



AGENDA

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

10 MARCH 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
Acting General Manager Community Development, Ms V Haracic
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 10 February 2020.

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OTHER BUSINESS

CLOSE



**MINUTES OF SPORT, RECREATION AND GRANTS COMMITTEE MEETING HELD
IN THE WITTBER AND DR RUBY DAVY ROOMS, 34 CHURCH STREET, SALISBURY
ON**

10 FEBRUARY 2020

MEMBERS PRESENT

Cr A Duncan (Chairman)
Mayor G Aldridge (ex officio)
Cr L Braun
Cr D Hood
Cr S Ouk
Cr S Reardon

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
A/General Manager Community Development, Ms J Cooper
Risk and Governance Program Manager, Ms J Crook
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.34 pm.

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

APOLOGIES

Apologies were received from Cr C Buchanan and Cr N Henningsen.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr L Braun
Seconded Mayor G Aldridge

The Minutes of the Sport, Recreation and Grants Committee Meeting
held on 13 January 2020, be taken and read as confirmed.

CARRIED

REPORTS

Administration

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

Moved Mayor G Aldridge
Seconded Cr S Reardon

1. The information be received.

CARRIED

Community Grants

7.2.1 Youth Sponsorship Applications - January 2020

Moved Cr L Braun
Seconded Cr S Ouk

1. The information be received.

CARRIED

7.2.2 Review of the Youth Sponsorship Policy

Moved Mayor G Aldridge
Seconded Cr S Ouk

1. The information be received.
2. The Youth Sponsorship Policy as set out in Attachment 1 to this report (Sport, Recreation and Grants Committee 7.2.2, 10/02/2020) be endorsed.

CARRIED

7.2.3 Community Grants Program Applications for February 2020

Moved Cr L Braun
Seconded Cr D Hood

1. The information be received and noted.

CARRIED

7.2.4 30/2019: Acholi Owinykibul and Opari Club Inc. - Community Grants Program Application

Moved Cr D Hood
Seconded Cr S Ouk

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and did **not allocate funding** for the February 2020 round for the 30/2019: Acholi Owinykibul and Opari Club Inc. Application.

CARRIED

7.2.5 02/2020: Sampaguita Filipino Cultural Entertainers Inc. - Community Grants Program Application

Moved Cr S Ouk
Seconded Cr L Braun

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the February 2020 round of Community Grants as follows:
 - a. Grant No. 02/2020: Sampaguita Filipino Cultural Entertainers Inc. be awarded the amount of **\$630.00** to assist with the purchase of **fabric, interfacing medium, thread, zips, sequins and seeds for costumes for ongoing use** as outlined in the Community Grant Application and additional information.

CARRIED

7.2.6 03/2020: Adelaide Bangladeshi Cultural Club Inc. - Community Grants Program Application

Moved Cr D Hood
Seconded Cr L Braun

1. The information be received and noted that the 03/2020: Adelaide Bangladeshi Cultural Club Inc. Application is deemed ineligible for Community Grants Program funding in accordance with section 8.2 of the Guidelines and Eligibility Criteria.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 6.46 pm.

CHAIRMAN.....

DATE.....

ITEM	7.0.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	10 March 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.	Julie Kushnir
Due:	April 2020	

3. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer: EXECUTIVE GROUP GMBE A/GMCD
Date: 02/03/2020 28/02/2020 28/02/2020

ITEM	7.2.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	10 March 2020
HEADING	Youth Sponsorship Applications - February 2020
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.
2. A 2019/20 Third Quarter Discretionary Budget Review Bid for \$10,000 be presented to Council for consideration to provide additional Youth Sponsorship funding for the committee to continue funding applications up to 30 June 2020.

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 February 2020.

Funding per application	Event	Total Funding
1 @ \$250	One application has been received to represent South Australia at the Northern Territory Open & Age Swimming Championships to be held in the Northern Territory in March 2020.	\$250
1 @ \$1,000	One application has been received to represent Australia at the 4th International Blind Tennis Tournament to be held in Piancavallo, Italy in June 2020.	\$1,000
1 @ \$500	One application has been received to represent South Australia at the Oceania Inline Hockey Junior Championships to be held in the Gold Coast, Queensland in April 2020.	\$500
3 @ \$250	Three applications have been received to represent South Australia at the Junior President's Interstate Shield Tenpin Bowling tournament to be held in Brisbane, Queensland in April 2020.	\$750
3 @ \$125	Three applications have been received to represent South Australia at the Australian Men's and Mixed Netball Association Tournament to be held in Adelaide in April 2020.	\$375
Total Funding for February 2020:		\$2,875.00

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

- 3.2.1 Four applications were received to attend the Australian Junior Tenpin Bowling Nationals to be held in Queensland in April 2020 however the applications are not eligible as the applicants are unable to provide a letter from the peak body as requested.
- 3.2.2 Two applications were received to attend the BMX National Championships to be held in Tasmania in March 2020 however the applications are not eligible as there was no selection process and therefore considered as a club representation rather than a state representation.

4. BUDGET CONSIDERATION

- 4.1 As outlined below the remaining budget available for allocation for the remainder of the year is \$8,500. The average monthly allocation is approximately \$4,000 and therefore it is recommended that the committee seek further funding of \$10,000 as a discretionary budget review bid at the Third Quarter Budget Review to ensure sufficient funding is available for allocation for the remaining 4 months.

5. CONCLUSION / PROPOSAL

- 5.1 The 2019/20 Youth Sponsorship budget allocation is \$45,000, less expenditure to date of \$36,500 (including February applications) which leaves a balance remaining of \$8,500.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 02/03/2020

ITEM	7.2.2
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	10 March 2020
HEADING	Community Grants Program Applications for March 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 March 2020 round. Five applications are submitted for consideration by the Sport, Recreation and Grants Committee in an individual report.

RECOMMENDATION

1. The information be received and noted.

ATTACHMENTS

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

1. Community Grants Program Guidelines and Eligibility Criteria

1. BACKGROUND

- 1.1 Six (6) applications were received for the March 2020 round of Community Grants of which one (1) requires further information.

2. REPORT

- 2.1 Five (5) applications are presented for the March 2020 round of Community Grants for consideration, of which is deemed compliant and listed below:
 - 2.1.1 04/2020: Foundation 1 Inc
Agenda item 7.2.3; Sport, Recreation and Grants Committee; 10/03/2020
 - 2.1.2 06/2020: Salisbury West Sports Club Inc.
Agenda item 7.2.4; Sport, Recreation and Grants Committee; 10/03/2020
 - 2.1.3 07/2020: Adelaide Dragon Sporting Club Inc.
Agenda item 7.2.5; Sport, Recreation and Grants Committee; 10/03/2020
 - 2.1.4 08/2020: The Burton Community Centre Inc.
Agenda item 7.2.6; Sport, Recreation and Grants Committee; 10/03/2020
 - 2.1.5 09/2020: Pontian Eagles Sports and Social Club Inc.
Agenda item 7.2.7; Sport, Recreation and Grants Committee; 10/03/2020
- 2.2 One (1) application received for the March 2020 round of Community Grants requires further information and will be submitted for consideration once the information is received:
 - 2.2.1 05/2020: About SA
- 2.3 The Community Grant Funding budget allocation for 2019/2020 was endorsed to be increased by \$30,000 through a second quarter non-discretionary budget review (Resolution Number 0426/2020). The budget allocation has been increased from \$82,000 to **\$112,000**.
- 2.4 The money committed to the five (5) compliant applications for the March 2020 round, if approved, is **\$21,123.00**.
- 2.5 The remaining balance of the grant funding if the five (5) applications are approved is **\$14,991.00**.

3. CONCLUSION / PROPOSAL

- 3.1 Five (5) Community Grants Program applications are presented for funding consideration at the Sport, Recreation and Grants Committee meeting in March 2020.
- 3.2 One (1) Community Grants Program Application requires further information and will be presented once the information has been received.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 02/03/2020

Effective 01 September 2019



Community Grants Program

Guidelines and Eligibility Criteria



Live it up

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City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

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

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

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

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

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

1. Introduction

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

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

2. Submitting an Application

- 2.1. A new application form is required every funding round and the **current Community Grant Application Form** must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:
www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 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.

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
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ATTACHMENT D - Project Evaluation Requirements

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

ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

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

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

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

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

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

6.1. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.

6.2. If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

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

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

- 8. Can organisations and groups submit more than one application per round?**
- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full (*subject to conditions outlined in section 8.4*).
- 9. Who assesses the Community Grants Program Applications?**
- 9.1. The Applications are assessed initially by the Community Grants Program Team and the General Manager Community Development who make recommendations to the Sport, Recreation and Grants Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Sport, Recreation and Grants Committee have delegation to authorise funding and make the final decision on offering grants.
- 10. How are the Community Grants Program Applications assessed?**
- 10.1. Applications are assessed on merit based on the following criteria:
- The level and type of need, evidence of the need provided and geographic area;
 - The benefit to the target group, specifically residents of the City of Salisbury;
 - Proposals that represent value for money;
 - Relevance to Community Grants Program Aims and Objectives and/or the City of Salisbury Strategic Plan;
 - New organisations or groups that can demonstrate sustainability and do not require ongoing funding to succeed;
 - Proposals that have secured in-kind support to reduce the project or event cost;
 - Proposals that demonstrate a level of community engagement;
 - The extent to which the applicant has the infrastructure, support or resources to successfully carry out the project or event;
 - The extent to which the application estimates, and proposes to measure, the impact of the project or event.

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

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

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

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

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

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

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

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

ITEM	7.2.3
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	10 March 2020
HEADING	04/2020: Foundation 1 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 Foundation 1 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 March 2020 round of Community Grants as follows:
 - a. Grant No. 04/2020: Foundation 1 Inc. be awarded the amount of **\$5,000.00** to assist with the purchase of **two upright commercial glass display fridges and a glass display freezer for 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. 04/2020: Foundation 1 Inc. - Application

1. BACKGROUND

- 1.1 Foundation 1 Inc. has not received prior Community Grants Program funding.

2. REPORT

- 2.1 The Foundation 1 Inc. Application meets the eligibility criteria for the upper limit Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Foundation 1 Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 02/03/2020



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:	Foundation 1 Inc		
Address:	Shop 2 & 3, 1a Lawrence Hargrave Way,		
Suburb:	Parafield Postcode: 5106		
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)			
Name:	Mr Dave Hamilton		
Title (your role with the group/organisation):	CEO/Founder		
Address:	PO Box 400, Salisbury South SA 5106		
Phone:	Landline: Mobile: [REDACTED]		
Email:	[REDACTED]		
3. COMMUNITY GRANT RESPONSIBILITY			
Name of Person Responsible for the Grant:	Other: Margaret Spencer		
Title (role with the group/organisation):	Director/Op Shop and Community Pantry Manager		
4. GROUP / ORGANISATION MANAGEMENT DETAILS			
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	Foundation 1 has a Board		
Is your organisation:			
a) Incorporated:	<table border="1"> <tr> <td>Yes <input type="checkbox"/> (go to question c)</td> <td>No <input checked="" type="checkbox"/> (go to question b)</td> </tr> </table>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question b)
Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below ASIC attach a supporting letter from this organisation)</i>	<table border="1"> <tr> <td>Yes <input checked="" type="checkbox"/> (go to question c)</td> <td>No <input type="checkbox"/> (go to question c)</td> </tr> </table>	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)
Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)		
Parent Organisation			
Name:	Foundation 1 Inc		
ASIC Registration Number:	633 419 977		

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input checked="" type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input type="checkbox"/> (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:	<i>Op shop sales, donations</i>	
f) Purpose:	<i>Community support of the vulnerable in society with a focus on pulling funds back into local communities</i>	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>FDI OS Parafield</i> <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:	<i>Brendan Hookway</i>	
Referee's Contact Information:	<i>H U Partners 1300 242 001</i>	

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> 1 7 9 5 7 1 3 1 2 4 5 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
INCOME	\$ AMOUNT
Project or event generated income:	0
Organisation's contribution:	12320
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	None
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	None
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	None
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):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Foundation 1 obtains food from Foodbank, Second Bite and OzHarvest (in-kind). All staff are volunteers.</i>
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
<i>Commercial 2 door glass fronted fridge</i>	<i>\$1750</i>
<i>Commercial 2 door glass fronted fridge</i>	<i>\$1750</i>
<i>Commercial 2 door glass fronted freezer</i>	<i>\$3299</i>
TOTAL (including GST):	\$ 0

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Foundation 1 Community Pantry Parafield</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>On going</i>
Total cost of Project/Event	<i>\$ 0</i>
Amount of Community Grant Funding Requested	<i>5000</i>
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments.	<input checked="" 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 type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Project/Event Details		
Previous Community Grants Program Funding		
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):		
What amount of Grant funding was provided:		
When was the previous Grant acquitted (month & year):		
Group/Organisation Information		
Group/Organisation Name	<i>Foundation 1 Inc</i>	
Group/Organisation Description	<i>Community Pantry</i>	
Group/Organisation Registered Address	Number/Street: <i>Shop 2 & 3, 1a Lawrence Hargrave Way,</i> Suburb: <i>Parafield</i> Postcode: <i>5106</i>	
Is the Club Incorporated?	<i>Yes</i>	
Number of Members	<i>0 We do not have members</i>	
% of Membership that reside in the City of Salisbury	<i>85 %</i>	
Project/Event Details		
Project/Event Name	<i>As Above</i>	
Project/Event Summary	<i>As Above</i>	
Date(s) of Project/Event	<i>Ongoing</i>	
Location of Project/Event:	Number/Street: <i>As Above</i> Suburb: Postcode:	
How will the Project/Event benefit the residents of the City of Salisbury?	<i>Residents in need have access to free food as well as cheaper grocery items. If the Community Pantry had fridges and freezers it would</i>	
How many individuals will benefit from the Project/Event?	<i>3200</i>	
% of project/event participants that reside in the City of Salisbury	<i>90 %</i>	
If it is an Event, is it open to the public?	<i>Yes</i>	
How will the Project/Event be promoted?	<i>Facebook, Website, instore advertisng</i>	

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

Community Grant Application - Page 8 of 13

Project or Event Scope

Provide a description of the proposed project or event:

*Our CP is part of a group of food rescuers ie: Foodbank, SecondBite, OzHarvest etc. We sell very cheap food as well as give away fruit, vegetables and bread/bakery items.
We are requesting fridges and freezers so that we can offer more options to those in need.*

Attachments

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

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

1. *Quote*
2. *See Attached*
- 3.

Benefits and Outcomes of the Project or Event

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

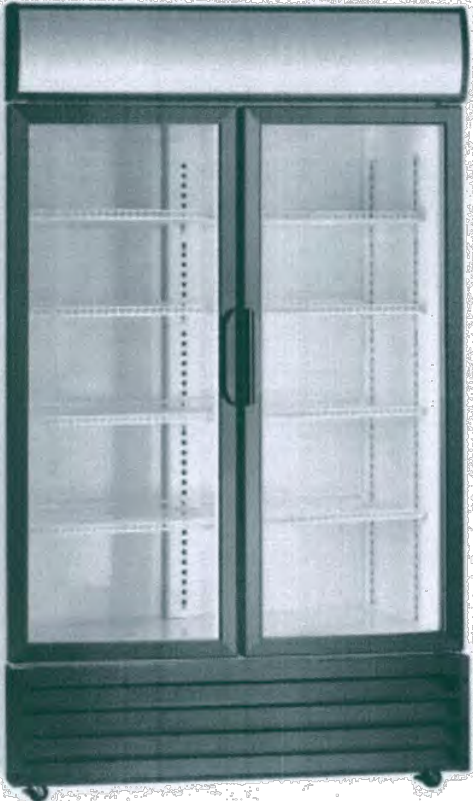
*Our CP is designed like a supermarket so people can choose what they want. We do not offer food hampers/parcels as it has been our experience that much off is wasted and it devalues the clients.
The CP is an ongoing project and is a fundamental project that FDI offers.
By offering a large variety of food items this means elderly and financially stressed people can afford to run their air conditioning in this extreme heat. We also offer the opportunity to reduce local home stress and violence due to relieving the financial stress on families.*

Cannot edit

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

Borrelli 688ltr 2 Door Hinged Commercial Upright Glass Display Fridge With Canopy

Availability: In stock CODE: CKS-UD-688H



\$1,199.99
(\$1,319.99 inc GST)
List price: \$1,599.99

[Write a review](#)

New Stock Arriving Mid - End November

Borrelli double door glass front upright refrigerator with canopy. 688 ltr capacity with LED lighting to show of your chilled products. This is our hinged door version.

