times, on behalf of and in the interest of the members and karate as a tradition.

DISKA has been working in partnership with HOST International in terms of capacity building to eventually launch a karate training program for community kids, young people and adults. DISKA is being mentored by key Shito-ryu instructors, from the mainstream karate institution called Traditional Japanese Karate Network (TJKN), who have lived and trained in Japan such as Shihan Jason Armstrong (7th dan, a regular teacher in the US & Australia) and Sensei Sarven McLinton (4th Dan, Australia). DISKA will be covered under the insurance scheme of TJKN. DISKA is also hosted in the TJKN website (<https://sites.google.com/view/traditionalkarate/featured-dojos/salisbury-shito-ryu-dojo>). The executive team of DISKA has already undergone trainings on Child safe; WHS; Governance through HOST International and First Aid training through Salisbury City Council.

Once launched DISKA will provide karate training to kids, young people and adults from Bhutanese as well as other communities. DISKA will work to support young people to remain engage in positive activities and enhance their physical and mental health and emotional wellbeing through karate training and practice. Through its program DISKA will enable the participants to develop self-confidence, self-discipline, resilience, rigour and sense of duty and hard work. DISKA also aspire to train and produce talents from the community who can eventually compete at the state, national and possibly at international levels.

ATTACHMENTS:

1. Business plan

BENEFIT AND OUTCOMES OF THE PROJECT OR EVENT

Community members will immensely benefit by undergoing training and learning knowledge and skills on martial arts. The participants will be enabled to enjoy physical health, mental wellbeing and happiness, and lead an active and productive lives.

SUPPORT FOR THE PROJECT OR EVENT

1. HOST International

Cathy Lawson - [REDACTED]

2. Traditional Japanese Karate Network

Dr. Sarven McLinton - [REDACTED]

3. Bhutanese Australian Association of South Australia

Sushi Niroula - [REDACTED]

ATTACHMENTS:

Support Letter from HOST International

Support Letter from Traditional Japanese Karate

Support Letter from Bhutanese Australian Association of South Australia

PROJECT OR EVENT MANAGEMENT

The grant is for one off program to launch DISKA. However, DISKA will continue to grow and sustain as a community karate club.

PAGE 12

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 type="checkbox"/> Ongoing <input checked="" type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Launch of DISKA
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	25 January 2020
Total cost of Project/Event	\$
Amount of Community Grant Funding Requested	
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments. <input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.	
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input checked="" type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

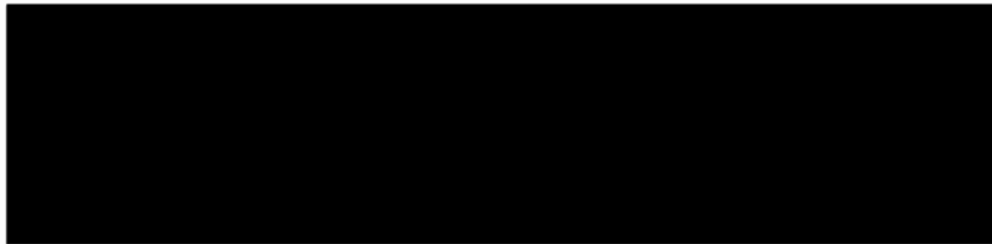
Community Grant Application - Page 7 of 13

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"/> (enter '0' dollar amounts below)
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 500.00
Organisation's contribution:	
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	
Income received from sponsors: (list sponsor(s) and their contribution)	
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):	\$ 500.00
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
Training space	\$ 2860.00
Equipment (training)	\$ 1090.00
Lap top	\$ 949.00
Hall hire for launch program	\$ 200.00
Refreshment (launch program)	\$ 416.00
TOTAL (including GST):	\$ 5515.00

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

Community Grant Application - Page 9 of 13



QUOTE ONLY – NOT VALID INVOICE - VALID 7 DAYS ONLY

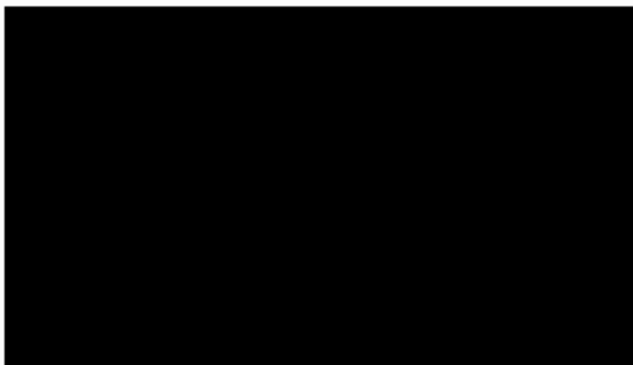
18/12/19
Himal Rai
[Redacted]

1 x 381083 Lenovo 330s	\$949
Total	\$949



Please allow 24- 48 hours for a direct deposit to clear. If you could **please email or call** us once a confirmation has processed for the direct deposit, as we need to send this to our accounts department in Support Office. We will let you know once this has cleared into our account.

Please note we do not accept cheques or payments made over the phone.
Any questions I can be contacted on [Redacted]



 Please consider the environment before printing this mail



SOUTH AUSTRALIA
Associations Incorporation Act 1985
Section 20(1)

Incorporation Number: A44032

Certificate of Incorporation

This is to certify that

**DRUK INTERNATIONAL SHITO-RYU
KARATE DO ASSOCIATION - AUSTRALIA
INCORPORATED**

is, on and from the thirty-first day of July 2019
incorporated under the Associations Incorporation Act 1985.

Given under the seal of the Corporate Affairs Commission at Adelaide on this
thirty-first day of July 2019

A handwritten signature in black ink, appearing to be "S. J. ...", is written over a horizontal line.

Commissioner of Corporate Affairs





Government of South Australia
Consumer and Business Services

**Licensing and
Registration**

Chesser House
91-97 Grenfell Street
Adelaide SA 5000

GPO Box 1719
Adelaide SA 5001
DX 225

Tel 131 882
Fax 08 8204 9697

www.cbs.sa.gov.au

**Druk International Shito-Ryu Karate Do
Association-Australia Incorporated**

Brahma Lodge SA 5109

Attention: Til Bahadur Gurung