- 1 + [ADD TO CART](#)

[Add to Wishlist](#) [Add to Compare](#)

[CALCULATE SHIPPING](#)

[Tweet](#) [Like 0](#) [Share](#) [Save](#)


Item 7.2.3 - Attachment 1 - 04/2020: Foundation 1 Inc. - Application

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Nova Chill SM1300GZ 1320 litres Double Door Display Freezer

Home / Shop / Commercial Freezers / Display Freezers / Double Door Display Freezer / Nova Chill SM1300GZ 1320 litres Dou



\$4,570.00 Excluding GST

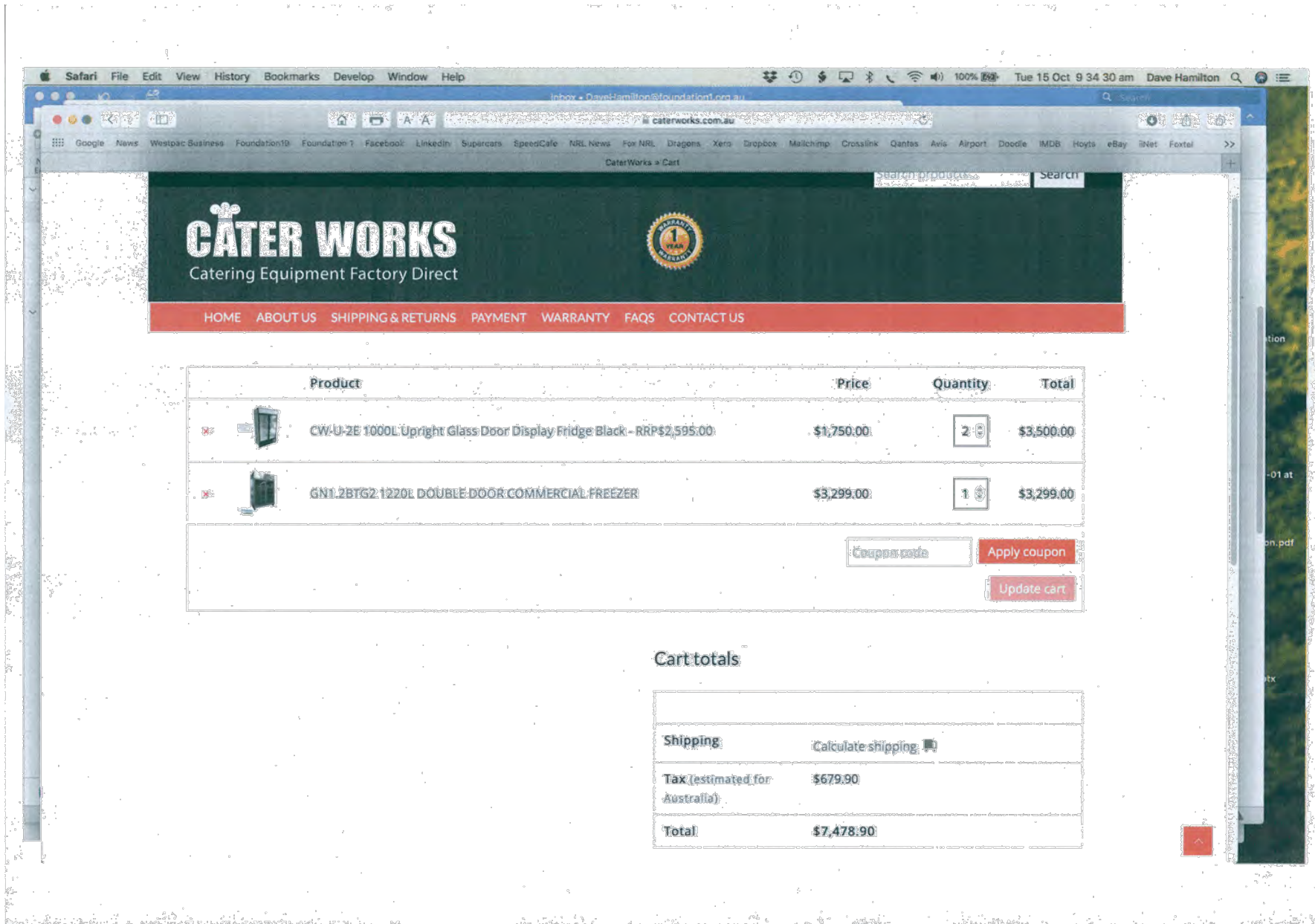
1 [Add to cart](#)

[Add to quote](#)

Categories: [Commercial Freezers](#), [Display Freezers](#), [Double Door Display Freezer](#), [Nova Chill Refrigerated Freezer Display Cabinets](#), [Supermarket Fridges Freezers Upright Display Storage](#)

Description	Additional information
Description	
Nova Chill SM1300GZ 1320 litres Double Door Display Freezer	

Item 7.2.3 - Attachment 1 - 04/2020: Foundation 1 Inc. - Application



Item 7.2.3 - Attachment 1 - 04/2020: Foundation 1 Inc. - Application

Support for the Project or Event

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

We work in tandem with other charities ie: Salvos etc plus food rescuers such as Foodbank, Secondbite and OzHarvest. As stated, our aim is to reduce the financial stress local residents have by reducing the cost of food to family homes.

Cannot Edit

Attachments

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

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

1. Spreadsheet
- 2.
- 3.

Project or Event Management

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

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

This is an ongoing project run as part of the Foundation 1 op shop and community pantry at Parafield.

Cannot Edit

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

Date	Foodbank Value	Second Bite Value	Oz Harvest Value	JTC Value	Combined Food Value (including DIK)	Foodbank Cost	Combined Food Value Less Costs	Monthly Total	Beneficiaries Weekly	Beneficiaries Monthly	Volunteer Hours
18/10/19	\$0.00	\$9,802.00			\$9,802.00	\$0.00	\$9,802.00		186		1480
23/10/19	\$6,454.80	\$12,702.30			\$19,157.10	\$870.48	\$18,286.62	\$28,088.62	212	398	220
1/11/19	\$2,660.40	\$15,672.40			\$18,332.80	\$406.34	\$17,926.46		334		180
8/11/19	\$22,891.50	\$2,759.50			\$25,651.00	\$2,971.95	\$22,679.05		389		190
15/11/19	\$11,742.50	\$7,710.00			\$19,452.50	\$1,669.72	\$17,782.78		407		195
22/11/19	\$6,621.00	\$4,855.50			\$11,476.50	\$1,174.50	\$10,302.00		411		220
29/11/19	\$11,381.00	\$7,667.00	\$1,762.50		\$20,810.50	\$621.06	\$20,189.44	\$88,879.73	412	1953	200
6/12/19	\$4,341.00	\$10,923.50	\$1,050.00		\$16,314.50	\$544.86	\$15,769.64		443		202
13/12/19	\$1,529.10	\$5,437.50	\$1,575.00		\$8,541.60	\$262.18	\$8,279.42		456		210
13/12/19	\$9,206.50	\$13,000.00	\$800.00		\$23,006.50	\$687.96	\$22,318.54	\$46,367.60	465	1364	212
Totals	\$76,827.80	\$90,529.70	\$5,187.50	\$0.00	\$172,545.00	\$9,209.05	\$163,335.95	\$163,335.95	3715	3715	3309

Date	Foodbank Value	Second Bite Value	Oz Harvest Value	JTC Value	Combined Food Value (including DIK)	Foodbank Cost	Combined Food Value Less Costs	Monthly Total	Beneficiaries Weekly	Beneficiaries Monthly	Volunteer Hours
10/01/20	\$9,981.00	\$5,000.00	\$1,026.50		\$16,007.50	\$1,024.88	\$14,982.62	\$14,982.62	412	412	416
17/01/20	\$4,341.00	\$10,687.50	\$1,050.00		\$16,078.50	\$544.86	\$15,533.64		443		157
13/12/19	\$1,529.10	\$5,437.50	\$1,575.00		\$8,541.60	\$262.18	\$8,279.42		456		156
13/12/19	\$9,206.50	\$13,000.00	\$800.00		\$23,006.50	\$687.96	\$22,318.54	\$46,131.60	465	1364	188
Totals	\$25,057.60	\$34,125.00	\$4,451.50	\$0.00	\$63,634.10	\$2,519.88	\$61,114.22	\$61,114.22	1776	1776	917

Application Declaration

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

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

S1 S2

- I acknowledge that I am authorised to make this application on behalf of the Organisation.
- I acknowledge that the information provided in this application is true and correct.
- I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
- I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
- I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

On behalf of Foundation 1 Inc (Group/Organisation)

Dave Hamilton / CEO
(Name/Position)

and

Helen Spencer / Director
(Name/Position)

(Signature 1)

(Signature 2)

(Date)

17/01/20

(Date)

17/01/2020

Contact (phone number):

[Redacted]

Contact (phone number):

[Redacted]

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

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



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.

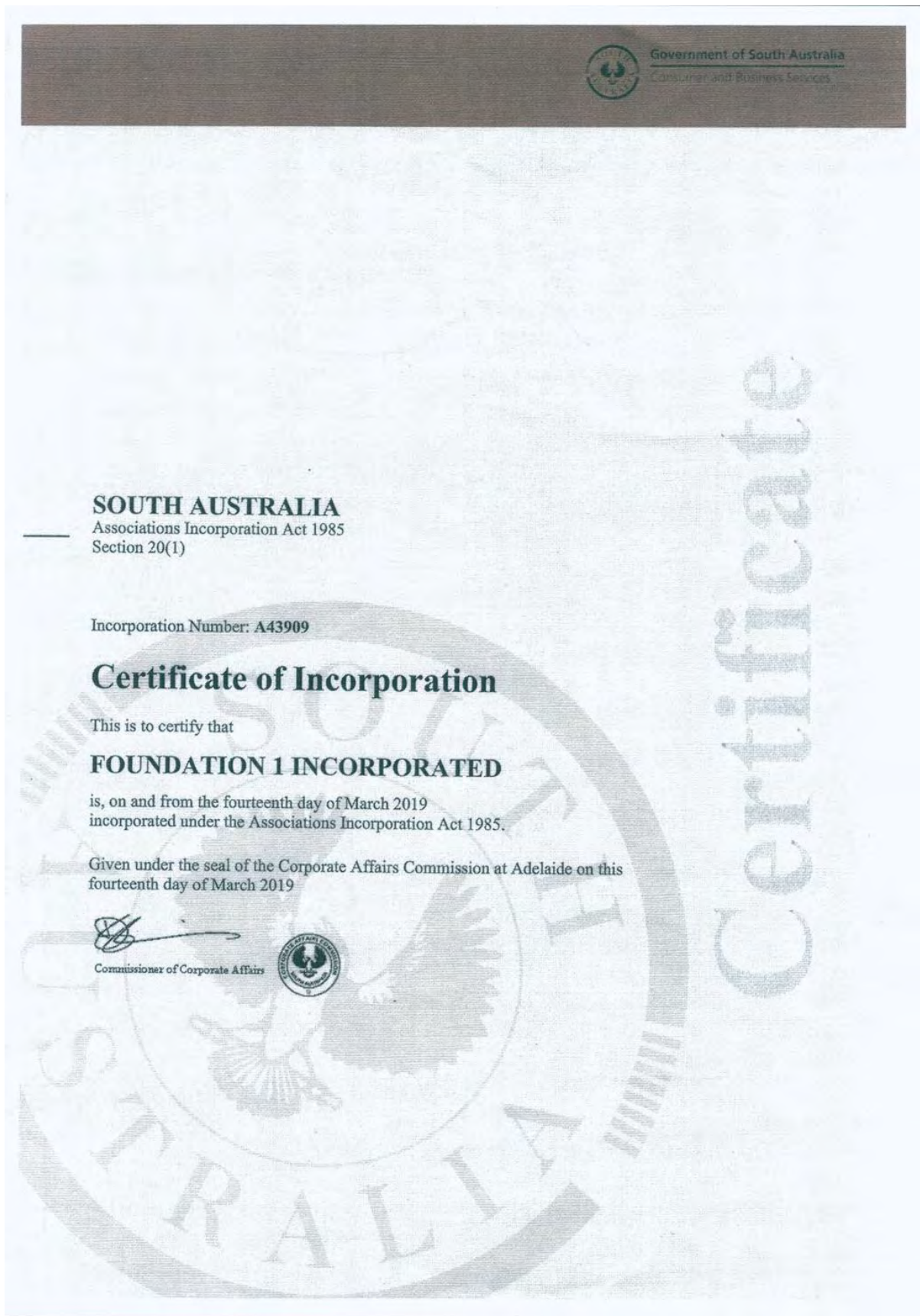
(Group/Organisation)

(Name/Position)

(Signature)

(Date)

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



Item 7.2.3 - Attachment 1 - 04/2020: Foundation 1 Inc. - Application

ABN confirmation

- Success: Your application for an Australian Business Number (ABN) has been successful.

Your name: Foundation 1 Inc.
Your ABN: 17957131245
ABN status: Active from 19/03/2019

We recommend that you print or save your ABN advice

[ABN advice](#)

Important information

- Use [myGov](#) or [AUSkey](#) and start accessing online services
- [Update](#) your details within 28 days of any changes
- We may [review](#) your ABN entitlement
- Your ABN should be displayed on ABN Lookup in one hour

Next steps

Select 'Continue' to apply for other business registrations including: GST, PAYG, business name and online services.

[Continue](#)

[Copyright](#)



Item 7.2.3 - Attachment 1 - 04/2020: Foundation 1 Inc. - Application

FOUNDATION 1 INCORPORATED
DAVID HAMILTON

Certificate of Registration of a Registrable Australian Body

Corporations Act 2001 Sub-section 601CU(1)

This is to certify that

FOUNDATION 1 INCORPORATED

Australian Registered Body Number 633 419 977

which was formed or incorporated in South Australia
was registered as a Registrable Australian Body.

The date of commencement of registration was
the fourteenth day of June 2019.



ASIC

Australian Securities & Investments Commission

CERTIFICATE

Given under the seal of the
Australian Securities and Investments Commission
on this fourteenth day of June, 2019.

James Shipton
Chair

Friday, January 17, 2020 at 10:12:10 Australian Central Daylight Time

Subject: RE: FOUNDATION 1 INC. [SEC=UNCLASSIFIED]
Date: Friday, 28 June 2019 at 11:34:40 am Australian Central Standard Time
From: Allan Baluyot
To: Dave Hamilton
Attachments: image016.png, image017.png, image018.png, image019.png, image020.png, image021.jpg, image022.jpg, image023.jpg, image024.jpg, image025.jpg, image026.jpg, image027.jpg, image028.jpg, image002.png, image003.png, image004.png, image005.png, image007.png

Hi Dave,

Please be advised that FOUNDATION 1 INC's application for endorsement under the Public Benevolent Institution category of deductible gift recipient has been accepted, effective 25 May 2019.

A formal letter of endorsement will issue in the next 10 days.

Please provide the ACNC a copy of the amended Rules for publication on the charity register.

Can you also please forward me a copy of the amended Rules again as well?

Regards,

Allan Baluyot
 Senior Technical Officer | NFP Advice
 Government, Law Assurance and Not for Profit | Indirect Tax
 Australian Taxation Office
 [Redacted]



ATO. Working for all Australians

From: Dave Hamilton [mailto:[Redacted]]
Sent: Friday, 28 June 2019 10:39 AM

Foundation 1 Board Meeting
25th November 2019

Meeting opened with prayer

Present: Dave Hamilton (Chair), Michael Kooke, Vyrona Parker, Steve Parker, Margaret Spencer (Minutes Secretary) Anita Zilm and Brendon Zilm (Facetime)

Minutes: from the previous meeting read, moved and seconded.

Financial Report: email attached.

Business Arising:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
4. Grants – Discussion on applying to City of Salisbury for a grant to purchase fridges and freezers for Parafield Community Pantry. Motion moved and seconded. All agreed. Dave to write application.
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]

Next Meeting Date: Monday 24th February 2020

The meeting was closed with prayer

ITEM	7.2.4
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	10 March 2020
HEADING	06/2020: Salisbury West Sports Club Inc. - Community Grants Program Application
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Salisbury West Sports Club 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 March 2020 round of Community Grants as follows:
 - a. Grant No. 06/2020: Salisbury West Sports Club Inc. be awarded the amount of **\$5,000.00** to assist with the purchase of **soccer goals for ongoing use** as outlined in the Community Grant Application.

ATTACHMENTS

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

1. 06/2020: Salisbury West Sports Club Inc. - Application

1. BACKGROUND

- 1.1 The Salisbury West Sports Club Inc. received \$2,000 Community Grants Program funding in July 2019 to assist with the purchase of a defibrillator for ongoing use.

2. REPORT

- 2.1 The Salisbury West Sports Club Inc. Application is submitted for consideration for funding for soccer goals and line marking to accommodate the Adelaide Dragon Sporting Club Inc.
- 2.2 Adelaide Dragon Sporting Club Inc. has applied for Community Grants Program funding for equipment, uniforms and a line marker. Their Application is submitted in a separate report for consideration. The 07/2020: Adelaide Dragon Sporting Club Inc. Application (Agenda Item 7.2.5, 10/03/2020) contains support letters from Nick Champion MP and the Bhutanese Australian Association of South Australia Inc. for this project.

- 2.3 The Salisbury West Sports Club Inc. Application meets the eligibility criteria for the upper limit Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Salisbury West Sports Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/03/2020

From: [REDACTED]
Sent: Friday, 7 February 2020 3:18:41 PM
To: City of Salisbury
Subject: Community Grants.

Dear Sir/Madam, My name is Paul Vella. I am chairman of the Salisbury West Sports Club. Please find enclosed an application for a Community Grant, under the Community Grants Program. I'm available to answer any queries you may have either by return email or my mobile number [REDACTED]. Thanking you for your consideration of our request.
Regards Paul Vella

file:///C:/Users/bhatswell/AppData/Roaming/Technology%20One/DataWrks/Temp/5... 18/02/2020

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

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




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

Community Grant Application - Page 2 of 13

Applicant Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name:	SALISBURY WEST SPORTS CLUB INC	
Address:	LONGSANDRY AVENUE	
Suburb:	SALISBURY DOWNS	Postcode: 5108
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> PAUL VELLA	
Title (your role with the group/organisation):	CHAIRMAN	
Address:	[REDACTED]	
Phone:	Landline:	Mobile: [REDACTED]
Email:	[REDACTED]	
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> PAUL VELLA	
Title (role with the group/organisation):	CHAIRMAN	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed:	COMMITTEE	
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)
Parent Organisation Name:		
ASIC Registration Number:		

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input 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"/> (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify): <i>CLUB MEMBERS</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>SALISBURY WEST SPORTS CLUB</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: 	Branch Location: 
6. REFEREE INFORMATION		
<i>Please provide the name and contact details of a referee - preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	<i>ROBERT KLOSE OFFICER OF NICK CAMP</i>	
Referee's Contact Information:		

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

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN)</small> 69131912933 <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<u>NB: GST Registration</u> <u>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.</u>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>	
INCOME	\$ AMOUNT
Project or event generated income:	\$
Organisation's contribution:	\$
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$
Have you sought any other funding for the project: <i>(please specify the source and amount of funding requested)</i>	\$
TOTAL (including GST):	\$
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	ANY LABOUR BEING WE ARE ALLOWED TO PERFORM
EXPENSES <i>(specify the proposed expense budget by item)</i>	\$ AMOUNT
SOCCER GOALS & OVAL MAINTENANCE	\$ 5000
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 5000-

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> New Group
Name of Project/Event Requiring Funding	S/WSC - Soccer Sub Club (NEW SUB CLUB)
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	February 2020
Total cost of Project/Event	\$5000
Amount of Community Grant Funding Requested	\$5000
Is there any other information that you may feel is relevant to your application?	THIS IS A NEW MINORITY GROUP (BHUTANESE COMM) LOOKING FOR A HOME GROUND TO PLAY SOCCER AS WE HAVE FOOTBALL PISTS ONLY WE NEED SOCCER GOAL PISTS + LIGHTING.
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input 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 checked="" 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? <small>(if Yes - when, amount granted and what the grant was for)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
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	Salisbury West Sports Club
Group/Organisation Description	Sports + Social Club
Group/Organisation Registered Address:	Number/Street: Lonsdownery Ave Suburb: Salisbury Downs Postcode: 5108
Is the Club Incorporated?	Yes
Number of Members	Approx 140
% of Membership that reside in the City of Salisbury	90 - 95
Project/Event Details	
Project/Event Name	Soccer Goal Posts & Line Marking
Project/Event Summary	To provide soccer goal post boundary marking for new clubs
Date(s) of Project/Event	February / March 2020
Location of Project/Event:	Number/Street: Lonsdownery Ave Suburb: Salisbury Downs Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	By providing the BALTANESE COMMUNITY & THE YOUTH ASSETS AN ALTERNATIVE TO FOOTBALL IN A SAFE ENVIRONMENT
How many individuals will benefit from the Project/Event?	MINIMUM OF 45 - MAXIMUM - UPWARDS OF 100
% of project/event participants that reside in the City of Salisbury	90 - 95
If it is an Event, is it open to the public?	
How will the Project/Event be promoted?	Local Advertising - Community Advertising

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

Project or Event Scope

Provide a description of the proposed project or event:

SALISBURY WEST SPORTS CLUB, HAS FACILITATED SENIOR & JUNIOR FOOTBALL TEAMS FOR OVER 50 YEARS. HOWEVER, FOR THE PAST 2 SEASONS (INC. 2020) WE HAVE NO SENIOR FOOTBALL TEAMS, ALTHOUGH WE STILL FIELD JUNIOR TEAMS. BECAUSE OF OUR STRENGTHS, MR. ROB KLOSE HAS INTRODUCED US TO THE ADELAIDE DRAGONS SOCCER TEAM, WHO ARE LOOKING FOR A NEW 'HOME' AND WE WOULD LOVE TO WELCOME THEM TO OUR FACILITIES. THERE ARE AT LEAST 2 SENIOR MENS TEAMS AT THIS STAGE, BUT BOTH US & THE DRAGONS (WHO ARE REPRESENTED BY THE BURUNDI COMMUNITY) FEEL WE CAN GROW THIS TO INCLUDE BOTH JUNIORS & WOMEN'S TEAMS IN THE FORESEEABLE FUTURE. BUT WE NEED SOCCER GOALS (PORTABLE) AND NEW BOUNDARIES MARKED.

Attachments

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

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

- 1.
- 2.
- 3.

Benefits and Outcomes of the Project or Event

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

WE FEEL WE CAN PROVIDE A SAFE ENVIRONMENT FOR THIS TEAM TO NOT ONLY PLAY THE GAME BUT WE ARE ALSO LOOKING AT BEING ABLE TO INTEGRATE BOTH COMMUNITIES & BETTER UNDERSTAND BURUNDI CULTURE & ALSO INTRODUCE THEM TO SOME OF THE BETTER AUSTRALIAN CUSTOMS. WE CAN PROVIDE CLEAN, SAFE CLUBROOMS FOR THEM & BE TO CATHOLIC & DEVELOP NEW RELATIONSHIPS.

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> <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>WE HAVE BEEN IN CONSTANT CONSULTATION WITH LAVINIA MARCOSE FROM SALISBURY COUNCIL + ROBERT KLOSE FROM THE OFFICE OF NICK CHAMPION MP. OUR EXECUTIVE COMMITTEE HAS MET WITH MEMBERS OF THE SOCCER TEAM & HAVE RECEIVED VERY POSITIVE FEEDBACK FROM CURRENT MEMBERS OF THE CLUB.</p> <p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p>WE FEEL BRINGING A SOCCER TEAM INTO OUR CLUB, WILL GIVE PEOPLE A FRESH ALTERNATIVE TO FOOTBALL. WE CAN HOLD REGISTRATION DAYS FOR NEW PLAYERS + HOLD MULTI CULTURAL DAYS (FOR BETTER UNDERSTANDING & FRIENDS). EVENTUALLY, WHEN FOOTBALL DOES REWIND, WE SEE NO REASON WHY BOTH SPORTS CAN'T CO-EXIST. THIS WILL BRING IN MORE MEMBERS WHICH WOULD MEAN WE CAN SELL MORE MEALS, HOLD MORE FUNCTIONS & UTILISE CLUB FACILITIES 7 DAYS A WEEK. THAT IS OUR ULTIMATE AIM.</p>

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

Application Declaration

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

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

S1 S2

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

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

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

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

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

On behalf of Salisbury Ws. S.C. (Group/Organisation)

Paul Vaux / Chairman and 1 TREASURER
(Name/Position) (Name/Position) DEBBIE FLYNN

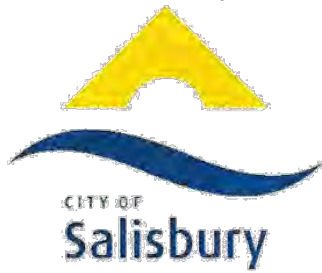
[Signature] (Signature 1) [Signature] (Signature 2)

6/2/20 (Date) 6/2/20 (Date)

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

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

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



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

{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

Estimate

Trading as

Date	Estimate #
7/02/2020	3947

Name / Address
ADELAIDE DRAGON SPORTING CLUB

Location or Job Site

Item	Description	Qty	Rate	TAX Amt	Tax	Total
SG - Senio...	Supply only in kit form: Portable Senior Soccer Goal Post set aluminiumgloss white - 7.3m x 2.4m x 0.8m x 2.0m - extruded net track with net clips inc Ground Anchors INCLUDES NETS and CORNER FLAGS PAIR	1	5,638.02	563.80	GST	6,201.82
Rounding	Manufactured to Australian Standards Rounding		-1.82	0.00		-1.82
Customer is responsible for location of all underground services prior to digging Hard digging clause applies to all quotations All equipment is guaranteed against faulty materials and workmanship for 12 months from date of installation. This warranty does not include misuse, theft or vandalism Quotation Valid for 30 days					Subtotal	\$5,636.20
					Tax	\$563.80
					Total	\$6,200.00

Executive meeting minutes

Date: 5/2/20

Time: 5.30pm

Attendees:
paul,mick,ted
,deb,oxy,bel

Agenda items

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. Exec committee to apply for community grant, to see if available for soccer goals for Adelaide Dragons when they join club.
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]
11. [REDACTED]
12. [REDACTED]
13. [REDACTED]
14. [REDACTED]

ITEM	7.2.5
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	10 March 2020
HEADING	07/2020: Adelaide Dragon Sporting Club Inc. - Community Grants Program Application
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Adelaide Dragon Sporting Club 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 March 2020 round of Community Grants as follows:
 - a. Grant No. 07/2020: Adelaide Dragon Sporting Club Inc. be awarded the amount of **\$4,588.00** to assist with the purchase of **uniforms, equipment and line marker for ongoing use** as outlined in the Community Grant Application.

ATTACHMENTS

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

1. 07/2020: Adelaide Dragon Sporting Club Inc. - Application

1. BACKGROUND

- 1.1 Adelaide Dragon Sporting Club Inc. has not received prior Community Grants Program funding.

2. REPORT

- 2.1 The Adelaide Dragon Sporting Club Inc. Application was received for the March 2020 Round of Community Grants Program funding. On the same day, the Salisbury West Sports Club Inc. Application (Agenda Item 7.2.4, 10/03/2020) was received with both Applicants requesting funding for the same project.
- 2.2 Staff contacted the Clubs concerned and it was agreed that the Salisbury West Sports Club Inc. Application would be submitted for consideration for the soccer goals.
- 2.3 Consequently, Adelaide Dragon Sporting Club Inc. revised their Application and is requesting funding for uniforms, equipment and a line marker.

- 2.4 The Adelaide Dragon Sporting Club Inc. Application meets the eligibility criteria for the requested Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Adelaide Dragon Sporting Club Inc. is submitted to the Sport, Recreation and Grants Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 02/03/2020

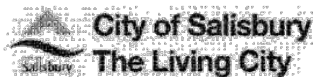


Community Grants Program

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 (providing the eligibility criteria is met).

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 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:	<i>Adelaide Dragon Sporting Club Inc</i>		
Address:	██████████		
Suburb:	<i>Salisbury Plain</i> Postcode: <i>5109</i>		
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)			
Name:	<i>Mr Kamal Dahal</i>		
Title (your role with the group/organisation):	<i>President</i>		
Address:	██████████		
Phone:	Landline: Mobile: ██████████		
Email:	██████████		
3. COMMUNITY GRANT RESPONSIBILITY			
Name of Person Responsible for the Grant:	<i>Other: Kamal Dahal</i>		
Title (role with the group/organisation):	<i>President</i>		
4. GROUP / ORGANISATION MANAGEMENT DETAILS			
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	<i>Executive Committee</i>		
Is your organisation:			
a) Incorporated:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> Yes <input checked="" type="checkbox"/> (go to question c) </td> <td style="text-align: center;"> No <input type="checkbox"/> (go to question b) </td> </tr> </table>	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> Yes <input type="checkbox"/> (go to question c) </td> <td style="text-align: center;"> No <input checked="" type="checkbox"/> (go to question c) </td> </tr> </table>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)
Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)		
Parent Organisation			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

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

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN;)</small> 44 507 019 495 <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>NB: GST Registration</p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
INCOME	\$ AMOUNT
Project or event generated income:	
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):	\$ 0
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
<i>Community contribution</i>	\$ 1,200
<i>Volunteers time</i>	\$ 6,000
<i>Registration</i>	\$ 3,760
<i>Club hiring</i>	\$ 1,500
<i>Membership to SWSC</i>	\$ 600
TOTAL (including GST):	\$ 13,060

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	<i>Adelaide Dragon Sporting Club- Start up</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>Ongoing</i>
Total cost of Project/Event	<i>\$ 13,060</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<i>Support letter by The Bhutanese Australian Association of South Australia</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Support Letters</i> 2. <i>Quote</i>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
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	Adelaide Dragon Sporting Club Inc
Group/Organisation Description	Non for profit sporting club
Group/Organisation Registered Address	Number/Street: [REDACTED] Suburb: Salisbury Plain Postcode: 5109
Is the Club Incorporated?	Yes
Number of Members	45
% of Membership that reside in the City of Salisbury	90 %
Project/Event Details	
Project/Event Name	Adelaide Drago Sporting Club - Start-up Project
Project/Event Summary	Sporing and social activities
Date(s) of Project/Event	12
Location of Project/Event:	Number/Street: Londonderry Avenue, Salisbury Downs SA 5108 Suburb: Salisbury Downs Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	One Year
How many individuals will benefit from the Project/Event?	500
% of project/event participants that reside in the City of Salisbury	90 %
If it is an Event, is it open to the public?	Yes <input checked="" type="checkbox"/>
How will the Project/Event be promoted?	Social media, radio, email and Club website.

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	\$ 4587.89
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Flexi Dome 5cm	\$ 36.00
9cm flexi dome set	\$ 43.50
Brazil Soccer Balls (10)	\$ 165.00
Fountain proline marker	\$ 2,250.00
Soccer Jerseys	\$ 35 x 44.10 = 1543.50
Hygiene water bottles	\$ 489.99
Ball carrier bags (2)	\$ 59.90
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 4587.89
Quote Attached:	<input checked="" type="checkbox"/> Yes
<i>A detailed, current quote must be provided with the application.</i>	<input type="checkbox"/> No
	<i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Project or Event Scope

Provide a description of the proposed project or event:

The Adelaide Dragon Sporting Club Inc non-for profit sporting club is registered sporting club based in the City of Salisbury. It is newly established social and sporting club which aims to offer a comprehensive range of sports and recreational activities including fitness programs, volleyball, crickets, badminton, tabletennis and tennis.

Adelaide Dragon Sporting Club Inc (ADSC) is playing South Australian Amateur Soccer League this year . In the process of looking for sub licensing, ADSC have been fortunate to come to an conclusion on securing its place at Salisbury West Sports Club.

In summary Soccer is now the fastest growing and most popular team sport in Australai and id continuing to draw numbers of young people into the game at all ages. Adelaide Dragon Sporting Club- start up project is an ongoing project in 2020 and beyond.

It is believed that this project/event will be a great occasion to help and to engage Bhutanese youth, who have started a new life with new hopes in Australia after experiencing a long struggling and miserable refugee life in Nepal. Various psychological symptoms such as depression, anxiety and isolation have been frequently reported by migrants from refugee background asa consequence of their traumatic past experiences. Therefore, youthsupport and encouragement to participate in social engagements can be an effective way to help to mitigate such symptoms and to empower youths for asuccessful transition to a challenging new home. Furthermore, youth support andguidance have become a proven method to minimize other general issues surrounding youth suchas drugs, alcohol abuse, alienation and unemployment that are prevalent in the broader societytoday.

In the mean time this project will create an opportunity to integrate the young people within wider Australian society and buidng strong relationship with local sporting clubs to work together for social and sporting activities development.

Attachments

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

Benefits and Outcomes of the Project or Event

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

This event will develop a sense of belonging within the youth and add responsibility to be a good citizen. It helps to engage young people within the sporting communities and promote and participate in social and sporting activities. Promote sense of friendship and strengthen participation and networking amongst local council sporting clubs and participants. This project will help us in promoting inter-cultural and inter- community acceptance and understanding among the players from different clubs and mainly tie strong relationship with Salisbury West Sports Clubs. It provides us the opportunities to build relationships and partnerships with local sporting clubs on an ongoing basis. And contributes to economic growth of the city of Salisbury and help us to develop good players through this project where the representation of the Salisbury Council and local communities. This will also facilitate the development of positive players relationships with friends and the wider public and would expand socialization skills.



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

Community Grant Application - Page 10 of 13

Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>The project has been endorsed by the office of Nick Champion- Rob Klose, Lavinia from the city of Salisbury, Salisbury West Sports Club, South Australian Amateur Soccer League, Bhutanese Australian Association of South Australia and Bhutanese Ethnic School.</i></p> <p><i>Executive members of SADC have approved this project and discussed widely within the Bhutanese community. They have supported this project because this project will create an opportunity to integrate the young people within wider Australian society and buiding strong relationship with local sporting clubs to work together for social and sporting activities development.</i></p> <p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future: (outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed: (outline how you will achieve outcomes for the project or activity)</i></p> <p><i>This project is ingoing project which is managed Executive members of the club. This project will be managed under the guidance of experience local sporting clubs, individuals and the community. It is aimed to establish an organization where members could share their experiences in project management and discuss issues.</i></p> <p><i>This project will have all types of sporting activities on and there will have the " whole " thing moving collectively – integrating all of the dynamics that take place. We will have the project charter, scope statement, and plan to direct, manage, monitor, and control project change.</i></p> <p><i>ADSC and Salisbury West Club will work together hands to hands in keeping this project ongoing. This project will not be achieved without cooperation between two parties. Project will have a defined parameter or scope, and this must be broken down and managed through a work breakdown structure. It will be managed according to the project schedule on long run basis.</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>Adelaide Dragon Sporting Club</u> (Group/Organisation)</p>	
<p style="text-align: center;">Kamal Dahal / President <small>(Name/Position)</small></p>	<p style="text-align: center;">and</p>
<p style="text-align: center;"> _____ <small>(Signature 1)</small></p>	<p style="text-align: center;">Dhan Rai / Public Officer <small>(Name/Position)</small></p> <p style="text-align: center;"> _____ <small>(Signature 2)</small></p>
<p style="text-align: center;">07 February 2020 _____ <small>(Date)</small></p>	<p style="text-align: center;">07 / 02 / 2020 _____ <small>(Date)</small></p>
<p>Contact (phone number): [REDACTED]</p>	<p>Contact (phone number): [REDACTED]</p>

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

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



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

(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

Adelaide Dragon Sporting Club Inc

Meeting Minutes

Agenda:	<i>Startup Grant Community grant to Salisbury Council</i>
Meeting Date:	<i>February 3, 2020</i>
Meeting Time:	<i>11 am</i>
Meeting Location:	<i>1 Brown Tec, Salisbury SA 5108</i>
Meeting Facilitator:	<i>Kamal Dahal</i>
Attendees:	<i>Kamal Dahal, Dhan Rai, Bhim Gurung, Chida Chauwan, Budhi Rai, Chitra Gautam, Mohan Bhattarai, Kamal Pandey</i>
Minutes Issued By:	<i>Kamal Dahal</i>

President Mr Kamal Dahal welcomed the Board Member of Adelaide Dragon Sporting Club Inc. The meeting was organized to discuss about the community grant application to be applied at the city of Salisbury. Previous meeting minutes were circulated among the meeting attendees. The meeting discussed about the grant application and the resolution was passed by the Board member of Adelaide Dragon Sporting Club Inc.

Decisions made in the meeting:

Executives discussed and agreed to apply community grant at the city of Salisbury.

Proposed, accepted and resolution passed in the meeting:

- a. Kamal Dahal to write community grant application to the city of Salisbury.
- b. The grant application should focus on start up grants to cover the cost for starting the club.

The proposed agenda was passed and agreed in the meeting and seconded by Dhan Rai the Public Office of the club.

Discussion:

The meeting agreed the ADSC will write an application for community grant with the city of Salisbury.

It was agreed that Kamal Dahal to complete application and apply accordingly.

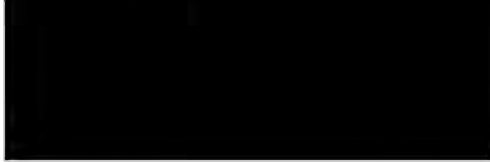


Kamal Dahal
President
Adelaide Dragon Sporting Club Inc

Estimate

Trading as

Date	Estimate #
7/02/2020	3947



Name / Address
ADELAIDE DRAGON SPORTING CLUB

Location or Job Site

Item	Description	Qty	Rate	TAX Amt	Tax	Total
SG - Senio...	Supply only in kit form: Portable Senior Soccer Goal Post set aluminiumgloss white - 7.3m x 2.4m x 0.8m x 2.0m - extruded net track with net clips inc Ground Anchors INCLUDES NETS and CORNER FLAGS PAIR	1	5,638.02	563.80	GST	6,201.82
Rounding	Manufactured to Australian Standards Rounding		-1.82	0.00		-1.82
Customer is responsible for location of all underground services prior to digging Hard digging clause applies to all quotations All equipment is guaranteed against faulty materials and workmanship for 12 months from date of installation. This warranty does not include misuse, theft or vandalism Quotation Valid for 30 days				Subtotal \$5,636.20		
				Tax \$563.80		
				Total \$6,200.00		

HART PLAY ON SPORT

NEW PRODUCTS SPORT FITNESS ACTIVE PLAY TEAMWEAR SPECIALS

QUICK ORDER CREATE ACCOUNT

Important message on delivery - tracking
 Our delivery partner (DHL) is currently experiencing technical issues that have impacted track & trace services. Unfortunately and may cause delays in delivery. We will communicate any updates we receive as soon as we can. Rest assured that the dispatch of orders has not been impacted but we do apologise for any inconvenience caused whilst our services are resumed.

Shopping Cart

Product	Price	Qty	Total
Fountain Proline V4 Liquid Marker	\$62.50	1	\$62.50
Subtotal			\$62.50

Document No. LD-0055604
 Version 1.0, 14/06/2018

Item 7.2.5 - Attachment 1 - 07/2020: Adelaide Dragon Sporting Club Inc. - Application

THE UNIVERSITY OF SAUTER | CONTACT US/REQUEST A QUOTE | ACCOUNT LOGIN | SHOPPING CART | CHECK OUT

HOME | SHOP ONLINE | ORDERING INFORMATION | ADDING PRINT/EMBROIDERY | CONTACT US/REQUEST A QUOTE | FAQs

Shopping Cart

CART 7 151 PRODUCTS

PRODUCT INFORMATION

PRODUCT INFORMATION	SKU	PRICE	QUANTITY / UPDATE	CST	TOTAL
SPORER SHIRT (MENS) (REGULAR) (W/IN STRIPS)	SP-1189	\$14.95	35	\$518.25	\$518.25
ORDER SUB TOTAL				\$14.95	\$14.95

Checkout as a Guest or Register

Document ID: 403844
 Version: 1.0
 Date: 01/02/2019

Item 7.2.5 - Attachment 1 - 07/2020: Adelaide Dragon Sporting Club Inc. - Application

NET WORLD SPORTS

SOCCER CRICKET GOLF TENNIS RUGBY MORE SPORTS

INTERNATIONAL SHIPPING TO 195 COUNTRIES

OVER 5000 PRODUCTS IN STOCK AVAILABLE FOR INSTANT DELIVERY

2 DAY SHIPPING! WAIT LESS. BUY MORE!

MY BASKET

6 ITEMS IN YOUR BASKET

10 x 1.5L HYGIENE WATER BOTTLES IN 10 LITRE FOLDABLE CARRIER

IN STOCK

PRICE: AU\$489.95

QUANTITY: 1

CONTINUE TO CHECKOUT

SHIPPING OPTIONS TO AUSTRALIA

AU\$88.95 - 10 day
 AU\$79.99 - 2-3 day

Subtotal: AU\$399.95
 Shipping: AU\$89.99
 Total: AU\$489.94

CONTINUE TO CHECKOUT

Document Ref ID: 4558945
 Version 1, Version Date: 28/03/2020

Item 7.2.5 - Attachment 1 - 07/2020: Adelaide Dragon Sporting Club Inc. - Application

catch.com.au

Search over 2000 Catch Accounts' Card Deals

Browse by Category Today's Deals Club Catch Big Brand Franzy Marketplace Deals Fashion Outlets Gift Cards Try Club Catch

Be quick! Stock is not reserved until you place your order.

Checkout

Email:

Delivery

Standard Shipping **FREE**

First name *

Last name *

Phone *

Delivery Address *

ORDER CONFIRMATION

Cart Items: More Duralee Alpha Football Center/Rep Shoulder Straps \$59.00

Product Total: \$59.00

Shipping: FREE

Get a coupon code?

Get a gift card?

Round Up for Disaster Relief

Give your spare change to change a life. All contributors will go to the Australian Red Cross Bushfire Disaster Relief. Catch has kickstarted the appeal with a donation of \$50,000 to the Australian Red Cross.

Document ID: 4688049
Version: 1, Version Date: 20/02/2020



13/02/20

TO WHOM IT MAY CONCERN

I am writing to support the Adelaide Dragon Sporting Club Inc in their application under the City of Salisbury, Community Grants Program.

The Adelaide Dragon Sporting Club Inc (ADSC) as the sporting arm to the Bhutanese Australian Association of South Australia Inc (BAASA) is a growing organization in my electorate of Spence, who have displayed and shown great leadership, initiative and enthusiasm in the community.

Since their inception, ADSC has endeavoured and succeeded, through the hard work and dedication of their existing committee and members, provided many programs in the greater area of Salisbury, that has developed and enhanced the skills and morals within their large youth community.

This initiative has seen numerous success stories from a community and individual perspective, which has allowed them to grow immensely and provided many benefits on a social and local basis, including their well-known soccer tournament, the Adelaide Dragon Cup.

Their latest endeavor to purchase and install portable goals, nets and other necessary soccer equipment, so as to establish their newly formed soccer club within the South Australian Amateur Soccer League (SAASL), is to be commended and supported.

This scenario has presented due to the recent partnership with the Salisbury West Sports Club Inc as a home base and they require the above mentioned sports infrastructure as per meeting the criteria and obligations of the SAASL.

Experiencing firsthand the extraordinary results that have come to fruition by ADSC, I believe this valuable sporting club deserves favourable consideration of their application.

Yours sincerely,

**NICK CHAMPION MP
FEDERAL MEMBER FOR SPENCE**

Standing up for the North

PO Box 288, Smithfield SA 5114 | T 08 8284 2422 | E Nick.Champion.MP@aph.gov.au

Proudly printed on Australian made, environmentally sustainable paper.



Date: 10/2/2020

Re: letter of Support

TO WHOM IT MAY CONCERN

Bhutanese Australian Association of South Australia (BAASA) is pleased to provide the letter of support to Adelaide Dragon Sporting club and endorse their application for the grant.

BAASA strongly supports the Adelaide Dragon Sporting Club with the goals to engage the youths for their all-round development and well-being through games and sports. This is a much-needed initiative to specially engage young people in a positive and beneficial activity. The games and sports will enable the young people not only to promote healthy habits but aid them with wholistic development through enhancement of self-confidence, self-discipline and resilience.

BAASA deeply acknowledges the contribution that Adelaide Dragon has been made within Bhutanese community in South Australia. We request the to consider the grant application that is being lodged by Adelaide Dragon Sporting Club so that they would able to continue their games efficiently and effectively.

Should you have any query about Adelaide Dragon Sporting Club, please do not hesitate to contact me on 0478 101 200

Yours Faithfully,

Lal Rai

Chairperson

Bhutanese Australian Association of South Australia Inc. (BAASA)

Email: [REDACTED]

PO Box 265
Salisbury SA 5109

basa@bhutanesesa.org.au

www.bhutanesesa.org.au

ITEM	7.2.6
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	10 March 2020
HEADING	08/2020: The Burton Community Centre 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 Burton Community Centre 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 March 2020 round of Community Grants as follows:
 - a. Grant No. 08/2020: The Burton Community Centre Inc. be awarded the amount of **\$1,535.00** to assist with the purchase of **children's entertainment, Welcome Address and photo props for the Burton Community Centre Family Fun Day event** as outlined in the Community Grant Application.

ATTACHMENTS

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

1. 08/2020: The Burton Community Centre Inc. - Application

1. BACKGROUND

- 1.1 The Burton Community Centre Inc. received \$2,500 in December 2016 to assist with the purchase of visitor chairs, trestle tables and a chair trolley.

2. REPORT

- 2.1 The Burton Community Centre Inc. Application meets the eligibility criteria for the requested Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Burton Community Centre Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 02/03/2020



Burton Community Centre

386 Waterloo Corner Road, Burton | T: 8280 8843

Sport, Recreation and Grants Committee
Community Grants Program
C/ City of Salisbury
Salisbury SA

To Whom It May Concern

Re: Application for Burton Community Centre Family Fun Day, 2/5/20

Burton Community Centre would like to submit this application for financial support of the proposed Family Fun Day to the value of \$1,735.00.

If successful with this application the funds would be spent as stated and add considerable value to the event as we proceed to seek community input and feedback around current and future needs of the community centre into the future.

Burton Community Centre is also the next centre ear marked for a Community Hub and it is the valuable feedback we might receive at this Family Fun Day that can drive the facility changes toward a Community hub model.

We have in-kind support from both the Management Committee of Burton Community Centre and the food stall holders who will all bear their own costs regarding provision of different cultural foods available on the day. Centre volunteers will be on hand to man various information stands and we are inviting local Ward Councillors, Local Members MP, Mayor, CEO and other Communities and Library team staff who may like to discuss with community members, future plans for our site.

If there is any further information you require, please do not hesitate to contact me on (08) 8280 8843 Monday to Friday or Email: [REDACTED]

Kindest regards

Christine Macfarlan
Community Development Coordinator
Burton Community Centre

6th February 2020



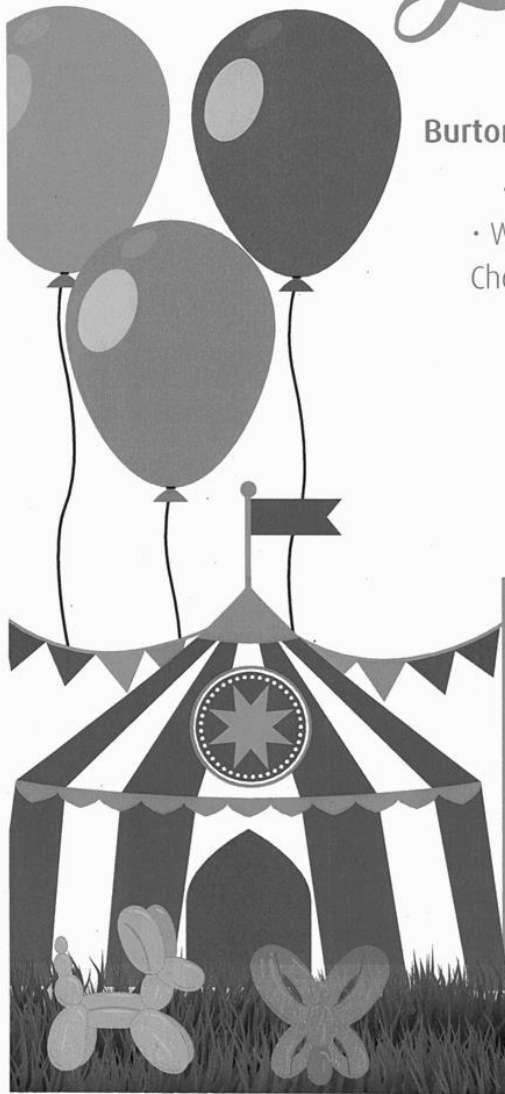
A Community Growing Together

**FREE
Event**



Burton Community Centre

Family Fun Day



Join us for a family fun day at the
Burton Community Centre. The day will include:

- Local Cultural Foods • Music • Craft Stalls
- Win a 'Weekend Away' • Raffles and People's Choice Lottery tickets • Bionics Demonstration • Indian cultural dance

**Plus plenty of entertainment
for the kids including:**

- Jumping Castle • Face Painting
- Balloon Artist • Basket Weaving

Saturday 2 May 2020
10.30am to 1.30pm
Burton Community Centre
386 Waterloo Corner, Burton

For more information P: 8280 8843

Item 7.2.6 - Attachment 1 - 08/2020: The Burton Community Centre Inc. - Application



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:	<i>Burton Community Centre Inc</i>	
Address:	<i>386 Waterloo Corner Road</i>	
Suburb:	<i>Burton</i> Postcode: <i>5110</i>	
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	<i>Ms Christine Macfarlan</i>	
Title (your role with the group/organisation):	<i>Community Development Coordinator</i>	
Address:	<i>386 Waterloo Corner Rd, Burton</i>	
Phone:	Landline: <i>82808843</i> Mobile: [REDACTED]	
Email:	[REDACTED]	
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	<i>Ms Christine Macfarlan</i>	
Title (role with the group/organisation):	<i>Community Development Coordinator</i>	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	<i>Voluntary Management Committee</i>	
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	Yes <input type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)
Parent Organisation		
Name:		
ASIC Registration Number:		

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input checked="" type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input checked="" type="checkbox"/> <i>(go to question e & f)</i>	No <input type="checkbox"/>
e) Funding source/s:	<i>Department Human Services and City of Salisbury</i>	
f) Purpose:	<i>Portion of wages DHS and CoS</i>	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>Burton Community Centre Inc</i> <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:	<i>Bagster Road Community Centre</i>	
Referee's Contact Information:	<i>Michelle Grinter</i>	

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		
<p>I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.</p>		
<p>Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN)</i></p> <p><u>1 9 3 6 0 6 3 1 4 2 6</u> <i>(If No, the ABN Declaration Form attached must be signed)</i></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Is your group/organisation registered for GST</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>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></p>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 800
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No \$ 1,000 3 x Local businesses to supply food on the day
TOTAL (including GST):	\$ 1,800
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Volunteer hours, for-go centre hire income for the open day, administration costs ie flyers printed and distributed, tables, chairs, all centre facilities will be available to the community, cleaning after event, purchase of Weekend getaway Prize, Needs Analysis survey documents</i>
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
██████████	\$ 315
██████████ (Balloons, Face paint)	\$ 630
Welcome Address & didgeridoo	\$ 550
Photo Prop	\$ 40
Promotional/incidental	\$ 200
TOTAL (including GST):	\$ 1,735

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Family Fun Day</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>Sat 02 / 05 / 2020 "one off"</i>
Total cost of Project/Event	<i>\$ 1,735</i>
Amount of Community Grant Funding Requested	<i>\$ 1,735</i>
Is there any other information that you may feel is relevant to your application? <input type="checkbox"/> There are no relevant attachments.	<p><i>This event is to promote the Burton Community Centre as a well established and vital part of the community. With educational, art and craft, school holiday programs, health and wellness programs to suit all ages.</i></p> <p><i>With a Community Hub pending the centre seeks Needs Analysis of the community as we progress toward such an opportunity so as to remain relevant and inclusive well into the future.</i></p> <input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>quotes for childrens entertainment</i> 2. <i>letter of support</i>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	Dec 2016
What amount of Grant funding was provided:	\$ 2,500
When was the previous Grant acquitted (month & year):	June 2017
Group/Organisation Information	
Group/Organisation Name	Burton Community Centre Inc
Group/Organisation Description	not for profit community centre
Group/Organisation Registered Address	Number/Street: 386 Waterloo Corner Road Suburb: Burton Postcode: 5110
Is the Club Incorporated?	yes
Number of Members	60
% of Membership that reside in the City of Salisbury	50 %
Project/Event Details	
Project/Event Name	Burton Community Centre Family Fun Day
Project/Event Summary	To promote awareness of centre programs, events and activity
Date(s) of Project/Event	Saturday 2nd May 2020
Location of Project/Event:	Number/Street: 386 Waterloo Corner Road Suburb: Burton Postcode: 5110
How will the Project/Event benefit the residents of the City of Salisbury?	increase awareness, link and connect community to services in the LGA
How many individuals will benefit from the Project/Event?	100
% of project/event participants that reside in the City of Salisbury	50 %
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	City of Salisbury ENB, flyers , FB, community centres, shop fronts

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 1,735
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Promotional	\$ 200
Jumping castle, balloons and face painting	\$ 945
Welcome Address - Traditional owner	\$ 550
Photo props	\$ 40
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 1,735
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Project or Event Scope

Provide a description of the proposed project or event:

Burton Community Centre has been in the community for 30 years and continues to grow and evolve to both local community participants and those outside the LGA. To remain connected to the community we now wish to hold an event where Community members can attend, both new and long term residents to learn about our services, programs and events as well as assist us to know what they perceive as vital services required in our area as we progress toward a Community Hub facility.

We need to continue to remain relevant to the community and with the growth corridor of the Salt Lakes, the vacant area at the end of Waterloo Corner Road and Northern Connector this progress promotes community growth which will impact on Burton. With the residents information from Needs Analysis Surveys we can then work toward including necessary programs, events and activity as well vital new services into the new building to further promote health, wellness and community needs. All of this enables us to work to building livability within our community.

Attachments

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

Benefits and Outcomes of the Project or Event

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

This event is being held to link and connect with our local residents in the Burton area as well as promote our services, activities and events at the centre. Whilst promoting the notion of a new facility into the future by performing a Needs Analysis Survey to not only remain relevant in the community but gain vital information as to what the community perceives as gaps to service delivery which whilst developing the new building, we might be able to source and offer suggested new programs, events and activity and or other services into the future.

Residents will be able to learn about the current services for lower income earners ie Non Interest Loans, Emergency Relief, Mental Health Services, Art and Craft and Volunteering opportunities, migrant support for established and new arrivals, language classes and local businesses, programs, events and activity that Burton Community Centre provides on a daily basis. Other benefits will include connecting the community with other local clubs and groups, learn about volunteering, job pathway courses, other events and activity happening both at Burton and at other community centres and libraries in the LGA.

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

Community Grant Application - Page 10 of 13

Support for the Project or Event

Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:

(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.

This event has the commitment of local food business in the area, as well SCOAP Inc (Sustainable Community Organisation Against Poverty Inc), Bagster Road Community Centre, a number of groups new and those who already participate at Burton already committed to being available on the 2nd May to promote their services.

Buying local is one of the key aspects we like to promote at Burton and by working alongside local food businesses and inviting them to our Open Day we can present their food services and highlight to residents the array of quality food businesses in the area. Sometimes people don't realise what is available 'in their own backyard'.

Local businesses have been very supportive of the centre as we attempt to be supportive of their businesses referring people when asked for particular referrals.

If we don't 'support local', communities become irrelevant and as a Community Centre we aim to be a vital support service, remaining very relevant well into the future, linking and connecting community to promote and enhance liveability in our community.

Attachments

- There are no attachments relating to Support for the Project or Event.
 The following documents are attached relating to Support for the Project or Event:

1. Letter of support - Bagster Road Community Centre
2. Letter of support from Chair, Burton Community Centre
3. Risk Management Document

Project or Event Management

Ongoing Projects or Events

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

One-off Projects or Events

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

This one off event will be designed to achieve on our strategic plan as well with a Community Needs Survey we aim to ask the community to participate in a survey so as we can understand community need for the coming years and them also share this information with Council as we commence building a new Hub model for Burton.

The One off event will be managed and overseen by the Community Development Coordinator with support from centre volunteers and Management Committee through a program plan.

Risk Management Policies and strategy will be in place on the day and a Risk Checklist prior to setting up for the event will ensure safety is paramount on the day.

Stall holders and equipment providers will be briefed prior to the day regarding location on site and where suitable access to power and other needs are situated, shade and access to cool water will be provided, weather will be monitored and a plan in place in case the event needs to move indoors.

Please see attached risk assessment which will demonstrate our proposed project and management of same.

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

Community Grant Application - Page 11 of 13

Application Declaration

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

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

S1 S2

- I acknowledge that I am authorised to make this application on behalf of the Organisation.
- I acknowledge that the information provided in this application is true and correct.
- I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
- I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
- I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

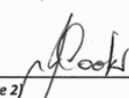
On behalf of Burton Community Centre (Group/Organisation)

kelly Werfel / Chair
(Name/Position)

and

Jennifer Cook / Treasurer
(Name/Position)


(Signature 1)


(Signature 2)

30/01/2020.
(Date)

30/01/2020.
(Date)

Contact (phone number): 82808843

Contact (phone number): 82808843

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**

Quotes



CONTACT INFORMATION	
Contact Name	<u>Christine Macfarlan</u>
Organisation Name	<u>Burton Community Centre</u>
Organisation ABN	<u>19360631426</u>
Organisation Address	<u>386 Waterloo Corner Road</u>
Suburb / Town	<u>Burton</u> Postcode <u>5110</u>
Telephone	<u>82808843</u>
Email	<u>[REDACTED]</u>
BOOKING INFORMATION	
Type of Booking	<input type="checkbox"/> Welcome Speech (\$370)
	<input checked="" type="checkbox"/> Welcome + Didgeridoo Performance - plain clothes) (\$550)
	<input type="checkbox"/> Welcome + Didgeridoo Performance - traditional clothes (\$650)
	<input type="checkbox"/> Welcome + Cleansing Ceremony (\$900)
	<input type="checkbox"/> Smoking Ceremony (\$2002)
	<input type="checkbox"/> Dance Performance (\$1400)
	<input type="checkbox"/> Cultural Awareness (\$TBA)
	<input type="checkbox"/> Cultural Supervision (\$150 per hour)
	<input type="checkbox"/> Emcee (\$150 per hour)
	<input type="checkbox"/> Other Cultural Service (\$TBA)
Booking Date	<u>Saturday 2nd May 2020</u>
Required Arrival Time	<u>10.15am</u>
Required Service Start Time (please attach running sheet if applicable)	<u>for 10.30am welcome address and performance</u>
Name of Conference / Event	<u>Burton Community Centre Family Fun Day</u>
Location of Event	<u>386 Waterloo Corner Road, Burton</u>
Parking Availability	<u>Excellent out front of centre</u>
Event Contact Person Name	<u>Chris Macfarlan, Community Development Coordinator</u>
Event Contact Person Mobile	<u>[REDACTED]</u>



Welcome to Country Speech: 3-5 minutes

Welcome to Country Speech and Didgeridoo Performance (plain clothes): 5-15 minutes.

Welcome to Country Speech and Didgeridoo Performance (traditional clothes): 5-15 minutes.

Welcome to Country and Cleansing Ceremony: Welcome to Country and cleansing of guests and / or place with song / chant / didgeridoo (traditional clothes), 5-15 minutes.

Welcome to Country and Smoking Ceremony: Welcome to Country and cleansing of guests and / or place with dance, song / chant / didgeridoo in traditional clothes (multiple performers), 15-25 minutes.

Welcome to Country and Dance Performance: Welcome to Country and dance performance with song and didgeridoo in traditional clothes (multiple performers), 10-20 minutes.

Cultural Awareness: cultural awareness training for up to 20 people, 1-3 hours.

Cultural Supervision: external supervision for people working with Aboriginal clients, or within Aboriginal specific sectors or organisations.

Emcee: introduce speakers, make announcements and engage with the audience to keep event running smoothly.

Other Cultural Services: range of other cultural activities available including tours and workshops (boomerang making / throwing, spear throwing, weaving, Kaurua language) – please contact us to discuss your requirements further.

Please note prices may vary depending on times and locations, particularly if outside of metropolitan Adelaide.

Bookings cancelled within 24 hours of the requested service will incur a cancellation fee equivalent to the full cost of the booked service. Bookings cancelled more than 24 hours before the scheduled service, but less than

Christine Macfarlan

From: [REDACTED]
Sent: Friday, 31 January 2020 6:20 PM
To: Christine Macfarlan
Subject: RE: re Family Fun Day 2/5/20

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Christine,
We would love to hire our Funhouse Slide Combo for your event. Recommend our Party or sports theme as most suitable for a general event.
Hire is confirmed @ \$280. Supervision is \$35 per hour. All prices are fully inclusive of gst.
We have 20Million in public liability and can forward all Safework doc's on your approval.
Look forward to confirm details with you.
Ring [REDACTED] Thanks.



Christine Macfarlan

From: [REDACTED]
Sent: Sunday, 2 February 2020 1:23 AM
To: Christine Macfarlan
Subject: Re: re Family Fun Day Event 2/5/20

Hi Christine,

As you mentioned you had enquired last year I went back to my previous emails to find our correspondence.

I will copy and past the quote I gave you last year.

For payment, I don't mind either you pay before, or after the event, usually within 30 days.

Here is the previous quote:

The cost for a balloon twister for 3.5 hours would be \$350.00.

For a face painter for the same time, the cost is \$280.00

Kind regards,

[REDACTED]

[REDACTED]

[REDACTED]

On 31 Jan 2020, at 3:16 pm, Christine Macfarlan [REDACTED] wrote:

Good afternoon

I am enquiring about hiring [REDACTED] for a balloon twister for 3 hours on the above day for our family fun day event.

Could you please quote to this email address advising when payments are due and so forth. I believe you may also have a face painter which we would also like to hire.

I did last year enquire for an earlier date, but we have had to postpone to this year.

Await your reply at your earliest convenience
Kind regards

Christine Macfarlan
Community Development Coordinator
Burton Community Centre



Burton Community Centre
Address: 386 Waterloo Corner Road
Burton SA 5114

Ph: (08) 8260 8843



<image6fbc08.JPG>

The City of Salisbury advises that, in order to comply with its obligations under the State Records Act 1997 and the Freedom of Information Act 1991, email messages may be monitored and/or accessed by Council staff and (in limited circumstances) third parties. The contents of this email are confidential and may be subject to copyright. This email is intended only for the addressee(s). If you have received this email in error please immediately advise the sender by return email and delete the message from your system. Use, disclosure or reproduction of this email by anyone other than the intended recipient(s) is strictly prohibited. No representation is made that the email is free of viruses or other defects. Virus scanning is recommended and is the responsibility of the recipient. All references to 'email' include references to attachments to the email.

Supporting Documents



Burton Community Centre

386 Waterloo Corner Road, Burton | T: 8280 8843

Event Management Plan

For

Burton Open Day

Sat 2nd May 2020

Purpose:

To promote the centre and seek Needs Analysis Survey from community for a Community Hub Building in 2020/21

On this day we aim to:

Link, connect and promote with our community

1

1. PROGRAM DETAILS

1.1 Program Details

Name of the Program: Burton Open Day
Date(s) of Program : Sat 2nd May 2020
Venue: Back yard and inside
Time: Setup 9-1030
Start 10.30-1.30pm
Packup 130-230pm

1.2 Event Coordinator

Event Coordinator: Chris Macfarlan
Organisation: Burton Community Centre
Address: 386 Waterloo Corner Road, Burton SA 5114
Telephone (work): 8280 8843
Email: [REDACTED]

Contact during the event: Chris Macfarlan

1.3 Detailed Description of the Program

- Background (Can include who, what, where, when and how long etc)
- Influencing factors – how did the program become a need, why this and why now

Burton Community Centre has a very diverse community engagement connection within the community. We are hoping to talk to as many people as possible regarding a Community Hub on this site and what it might, could look like, seeking community input and consensus of needs.

Invitation to council to introduce the concept and carry out their own community engagement alongside us as a centre who also need to connect regarding future programs and activity within the centre.

1.4 Target Audience

ALL

2. CONSULTATION WITH KEY STAKEHOLDERS

2.1 Planning Meeting

- I will use our monthly management meetings every month to discuss the day and the actions requiring support to fulfil.
- I will ask for a budget from the committee at the Feb 20 meeting and apply for CoS funding.
- I will approach Natalie Cooper to get a feel for councils engagement vision of the community hub for their input on the day

3. OVERVIEW OF THE PROGRAM

ACTION CARDS for people to complete and put on designated pin board for us to review as part of the community hub

- Put up what we have already thought of for community input/validation

STALLS

- Burton Community Centre table – promoting activities/programs
- Burton Community Centre table – fundraising (selling things for profit)
- Burton Mens Group – re Mens Shed
- SCOAP Inc Table – NILS and SERF
- Tom ? demonstration of Bionic Program
- Possible craft groups promoting/selling – ask Marie, Edna and Jan
- Have ACE Pathways to Hospitality Course flyer to plug for Term 1, 2020 and other flyers for Term 1.
- Our Play toys (2 houses) out for kids to play on
- Essential oils group
- Other community support groups

GAMES with prizes

Competition for best advised needs analysis
Boxes of items for fund raising
Peoples Choice Lottery available

Ask

Trinity pharmacy for a prize – competition??
Other community centres stall?
Any regular craft groups like to have a stall?
Aboriginal musician – local Daniel?

Food and drinks (Kelly do Barrista),
Lions do a Sausage Sizzle – ask for sponsorship from local bakery and butcher
Jumping Castle and balloon man – Cost?
Use own tables and chairs
Need shade with tables and chairs to sit at

3

Signage and good promotion leading up to the event from February onward
Ask council to loan marquees x 2 for shade for food venues
Buy 2 marquees of our own

4. Sponsorship/Stakeholders

Major sponsors and stakeholders are: (Are there other contributors ie other centres?)

As stated under 'Overview of the program'

Invitation to Mercedes for the Mayor
Nat, Simon, Coordinators
Committee
Life members
Council
Previous volunteers
Community
Schools
Soccer
Nursery
Signs at Woolworths and shopping centre precinct
Sign on café window
Flyer on our window board and inside centre
Committee to promote through their networks

5. Budget and costs	
5.1 Budget Breakdown	
Description <i>see Guide to Cost Item Expenditure Categories)</i>	
Salary costs	Covered by DHS
Administrative costs (eg: postage, stationery, printing, telephone)	In kind
Advertising/Media	In kind
Catering – Food suppliers TP Thai and Afghan Rest to provide on produce	In kind
Children's entertainment hire	945
In kind (by community, other donations)	800
Guest Speaker (Fee for service, Welcome Address)	550
Incidentals – Competition for Survey participation - Prize	200
Photo backing - wish	40
Notes relative to the above budget and costs	
Expenditure for this program	1735

6. JUSTIFICATION

6.1 Would this program assist us to achieve our purpose? (Brief explanation required.)

Going to the people and seeking their thoughts and input definitely achieve the purpose of knowing what we should consider when building a new Community Hub in this area. As well it enables new programs, event and activity to be designed around community needs and fulfil parts of their lives perhaps not otherwise being met at this time.

6.2 Is this justification enough to validate the program YES / NO

5



Burton Community Centre

386 Waterloo Corner Road, Burton | T: 8280 8843

OPEN DAY Schedule of Events

Date and time

Saturday 2nd May 2020

10.30am – 1.30pm

Setup from 0830 to 1030 and pickup 130-230pm

Burton Community Centre and City of Salisbury are inviting you to join us at a FREE Family Fun Day event to connect with our community and seek your valuable feedback as we progress toward a new building 'Community Hub' in 2020-2021.

The event will commence with a Welcome Address by traditional owners the Kurna People followed by:

- Music entertainment
- Learn more about the services offered at Burton Community Centre
- Information stalls – promoting local businesses
- Food for sale 'stalls– TP Thai, Afghan Restaurant and Lions Club

There will be a variety of activities for children including:

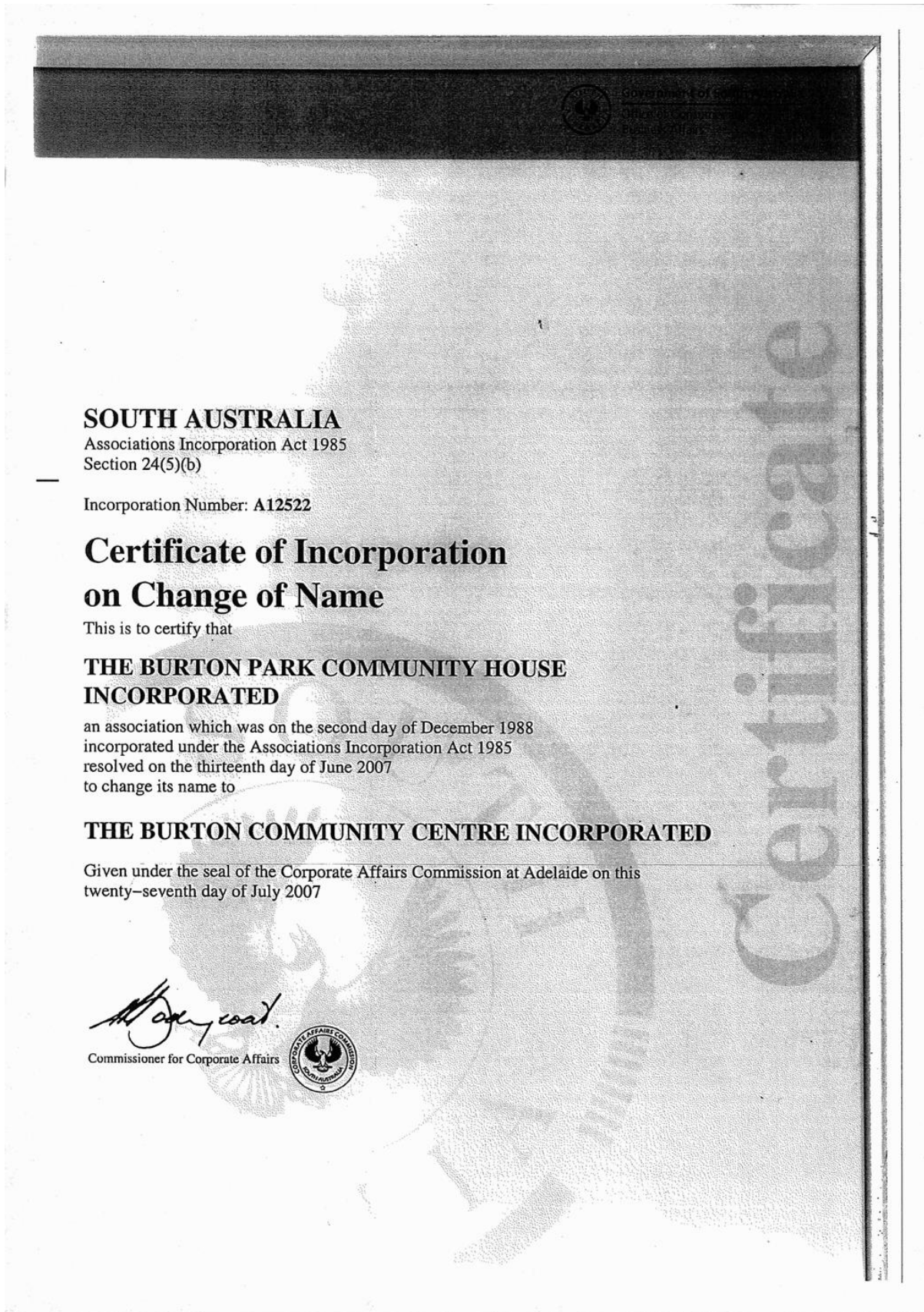
- Bionic, Indian Dance, Basket Weaving demonstrations
- Jumping castle
- Face Painting
- Balloon artist
- Story time
- Fund raising
- Competition – fill in a Needs Analysis Survey to win a 'Weekend Getaway'

Saturday 2nd May 2020., 10.30am – 1.30pm

Burton Community Centre, 386 Waterloo Corner Road, Burton



A Community Growing Together



Item 7.2.6 - Attachment 1 - 08/2020: The Burton Community Centre Inc. - Application



Burton Community Centre

386 Waterloo Corner Road, Burton | T: 8280 8843

City of Salisbury
Community Grant Team
John Street
Salisbury SA 5108

Re: Community Grant Application for Burton – Family Fun Day 2nd May 2020

Burton Community Centre is applying for funding support through the Community Grant Scheme for additional finances to cover the cost of our family Fun Day children’s entertainment.

The entertainment costs and some miscellaneous photo wall, welcome address and promotional support will enable us to more widely promote the event and reach our key target areas in the community.

Burton Management Committee are putting \$750 toward the day and other support by food providers to the approx. value of \$1000 is ‘in kind’ to the Family Fun Day.

The Management Committee and myself support this application as it will also enable our Coordinator to obtain important feedback through survey to those in attendance as to the current relevance of our programs and what more we could be doing to support our ever growing community in Burton and surrounding areas.

This information will also be able to be shared with City of Salisbury as we progress toward a Community Hub model this year. This vital feedback will assist to understand the needs of the community and how we should consider design and layout of our new spaces.

The day will see local cultural foods, Music, craft stalls, fundraising activities, key local stakeholders in the area providing key health and wellness information, the Needs Analysis Survey with Local Members and ward Councillors present, plenty of entertainment for the children including jumping castle, face painting, balloon artist, story time, basket weaving, Indian dancing and bionic demonstrations with our Opening Address performed by a local Traditional Kurna Member.

The Open Day will have two other cultural food stalls at the event but in true Aussie fashion, a sausage sizzle is always well supported and will be managed by the local Lions Club.

We would be delighted if Council was able to assist us to make this a very fun and enjoyable event for our community.

Either myself or the Coordinator, Chris Macfarlan are happy to answer any further queries and can be contacted at (08) 8280 8843. We look forward to hearing from you at your earliest convenience

Kind regards

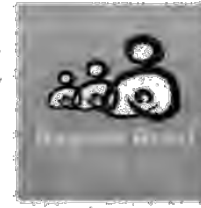
Kelly Werfel
Chair person
Burton Community Centre
Management Committee

29th January 2020



A Community Growing Together

29th January 2020



To whom it may concern;

Bagster Road Community Centre has pleasure in supporting the Burton Community Centre in their application for grant funding through the Community Grant Program with City of Salisbury.

Bagster Road Community Centre Inc.
17 Bagster Road
Salisbury North SA 5108
T: (08) 8250 4167
F: (08) 8250 7638
E: bagster@bagster.com.au
www.salisbury.sa.gov.au
ASN: 47 951 231 060

Family Fun Days are a unique opportunity for community centres to promote their centres and the programs, activities and events they are offering to their local community. They also provide opportunity to showcase Volunteering in the community, support local home businesses and local business with the notion of 'support and buy local'. Our Community Centres could not operate without the valuable support of volunteers and often new volunteers are found at Open Days (Family Fun Days).

If this application were successful the centre will be able to offer additional activities otherwise not able to be funded making the attraction less appealing.

Bagster Road Community Centre supports and will assist to promote this event as a welcome opportunity for continued promotion and community connection.

Community Centres benefit from these types of Family Days through the increased exposure and promotion, which benefits not only the centres but our communities who wish to volunteer. Each centre has a Volunteer Management Program and helps to make the experience of volunteering a positive one, in turn those individuals feel a sense of belonging and value, which increases self-esteem and confidence and enables volunteers to be thriving and contributing within their communities.

We commend the centre for their community involvement and commitment and hope that this application will be considered a worthy application for approval.

I would be happy to discuss this letter of support and can be contacted on telephone (08) 82504167.

Yours Sincerely

Michelle Grinter
Community Development Coordinator
Bagster Road Community Centre



*Your Community,
Your Family and You*

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

No.	Interest area (risk source)	Risk identified	Consequences	Likelihood	Rank Risk	Existing Controls	Proposed Controls	Responsibility	Action implemented
1.1	Volunteers	Insufficient communication skills/customer service	Negative internal relationship	Moderate	M	Induction/handover for all volunteers Communication re aims and goals of event including bin management, evacuation point location, location of bathrooms and so forth	•Communication from 3/2/20 to the day to keep volunteers informed	Staff and volunteers	Regular meetings and Coordiator Updates to keep the volunteers inromed of their individual actions / roles as well as the bigger picture in terms of aims and goals Setup and packup instructions, including manual handling requirements Buddy system for set up and pack up instructions.

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

2.1	Governance	Lack of knowledge	Lack of compliance	Low	L	Team is skilled in event mge including WH&S practices / setup and packup of large events	Coordinator and Management Committee are suitably skilled to manage events and all induction processes to other stall holders and volunteers.	All management WH&S qualified	Mge meetings are monthly, they will be kept up to date in this forum, volunteers will be kept informed weekly.
2.2	Governance	Police checks, Working with Children checks are all valid and have been checked for Volunteers and CDO. As confirmation of stall holders becomes available, all necessary clearances will be checked as well public liability sighted.	Lack of compliance, approvals	Low	L	Management team has the required Police and DCSI checks, sourced all licenses and complied with all Acts. An Alcohol zone will be established for improved management of crowd and alcohol consumption	CDO, Volunteer sand Management has current clearances Management aware and knowledgeable about acts and obligations associated with large event planning and management	Management	CDO has and will check all clearances, as well grant obligations through contract and event management plan will be double checked for all obligations to be met prior to the event

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

3.1	Infrastructure	Setting up and packing up – lack of knowledge of the use of hired equipment, or lack of WH&S and manual handling skills	Risk of injury to volunteer or public Stall Holders Damage to hired equipment	Moderate	M	Knowledgeable volunteers and CDO will set up and pack up all tables and chairs and shade equipment Final questions the day prior to the event Review of instructions by company staff delivering the childrens play equipment Regular WH&S training and updates to volunteers	All set up / pack up an event layout will be communicated clearly with volunteers & management 1 week from the event as well supervised on the day. Questions and answer time available Induction processes discussed incl WH&S issues and concerns	All management and volunteers and stall holders CDO	Management / stall holders, Volunteers are inducted to the set up / pack up of heavy machinery/other equipment/ evacuation. All management and volunteers are clear on their duties of the day of the event Buddy system in place for set up and pack up on the day Two Centre members deemed 'go to' Event Supervisors for volunteer assistance /support on the day
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Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

3.2	Infrastructure/Safety & wellbeing	Vehicle Direction on the day	Lack of available space for vendors to access	Moderate	M	Volunteer to be allocated to the driveway entry	Volunteer induction will advise instruction	Volunteer	Volunteers – advised at last weekly meeting
3.3	Infrastructure / Safety and Wellbeing	Hot weather/ (Cancel if over 40 degrees) Wet weather/lightening	Cancellation Rescheduling	Low	L	Review weather forecast during week, make decision –late April 2020 on Radio, FB, WOM	Rescheduling would include facebook, word of mouth, radio advise on Thu 30/4/20	CDO/management	every day to cover all volunteers rostered different shifts Advise with notice given to the public 30/4 by the said means
3.4	Infrastructure / safety and Wellbeing	Child Safety / Property Lost and found	Lost child or lost property	Moderate Moderate	M M	At commencement of the day – Announcement during welcome introduction will advise of safe place for found children and or lost property	First Aid availability advised at opening address and signage of where to access present in key locations	CDO and management	CDO/Management – wearing appropriate ID the go to safe people to bring children and lost property
3.5	Infrastructure / Safety and Wellbeing	Evacuation (Emergencies)	Threat or incident	Low	L	At commencement of the day – Announcement to advise evacuation with	Evacuation point will be clearly signed	CDO/management	Evacuation signs on key areas ie fences, walls, on announcement and all volunteers aware

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

						diagrams around event			
4.1	Financial	Lack of knowledge and or commitment to book keeping requirements	Risk of over spending or managing funding budget inaccurately	Low	L	Budget is very clear, funding applied for is appropriate to level of expenditure/quotes	CDO is experienced in keeping to budgets and Management Committee has a qualified Treasurer on committee	Management Committee	Burton CC
4.1	Financial	Lack of control of profit and loss margins	Project runs over budget	Low	L	Burton Community Centre CDO has indepth knowledge of budget for this project and where surplus funds exist should an overrun be required. Which would be only in absolute emergency	CDO is informed of funding for this program	Management and Treasurer oversee	Treasurer liaising with management committee re expenditure at all times

Item 7.2.6 - Attachment 1 - 08/2020: The Burton Community Centre Inc. - Application

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

5.1	Event	Larger numbers than planned for	Not enough provision for food, seating	Moderate	M	Ample food through key connections/ location of centre to Springbank Shopping centre enables us access for large no.s/ BCC has plenty of chairs and access to other close by community centre In case of emergency.	Springbank Shopping centre will be open during this event, and would become the go to access for this urgency	CDO/Management Committee	Contingency plan in place with Management member and restaurant locally
5.2	Event	Waste/Rubbish bin locations/request	Rubbish management	Low	L	Announcement at commencement of location of rubbish bins and being environmentally friendly using appropriate bins	Volunteers will walk around guiding appropriate use	Management Committee / Centre Coordinator	All Staff, management and volunteers

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

5.1	Event	Security Risks	First Aid	Moderate	M	First Aid Kit Lyllal McEwan	Checked stock prior to event and close proximity to Hospital	Management member trained in First Aid/and CDO	One space dedicated to first aid and clearly signed
	Event	Security Risks	Crime & Terrorism	Low	L	Evacuation plan devised SAPOL notified Security presence (on call)	Volunteers inducted with security and safety in mind for event SAPOL notified	CDO and Management Committee, Volunteers, SAPOL and Security Team engaged	Clear induction and communication with the responsible persons at least a week prior to event
	Event	Security Risks	Theft	Low	L	Security presence & Induction for volunteers to be vigilant in money handling, advise stall holders to be safe in their money security and the public to be careful with handbags & leaving unsupervised	Volunteers to be vigilant in crowd control and letting people know to keep their personal items supervised at all times	CDO/Management, Volunteers and Security	Verbal Communication throughout the day to attendees

7

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

5.1	Event	Security Risks	NO Alcohol on site for this event	Low	L	Chances are low of alcohol being consumed at this event.	Handover and induction prior to event to discuss this concern with whole team of responsible persons.	CDO and Management Committee Will monitor	Priority key induction item prior to event
5.1	Event	Evacuation and safety of venue	Evacuation meeting point	Moderate	M	Stall holders well informed of evacuation point and flyers posted around event.	Handover and induction prior to event to discuss concerns and traffic flow with responsible persons	CDO, Security Team, Management and Volunteers	Priority key induction item prior to event
		Evacuation and safety of venue.	Evacuation meeting point	Moderate	M	Volunteers informed in event of people movement required Announcement made at the commencement of the event	Handover and induction prior to event to discuss concerns and traffic flow with responsible persons	CDO, Security Team, Management and Volunteers	Priority key induction item prior to event
5.1	Event	Waste Management	Overflow of waste	Low	L	CoS Council will also provide some waste	Waste bins placed strategically around	CDO/Management Committee/Volunteers	Priority given to ample waste bins

8

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

5.1	Event	Weather Conditions	Storm warnings/forecast review one week ahead	Low	L	Notify all stakeholders, stall holders, support staff, volunteers, management and reschedule to one week after Notify through communication channels of FB and telephone and volunteer contacts, notice on front window of centre, Radio notification	Rescheduling plans in place to communicate to Inform through stated at left key avenues	CDO and Management Committee CDO and Management Committee	Monitoring weather events with key advisors
5.1	Food stall risks	OHS, LPG Gas, Bottles, Contamination,	Food poisoning through contamination,	Low	L	Stall holders will be required to practice all safe food handling	Majority stall holders have experience in stall food management and	Stall Holders Management	Food safe practices in place and fire safety practices incl (PPE)

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

5.1	Food stall risks	insurance OHS, LPG Gas Bottles, Contamination, Insurance	explosion to gas bottle Food poisoning through contamination, explosion to gas bottle	Low	L	principles both in preparation and delivery of foods And in the event of Gas bottle explosion – fire extinguishers and fire blankets will be present in the food area.	events. Security and Management fire safety competent Food and fire safety management principles in place	Committee Staff Holders, Management Committee, volunteers	equipment to manage fires. Food safe practices in place and fire safety practices incl (PPE) equipment to manage fires.
5.1	Event	Traffic & Pedestrian Management well placed to self manage	Larger attendance than planned	Low	L	Volunteers can manage direction of parking if more than expected numbers to across the road at Kaurna Wetland area. No Soccer Event planned this weekend.	Traffic management principles would be put in place	CDO/ Management Committee, Volunteers and Security	Thorough induction processes in place to discuss traffic and Pedestrian flow prior to the event.

Burton Community Centre, Open Day 2nd May 2020

Risk Management Plan

5.1	Event	Test and tag all appliances	Power usage-	Low	L	Test and tag compliance will be pursued prior to the event on all electrical items. 6 monthly Test and Tag through City of Salisbury.	Complete and thorough test of all equipment prior to event CDO to check up to date schedule	Management Committee and hire companies CDO	Compliance principles followed for all items of equipment hire companies to show compliance proof of currency of insurance and test and tag equipment.
-----	-------	-----------------------------	--------------	-----	---	--	--	--	---

End

**THE BURTON COMMUNITY CENTER INC. MANAGEMENT COMMITTEE
386 WATERLOO CORNER ROAD, BURTON S.A. 5110**

**MANAGEMENT COMMITTEE MINUTES
TUESDAY 11th February 2020
Meeting opened at 5.15 p.m.**

1. Welcome.

Chaired by Kelly Werfel

2. Present/Apologies.

Present: Chris Macfarlan, Jennifer Cook, Dale Hughes, Alex Coates, Kelly Werfel

Apologies: Jo Scott, Bob Scott, Eddy Elekna, Julie Woodman

3. Review previous minutes with business arising

3.1.1 Burton Community Centre - Open Day, 2/5/20

Motion moved by Management Committee endorsing the submission of the Community Grant Application for Family Fun Day 2/5/20.,

i. Moved: Jennifer Cook Seconded: Dale Hughes All approved, carried

ii. Discussion then moved on to the amended date of 2nd May 2020, noting Pooraka Farm also holding their Family Fun Day/Open Day on the same day. Confirmation from the committee that as both centres are at the furthest distance from one another of all the centres, the intent on the day is for different reasons and our demographic very different, there would no major effect to holding two centre Open Days on the same day.

iii. Committee noted they are happy with the planning that has taken place for the occasion and will be happy to help out on the day as required. Further updates to the committee will occur in March once all planning is finalised. Kelly as Chair and Jennifer as Treasurer have signed the Sport and Recreation, CoS Application for funding to assist with the costs of the event. An answer will be forthcoming sometime late February, early March.

3.1.2 Collaboration Agreement



3.1.3 Accreditation

-
-

- [Redacted]
- [Redacted]

3.1.4 Bantu Group update

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

Minutes of Previous meeting confirmed

Moved by Dale Hughes and seconded by Jennifer Cook – carried

4. Reports.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Moved by Kelly Werfel and seconded by Dale Hughes Carried

[Redacted]

Coordinators Report: Tabled for approval

All reports were moved: Dale Hughes and Seconded: Jennifer Cook Carried

5. General Business.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Moved by Alex Coates and Seconded by Dale Hughes Carried

100

6. Other Business.

No other business was discussed.

Confirmation of the next Management Committee confirmed as:

Tuesday 10th March 2020 at 5.15pm, Burton Community Centre, Meeting Room 1.

Meeting Closed at 7pm

Name: Kelly Werfel
Chaired/Chairperson Burton Community Centre Management Committee

Signature: [Signature] Date: 13/02/2020

Minutes as per Jo Scott, Secretary of the Burton Community Centre Management Committee.

Signature: [Signature] Date: 13/02/2020



CONTACT INFORMATION	
Contact Name	<u>Christine Macfarlan</u>
Organisation Name	<u>Burton Community Centre</u>
Organisation ABN	<u>19360631426</u>
Organisation Address	<u>386 Waterloo Corner Road</u>
Suburb / Town	<u>Burton</u> Postcode <u>5110</u>
Telephone	<u>82808843</u>
Email	<u>CMacfarlan@salisbury.sa.gov.au</u>
BOOKING INFORMATION	
Type of Booking	<input type="checkbox"/> Welcome Speech (\$370) <input checked="" type="checkbox"/> Welcome + Didgeridoo Performance - plain clothes) (\$550) <input type="checkbox"/> Welcome + Didgeridoo Performance - traditional clothes (\$650) <input type="checkbox"/> Welcome + Cleansing Ceremony (\$900) <input type="checkbox"/> Smoking Ceremony (\$2002) <input type="checkbox"/> Dance Performance (\$1400) <input type="checkbox"/> Cultural Awareness (\$TBA) <input type="checkbox"/> Cultural Supervision (\$150 per hour) <input type="checkbox"/> Emcee (\$150 per hour) <input type="checkbox"/> Other Cultural Service (\$TBA)
Booking Date	<u>Saturday 2nd May 2020</u>
Required Arrival Time	<u>10.15am</u>
Required Service Start Time (please attach running sheet if applicable)	<u>for 10.30am welcome address and performance</u>
Name of Conference / Event	<u>Burton Community Centre Family Fun Day</u>
Location of Event	<u>386 Waterloo Corner Road, Burton</u>
Parking Availability	<u>Excellent out front of centre</u>
Event Contact Person Name	<u>Chris Macfarlan, Community Development Coordinator</u>
Event Contact Person Mobile	<u>[REDACTED]</u>

Page 1 of 3

Christine Macfarlan

From: Kuma Kaaru [REDACTED]
Sent: Thursday, 13 February 2020 10:34 AM
To: Christine Macfarlan
Subject: Re: Invitation to perform Welcome to Country at Burton Community Centre Family Fun Day

Hi Christine

Thanks for sending the form through- booking is confirmed and in Isaac's calendar.

Ngaityalya (Thanks)

[REDACTED]

From: Christine Macfarlan [REDACTED]
Sent: Thursday, February 13, 2020 10:26:49 AM
To: [REDACTED]
Subject: RE: Invitation to perform Welcome to Country at Burton Community Centre Family Fun Day

[REDACTED]

Attachment resent.

Christine Macfarlan
Community Development Coordinator
Burton Community Centre

D: 08 8280 8843

[REDACTED]

Burton Community Centre
Address: 886 Waterloo Corner Road
Burton SA 5114

Ph: (08) 8280-8843

[REDACTED]

From: [REDACTED]
Sent: Thursday, 13 February 2020 10:18 AM
To: Christine Macfarlan
Subject: Re: Invitation to perform Welcome to Country at Burton Community Centre Family Fun Day

Hi Christine

Can you please resend the completed booking form? The attachment appears to have fallen off your email

Ngaityalya (Thanks)

[REDACTED]

From: Christine Macfarlan [REDACTED]
Sent: Thursday, February 13, 2020 9:48:08 AM

2/23/2020

24pcs Photo Booth Large Picture Frame & Photo Props Funny Faces for Party | Wish



What do you want to find? Search Sign In

Accessories, Collectible Figurines & Figurines

Overview Related



24pcs Photo Booth Large Picture Frame & Photo Props Funny Faces for Party

~~\$28AUD~~ \$8AUD

Get included

Only \$8AUD

Buy

Add to WishList

Standard Shipping: \$4AUD

Feb 29 ~ Mar 23

Items are sold and shipped by buystru Ltd

Description

Photo Booth

Style up your party pics with this flamboyant frame and a selection of 24 props including card hats, glasses and facial hair. Simply fix a white, self-adhesive stick to the prop of your choice, grab a few friends and get snapping!

Features

- Material: Paper
- Includes a large flamboyant photo frame.
- 24 props including card hats, glasses and facial hair.
- Props attach easily to self-adhesive prop sticks.
- Add silly and irreverent pictures to your parties.
- The picture frame and the photo props face, are made from cardboard.

Package Included:

- 1 * Large Picture Frame
- 24 * Props Funny Faces
- 24 * Sticks
- 1 * Glue dots

Contact, Terms, Policies & More

Item 7.2.6 - Attachment 1 - 08/2020: The Burton Community Centre Inc. - Application

2/23/2020

24pcs Photo Booth, Large Picture Frame & Photo Props Funny Faces for Party | Wish



What do you want to buy? Search

Buyer Guarantee



Shop with Confidence!

We want you to be completely satisfied with your purchase on Wish. Return all products within 30 days of delivery if they are not up to your satisfaction.

Easy Steps

Contact, Terms, Policies & More

2/23/2020

7x5ft/210x150cm Red Carpet Curtain Photography Background Vinyl Backdrop Studio Photo Props | Wish



What do you want to find? Search Sign In

Home > Studio Equipment

Overview Related



Shop products related to this item

7x5ft/210x150cm Red Carpet Curtain Photography Background Vinyl Backdrop Studio Photo Props

4.5 stars (10 reviews) (1)

\$20AUD \$212AUD

GST included

Size:

Size selection dropdown menu showing '1PC' selected.

Buy

Add to Wishlist

Standard Shipping \$7AUD

Mar 3 - Mar 30

Items are sold and shipped by LALBETAO

Customer Reviews

Show More

Too Small

Just Right

Too Large

Based on 1 Rating

Description

Show Less

please refer to the real size before ordering.

package include:

1x photography background

Contact Terms Policies & More

Item 7.2.6 - Attachment 1 - 08/2020: The Burton Community Centre Inc. - Application

2/23/2020

7x5ft/210x150cm Red Carpet Curtain Photography Background Vinyl Backdrop Studio Photo Props | Wish



What do you want to find? Search

photography background. Using a series of high-tech digital production equipment carefully made digital pictures. In jet pictures, the picture is clear, realistic, suitable for digital cameras, materials of high quality cloth, digital background with a bright color, rich patterns, realistic, strong, lasting wear, clear non-glare, etc.

features:
lightweight, easy storage and carry,
for photography, parties, bars, etc.
color fidelity, waterproof, artistic effect.

note:
in order to facilitate transport and packaging, will be folded cloth background shipments, resulting in creases;
do not worry, do not affect to use, recovery method as follows:
1. cloth material, can use the steam iron, pressing the back;
2. roll it up tightly with a cylinder, and waiting for 3-4
minutes in a high temperature to recover.

Sold By

Best Selling



LaBeiYao
4.2 (2020) < 500

Buyer Guarantee



Shop with Confidence!

Learn More

We want you to be completely satisfied with your purchase on Wish.
Return all products within 30 days of delivery if they are not up to your satisfaction.

Contact, Terms, Policies & More <>

Item 7.2.6 - Attachment 1 - 08/2020: The Burton Community Centre Inc. - Application

2/23/2020

5x7FT Wood Wall Vinyl Photography Backdrop Photo Background Studio Props | Wish



What do you want to find?

Search

Sign In

Hobbies & Skills Equipment

Overview Related



5x7FT Wood Wall Vinyl Photography Backdrop Photo Background Studio Props

4.8 (102 reviews)

\$19AUD

GST included

Size:

Select Size

Buy

Add to Wishlist

Standard Shipping \$7AUD

Mar 2 ~ Mar 20

Items are sold and shipped by fengqiangling

Customer Reviews

Show More

Too Small

Just Right

Too Large

Based on 104 Ratings

Tina about 7 months ago 4.8 stars I had to buy 2 5x7 panels to make it work but it was worth it, Looks great.

Ruby about 6 months ago 4.8 stars great pictures from it

Contact, Terms, Policies & More

Item 7.2.6 - Attachment 1 - 08/2020: The Burton Community Centre Inc. - Application

2/23/2020

5x7FT Wood Wall Vinyl Photography Backdrop Photo Background Studio Props | Wish



Wish is amazing. Fast shipping. Great size.

Q. What do you want to find?

Search

Sign Up

Description

Show more

Photography Background: Using a series of high-tech digital production equipment carefully made digital pictures inkjet pictures, the picture is clear, realistic, suitable for digital cameras, materials of high quality cloth, digital background with a bright color rich patterns, realistic, strong, lasting wear, clear non-glare, etc.

Specifications:

Material: cloth

Size: 2*1.5m

Features:

Lightweight, easy storage and carry;

For photography, parties, bars, etc;

Color fidelity, artistic effect;

Stereo sense is strong.

Attention:

1. There is a little color error in printing, pls don't mind.

2. Background stands are not included.

3. High temperature steam iron is not allowed.

4. Don't washing you can wipe it with a damp cloth.

4. The creases won't affect your photography, you can flatten them by these ways:

1. Use a wet towel to wipe the creases and then use a book to press it for a while;

2. Roll the backdrop up and put it aside.

Package include:

1 x Photography Background

Sold By

Show more



fengqiongling

1.3.2016 22:21 (81)

Buyer Guarantee



Shop with Confidence!

Show more

We want you to be completely satisfied with your purchase on Wish. Return all products within 30 days of delivery if they are not up to your satisfaction.

Cancel, Terms, Policies & More

Item 7.2.6 - Attachment 1 - 08/2020: The Burton Community Centre Inc. - Application

Certificate of Currency

Date of Issue: 24 February 2020



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

POLICY SUMMARY	
Policy Number	P00079799
Policy Type	Not For Profit Business Insurance
Period of Cover	12/02/2020 - 12/02/2021 at 4:00pm
Insured	Burton Community Centre Inc
Trading Name	Burton Community Centre
Interested Party	Burton Community Centre Inc
Nature of Interest	Respective Interest

SUMMARY OF INSURANCE TAKEN	
Professional Indemnity	
Professional Indemnity Limit of Liability any one Claim	\$10,000,000
Professional Indemnity Limit of Liability in the aggregate any one Period of Cover	\$30,000,000
Type of Cover	Claims Made
Retroactive Date	12/02/2008
Public and Products Liability	
Public Liability Limit of Liability any one Claim	\$20,000,000
Type of Cover	Occurrence
Products Liability Limit of Liability any one Claim	\$20,000,000
Type of Cover	Occurrence
Business Location	
386 Waterloo Corner Road, BURTON SA 5110	



ITEM	7.2.7
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	10 March 2020
HEADING	09/2020: Pontian Eagles Sports and Social Club Inc. - Community Grants Program Application
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Pontian Eagles Sports and Social Club 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 March 2020 round of Community Grants as follows:
 - a. Grant No. 09/2020: Pontian Eagles Sports and Social Club Inc. be awarded the amount of **\$5,000.00** to assist with the **plumbing and hire of an ablution block from April to August 2020, conditional of Council and Development Approval**, as outlined in the Community Grant Application and additional information.

ATTACHMENTS

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

1. 09/2020: Pontian Eagles Sports and Social Club Inc. - Application

1. BACKGROUND

- 1.1 The Pontian Eagles Sports and Social Club Inc. has not received prior Community Grants Program funding.

2. REPORT

- 2.1 Minor Club Initiated Work approval has been granted for the ablution block which constitutes the landowners consent that a change can be made to the facility. It is however required that Development Approval is granted. Staff are working with the Pontian Eagles Sports and Social Club Inc. to ensure this approval is sought and therefore the recommended funding is subject to the condition that the Development Approval is granted.
- 2.2 The Pontian Eagles Sports and Social Club Inc. Application meets the eligibility criteria for the upper limit Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Pontian Eagles Sports and Social Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 02/03/2020



Item 7.2.7 - Attachment 1 - 09/2020: Pontian Eagles Sports and Social Club Inc. - Application

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
1. GROUP / ORGANISATION DETAILS			
Name:	<i>Pontian Eagles Sports and Social Club Inc</i>		
Address:	<i>Yalumba Drive</i>		
Suburb:	<i>Paralowie</i> Postcode: <i>5108</i>		
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)			
Name:	<i>Mr Terry Kalaisidis</i>		
Title (your role with the group/organisation):	<i>President</i>		
Address:	[REDACTED]		
Phone:	Landline: <i>N/A</i> Mobile: [REDACTED]		
Email:	[REDACTED]		
3. COMMUNITY GRANT RESPONSIBILITY			
Name of Person Responsible for the Grant:	<i>Mr Terry Kalaisidis</i>		
Title (role with the group/organisation):	<i>President</i>		
4. GROUP / ORGANISATION MANAGEMENT DETAILS			
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	<i>Incorporated Association/ Club Board</i>		
Is your organisation:			
a) Incorporated:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> Yes <input checked="" type="checkbox"/> <small>(go to question c)</small> </td> <td style="width: 50%;"> No <input type="checkbox"/> <small>(go to question b)</small> </td> </tr> </table>	Yes <input checked="" type="checkbox"/> <small>(go to question c)</small>	No <input type="checkbox"/> <small>(go to question b)</small>
Yes <input checked="" type="checkbox"/> <small>(go to question c)</small>	No <input type="checkbox"/> <small>(go to question b)</small>		
ASIC Registration Number:	<i>A41442</i>		
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> Yes <input type="checkbox"/> <small>(go to question c)</small> </td> <td style="width: 50%;"> No <input checked="" type="checkbox"/> <small>(go to question c)</small> </td> </tr> </table>	Yes <input type="checkbox"/> <small>(go to question c)</small>	No <input checked="" type="checkbox"/> <small>(go to question c)</small>
Yes <input type="checkbox"/> <small>(go to question c)</small>	No <input checked="" type="checkbox"/> <small>(go to question c)</small>		
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:	<i>Membership</i>	
f) Purpose:	<i>Sport & Recreation</i>	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>Pontian Eagles Sports & Social Club</i> <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:	<i>Cathy Perry</i>	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

GST Declaration		
<p>I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.</p>		
<p>Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN)</i></p> <p><u>8 5 1 8 9 5 2 7 3 1 7</u> <i>(If No, the ABN Declaration Form attached must be signed)</i></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Is your group/organisation registered for GST</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 1,803
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 0
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 1,803
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
<i>Purchase of changing hut</i>	\$ 3,250
<i>Plumbing costs</i>	\$ 3,553
TOTAL (including GST):	\$ 6,803

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

Summary of Project/Event Information	
Is the funding for: <small>(please tick which is applicable)</small>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Transportable Referee Changing Hut + Kitchen Awning</i>
Date(s) of Project/Event <small>(if ongoing or one-off please state "ongoing"/"one-off")</small>	<i>Ongoing from 20/2/20</i>
Total cost of Project/Event	<i>\$ 6,803</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<i>Changing hut is a temporary fixture for the 2020 season until more permanent structure can be established in the future</i>
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event? <small>(please check all that apply)</small>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Project/Event Details		
Previous Community Grants Program Funding		
Has your Organisation previously received a Community Grant? <i>(if Yes – when, amount granted and what the grant was for)</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):		
What amount of Grant funding was provided:		
When was the previous Grant acquitted (month & year):		
Group/Organisation Information		
Group/Organisation Name	<i>Pontian Eagles Sports & Social Club</i>	
Group/Organisation Description	<i>Soccer Club</i>	
Group/Organisation Registered Address	<i>Number/Street: Yalumba Drive Suburb: Paralowie Postcode: 5108</i>	
Is the Club Incorporated?	<i>Yes</i>	
Number of Members	<i>300</i>	
% of Membership that reside in the City of Salisbury	<i>70 %</i>	
Project/Event Details		
Project/Event Name	<i>Referee Changing Hut</i>	
Project/Event Summary	<i>Temporary changing hut with toilet for referees</i>	
Date(s) of Project/Event	<i>20/2/20 -</i>	
Location of Project/Event:	<i>Number/Street: Yalumba Drive Suburb: Paralowie Postcode: 5108</i>	
How will the Project/Event benefit the residents of the City of Salisbury?	<i>Enables club and members to meet FSSA game standards</i>	
How many individuals will benefit from the Project/Event?	<i>300</i>	
% of project/event participants that reside in the City of Salisbury	<i>70 %</i>	
If it is an Event, is it open to the public?	<i>No N/A</i>	
How will the Project/Event be promoted?	<i>N/A</i>	

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

Community Grant Application - Page 8 of 13

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p><i>The purchase and plumbing in of a temporary changing hut with toilet to for game referees to ensure the club meets FFSA competition standards in 2020.</i></p> <p><i>Costs include any future removal.</i></p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none">1.2.3.

Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>Pontian Eagles Sports & Social Club is a large, vibrant soccer club in the City of Salisbury including many diverse members from across the community including new arrival migrant families.</i></p> <p><i>We are a part of the Football Federation of South Australia competition and therefore must meet their game day requirements and standards, including seperate changing facilities and toilets for referees.</i></p>

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

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

Project or Event Management
<p><u><i>Ongoing Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u><i>One-off Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>Club will take full responsibility for maintenance and eventual removal of the temporary changing hut</i></p>

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

Application Declaration

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

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

S1 S2

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

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

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

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

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

On behalf of Pontian Eagles Sport & Social (Group/Organisation)

<p><u>JOHN THOMAS</u> (Name/Position)</p> <p><u>[Signature]</u> (Signature 1)</p> <p><u>14/2/20</u> (Date)</p> <p>Contact (phone number):</p>	and	<p><u>TERRY KALAITSIDIS</u> (Name/Position)</p> <p><u>[Signature]</u> (Signature 2)</p> <p><u>14-2-2020</u> (Date)</p> <p>Contact (phone number):</p>
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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



HIRE QUOTATION

10 February 2020

Quote No: 43455

***PONTIAN EAGLES SSC - CC**

Project / Site:
YALUMBA DR
(YALUMBA RESERVE)
PARALOWIE

Contact: TERRY [REDACTED]

Mobile: [REDACTED]

Email:

We have pleasure in submitting our quotation for hire of the following for the above named project / site. If you have any queries please do not hesitate to contact us.

Description	Qty	Charge Rate (excl. GST)	Amount
Ablution Block 2.4 X 2.4 (First 8 Weeks Hire)	1	\$70.00 per Week	\$560.00
Delivery		\$360.00	\$360.00
Collection		\$360.00	\$360.00
10.04.20 Four Weeks Hire	1	\$280.00 each	\$280.00
8.05.20 Four Weeks Hire	1	\$280.00 each	\$280.00
5.06.20 Four Weeks Hire	1	\$280.00 each	\$280.00
3.07.20 Four Weeks Hire	1	\$280.00 each	\$280.00
31.07.20 Four Weeks Hire	1	\$280.00 each	\$280.00
28.08.20 Four Weeks Hire	1	\$280.00 each	\$280.00
Total (Incl. GST):			\$3,256.00
GST:			\$296.00

Notes

If you have any further questions, please contact us.

Yours Faithfully,

[REDACTED]

Acceptance Form		
Please supply the quoted items and I agree to the conditions above.		
Signed: _____	Order Number: _____	Date: _____
Print Name: _____	Date & Time Required: _____	

Quotation No: 43455

Customer: *PONTIAN EAGLES SSC - CC

Page 1 of 1

From: [REDACTED]
Date: February 12, 2020 at 7:47:54 PM GMT+10:30
To: [REDACTED]
Subject: Quote

Hi Terry

As discussed earlier this evening.

- To cut concrete to allow access to soil
- To supply and lay drain to portable amenities including inspection and drafting
- To supply and lay hot and cold water plumbing to portable amenities including excavation, back-fill and site clean up
- To re-instate concrete

Total \$ 3,553.00 GST Inclusive

Total price quoted is inclusive of materials, labour and excavator hire.

Cheers!

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Committee Meeting 5th February 2020

Venue 17 Yalumba Drive, Paralowie.

Time 6:30 P.m.

Present: Terry Kalaitzidis (Pres) John Thomas (Treas)
Carmine Cavaiuolo (Sec) Michael Baharas (Vic Pres)
Renate Spac, Fotini Doulas, Tony Doulas, Maria Tumbanos,
Stelio Makamavoudis (Committee Members).

Apologies Con Kalaitzidis (Committee Member).

- 1) Topic for discussion (Additional toilets and change rooms for match officials male and female.
- 2) Due to the Pontian Eagles Soccer Club Transition to F.F.A. status it is necessary by law of the game to have proper match officials toilets and change rooms. it was therefore decided that to achieve these demands is to apply for a grant to have these facilities in place. the motion was passed around the table and everyone agreed.
- 3) The President Terry Kalaitzidis has been nominated to submit the necessary application forms.

Meeting Closed. 7.00. P.m.

b. cavaiuolo. (Club Secretary)
Carmine Cavaiuolo.



13/02/20

TO WHOM IT MAY CONCERN

I am writing to support the Pontian Eagles Sports and Social club in their application under the City of Salisbury, Community Grants Program.

The Pontian Eagles Sports and Social club is a well-established soccer club in my electorate of Spence, who have achieved much success within the South Australian Amateur Soccer League (SAASL) and shown great leadership, initiative and enthusiasm in their chosen sport.

This initiative has seen numerous success stories from a club and individual perspective, which has allowed the club to grow immensely and provided many benefits on a social and sporting level to the local community.

Just recently the club achieved a great milestone with their inclusion into the State League 2, Football South Australia competition.

Their latest endeavor in pursuing a number of integral resources for their club including the necessity of a referee changing hut facility and kitchen awning is to be commended and supported.

This district is an area of high need and would greatly benefit from such an initiative.

I believe that the Pontian Eagles Sports and Social club is a valuable sporting club in the community and deserves favourable consideration of their application.

Yours sincerely,

**NICK CHAMPION MP
FEDERAL MEMBER FOR SPENCE**

Standing up for the North

PO Box 288, Smithfield SA 5114 | T 08 8284 2422 | E Nick.Champion.MP@aph.gov.au

*Proudly printed on Australian made, environmentally sustainable paper.



City of Salisbury
 PO Box 8
 SALISBURY SA 5108

To Whom It May Concern

I am writing in support of the Pontian Eagles Sport & Social Club's application for \$5000 from the Community Grants Program to purchase and install temporary changing facilities for referees.

The Pontian Eagles Sport & Social Club is a dynamic local organisation, with more than 300 members. The club actively engages with new and emerging migrant communities and embraces its cultural diversity.

Recently the Club has become affiliated with the Football Federation of South Australia, meaning it has a requirement to provide separate changing and bathroom facilities for referees.

The grant will assist the club to purchase and install a temporary changing hut that will fulfil these requirements but also be able to be removed in the event of a facility upgrade in the future.

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

Yours sincerely

Hon Zoe Bettison MP
MEMBER FOR RAMSAY

14 / 2 / 2020

SALISBURY SALISBURY NORTH SALISBURY PLAIN SALISBURY DOWNS PARALOWIE



Item 7.2.7 - Attachment 1 - 09/2020: Pontian Eagles Sports and Social Club Inc. - Application

ITEM	7.2.8		
	SPORT, RECREATION AND GRANTS COMMITTEE		
DATE	10 March 2020		
HEADING	Community Grants Program Trends Review and Standing Budget Allocation		
PREV REFS	Sport, Recreation and Grants Committee	7.2.4	08/04/2019
	Sport, Recreation and Grants Committee	7.2.2	13/01/2020
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development		
CITY PLAN LINKS	<p>3.2 Have interesting places where people want to be.</p> <p>3.3 Be a connected city where all people have opportunities to participate.</p> <p>4.3 Have robust processes that support consistent service delivery and informed decision making.</p>		
SUMMARY	This report provides Community Grants Program statistics and information relating to the Standing Budget and Allocation for consideration for the 2020/2021 Budget.		
RECOMMENDATION	<ol style="list-style-type: none"> 1. The information be received and noted. 2. The Sport, Recreation and Grants Committee note the endorsed increase to the 2019/2020 Community Grants Program budget allocation from \$82,000 to \$112,000 effective 24 February 2020. 3. The Sport, Recreation and Grants Committee recommends increasing the Community Grants Program (standing) annual budget through a 2020/2021 non-discretionary budget review of \$38,000, bringing the annual budget allocation from \$82,000 per annum to \$120,000 per annum. 		
ATTACHMENTS	There are no attachments to this report.		

1. BACKGROUND

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

Community Grants Program Guidelines and Eligibility Criteria Review

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

Resolution Number 0143/2019; 23/04/2019

- 1.2 At its meeting held on Monday, 13 January 2020, the Sport, Recreation and Grants Committee recommended:

Community Grants Program Applications for January 2020

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 \$30,000.*
4. *Staff provide a further report once the remaining balance reaches \$10,000 for the Community Grant Funding budget allocation for 2019/2020.*
5. *Staff provide a further report in time for budget considerations to consider the standing budget allocation of \$120,000 for Community Grants Program funding.*

Resolution Number 0397/2020; 28/01/2020

2. REPORT

Second Quarter Budget Review 2019/20

- 2.1 At its meeting held 13 January 2020 the Sport, Recreation and Grants Committee recommended the 2019/2020 Community Grants Program budget be increased by \$30,000 to enable the approval of funding to the end of the financial year.
- 2.2 At its meeting held 24 February 2020, Council endorsed the Second Quarter Budget Review 2019/2020 Non-Discretionary Bid for the increase of \$30,000 to the Community Grants Program budget (Resolution Number 0426/2020). This brings the standing budget allocation from \$82,000 to \$112,000 for the 2019/2020 financial year.

Community Grants Program Statistics/Trends**Defibrillator Category**

- 2.3 At its meeting held 11 February 2019, the Sport, Recreation and Grants Committee recommended that a new grant category be created for community and sporting groups to apply for up to \$2,000 for the purchase of defibrillators as part of the Community Grants Program, with an amount of \$10,000 of the overall budget allocation being made available for this purpose per financial year (Resolution Number 0104/2019; 25/02/2019).
- 2.4 Grants for defibrillators fit the criteria with regard to the aim and objectives for Community Grants Program funding and was previously allocated to assist with the purchase of defibrillators to eligible applicants under the category of equipment. Funding has been awarded for a total of four defibrillators from 2015 to 2018, to the following Applicants:

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

- 2.5 Two (2) applications have been received under the defibrillator category with one (1) being awarded funding and one (1) deemed ineligible, from 2019 to date:

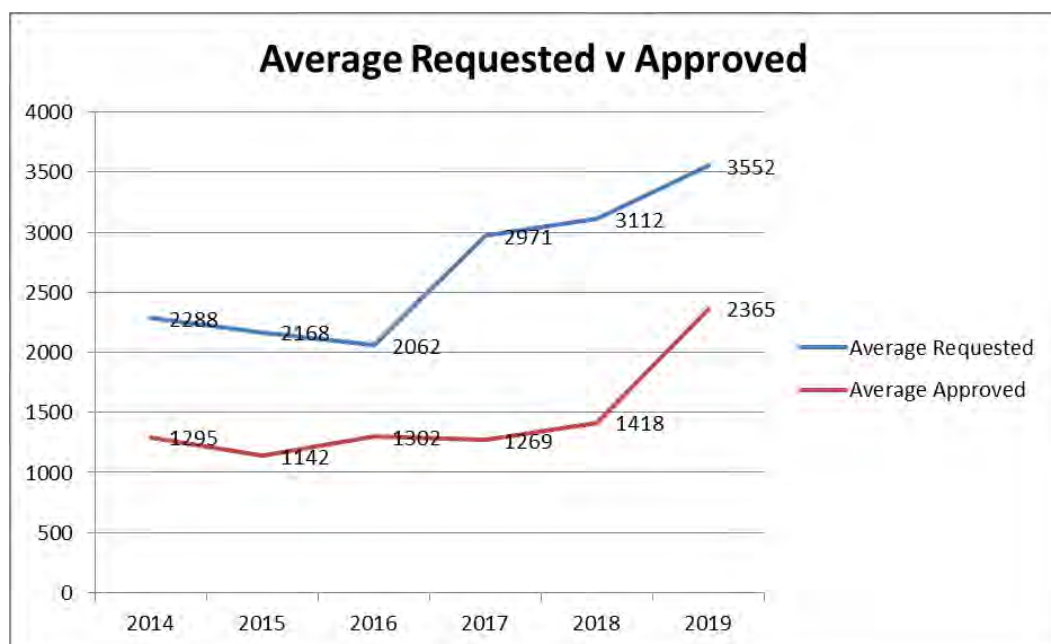
Year	Month	Applicant	Amount Awarded
2019	May	Meals on Wheels (SA) Inc.	Ineligible
2019	July	Brahma West Sports Club Inc.	\$2,000.00

- 2.6 Based on the average one (1) application awarded \$2,200 per year towards the purchase of a defibrillator, it is not anticipated that the funding allocation of \$10,000 of the overall Community Grants Program budget allocation specified in section 2.3 of this report will be exceeded in 2020/2021.

Upper Limit Community Grants Program Funding

- 2.7 At its meeting held 8 April 2019, the Sport, Recreation and Grants Committee recommended the upper limit Community Grants Program funding is increased to \$5,000 effective 1 July 2019 with all other existing terms and conditions to remain unchanged, and, staff monitor Community Grants Program trends and provide a review in March 2020, noting that the program continue to operate within existing approved budget (Resolution Number 0143/2019; 23/04/2019).

- 2.8 A total of twenty six (26) applications were received since the upper limit Community Grants Program funding increase, that being from July 2019 to February 2020. Of the twenty six applications received:
- Eighteen (18) applications were approved (*of which one (1) was approved in retrospect*);
 - One (1) application was withdrawn;
 - Five (5) applications were ineligible (*of which one (1) was subsequently approved by Council in retrospect and is also included in the approved applications total*);
 - One (1) application was unsuccessful; and
 - One (1) application is waiting for further information.
- 2.9 The total funds requested in the twenty five (25) applications submitted for consideration is \$99,984 of which \$64,731 was approved by the Sport, Recreation and Grants Committee and \$2,000 approved by Council (\$66,731 total).
- 2.10 A total of \$110 was returned by one (1) successful applicant as a result of part of their allocated funding monies being unspent.
- 2.11 Three (3) successful applicants acquitted by the deadline, two (2) were sent a reminder that their acquittal is outstanding and fourteen (14) are pending acquittal.
- 2.12 The average request for funding from July 2019 to February 2020(not including the application pending further information) is \$3,799 and the average approved funding is \$2,669; 53% of the upper limit funding.
- 2.13 The average number of Community Grants Program applications received from 2014 to 2019 is forty two (42). While we do not foresee a substantial increase in the number of applications received to that of the average (42) by the end of the 2019/2020 financial year, the average amount of funding requested and approved has amplified, likely as a result of the increase to the upper limit Community Grants Program funding:



- 2.14 The increase to the upper limit Community Grants Program funding effective 1 July 2019 has resulted in the likelihood of budget shortfalls as predicted, resulting in the further allocation of \$30,000 to enable the approval of funding to the end of the 2019/2020 financial year.
- 2.15 Based on the information and statistics/trends provided in this report it is recommended that the standing budget allocation for the Community Grants Program funding be increased to a total annual budget of \$120,000.

3. CONCLUSION / PROPOSAL

- 3.1 The Sport, Recreation and Grants Committee consider increasing the Community Grants Program (standing) annual budget by \$38,000 to bring the annual budget allocation from \$82,000 per annum to \$120,000 per annum.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 02/03/2020