



## **AGENDA**

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

**14 SEPTEMBER 2020 AT 6:30 PM**

**IN THE WITTBER AND DR RUBY DAVY ROOMS, 34 CHURCH STREET,  
SALISBURY**

### **MEMBERS**

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

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager Community and Org. Development, Ms G Page  
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 August 2020.

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**REPORTS**

*Administration*

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

*Community Grants*

7.2.1 Community Grants Program Applications for September 2020 ..... 11

7.2.2 16/2020: Community Grants Program Application - Makombora Football Club [Burundi Intamba Gasimbo Association of South Australia Inc.]..... 39

7.2.3 17/2020: Community Grants Program Application - Paint the Farm REaD [Paint The Town REaD Ltd] ..... 61

7.2.4 19/2020: Ingle Farm Football Club [Ingle Farm Sporting Club Inc.] - Community Grants Program Application..... 119

7.2.5 Sports and Community Clubs COVID-19 Recovery Support Package Applications for September 2020..... 139

7.2.6 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Penfield Model Engineers Society ..... 157

7.2.7 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Rowe Park United ..... 171

7.2.8 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Ingle Farm Junior Soccer Club ..... 195

7.2.9 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Puddle Jumpers Inc ..... 219

**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 AUGUST 2020**

**MEMBERS PRESENT**

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

**OBSERVERS**

Cr P Jensen, Cr K Grenfell and Cr J Woodman

**STAFF**

A/Chief Executive Officer, Mr T Sutcliffe  
General Manager Business Excellence, Mr C Mansueto  
General Manager Community and Org. Development, Ms G Page  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.31 pm.

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

**APOLOGIES**

An apology was received from Cr S Ouk.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Cr L Braun  
Seconded Cr D Hood

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

**CARRIED**

## REPORTS

### *Administration*

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

Moved Cr N Henningsen  
Seconded Mayor G Aldridge

1. The information be received.

**CARRIED**

### *Community Grants*

#### **7.2.1 Community Grants Program Applications for August 2020**

Moved Cr S Reardon  
Seconded Cr N Henningsen

1. The information be received and noted.

**CARRIED**

#### **7.2.2 18/2020: Community Grants Program Application - With Love Formal Wear Inc.**

*Cr S Reardon declared a perceived conflict of interest on the basis of being listed as a referee on this grant application. Cr Reardon managed the conflict by remaining in the meeting but not voting on the item.*

Moved Cr C Buchanan  
Seconded Cr L Braun

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the August 2020 round of Community Grants as follows:
  - a. Grant No. 18/2020: With Love Formal Wear Inc. be awarded the amount of \$5,000.00 to assist with the purchase of garment equipment and storage, catering and catering equipment, refrigerator, tables, shoe racks, furniture, external hard drive and Microsoft licence as outlined in the Community Grant Application.

**CARRIED**

*The majority of members present voted IN FAVOUR of the MOTION.  
Cr S Reardon DID NOT vote on the MOTION.*

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**7.2.3 Sports and Community Clubs COVID-19 Recovery Support Package Applications for August 2020**

Moved Cr C Buchanan  
Seconded Cr L Braun

1. The information be received and noted.

**CARRIED**

**7.2.4 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Salisbury West Junior Football Club**

Moved Cr A Duncan  
Seconded Cr L Braun

1. The information be received and noted that the Salisbury West Junior Football Club application is deemed ineligible for the Sports and Community Clubs COVID-19 Recovery Support Package as they do not meet the mandatory criteria.

**CARRIED**

**7.2.5 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Burundian Drummers Club in South Australia**

Moved Cr C Buchanan  
Seconded Mayor G Aldridge

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$1,000 to the Burundian Drummers Club in South Australia to assist with the following COVID-19 related expenses – rent for practice, Van Registration, Van Insurance, drums maintenance.

**CARRIED**

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**7.2.6 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Penfield Golf Club**

Moved Cr D Hood  
Seconded Cr N Henningsen

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to the Penfield Golf Club to assist with the following COVID-19 related expenses – COVID Cleaning, Bar food lost, beverage replacement (soft drinks only), Coffee machine, Phone diversion, Waste removal, Club repairs, Greens maintenance, Fuel.

**CARRIED**

**7.2.7 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Salisbury Cycle Speedway**

Moved Cr C Buchanan  
Seconded Cr D Hood

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to the Salisbury Cycle Speedway to assist with the following COVID-19 related expenses – Replacement Canteen Fridge, Tools for bike room, Hotdog maker/sandwich Press, Food re-stock, Hand sanitizer/pumps etc, Club gloves and Helmets for new riders.

**CARRIED**

**7.2.8 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Brahma Lodge Sports Club**

Moved Cr A Duncan  
Seconded Cr C Buchanan

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to the Brahma Lodge Sports Club to assist with the following COVID-19 related expenses - football medical supplies, footballs and equipment, league fees and umpire costs, ladies toilet service, insurance, pest control, post office box rent, security, Council loan, trailer registration and electricity costs.

**CARRIED**

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**7.2.9 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Pooraka Football Club**

*Cr C Buchanan declared a perceived conflict of interest on the basis of being a member and former Secretary of the Pooraka Football Club.  
Cr Buchanan managed the conflict by remaining in the meeting and voting in the best interest of the community.*

Moved Cr L Braun

Seconded Cr C Buchanan

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to the Pooraka Football Club to assist with the following COVID-19 related expenses - Safety Bollards, Barriers, flags, Restart Coolroom, Industrial vacuum cleaning, Glass washer upgrade, Ladders, tools, trolley, Replacement of out of date cleaning products, Carpet steam cleaning, Karcher steam cleaner, Upgrade exhaust fans, Wall hanging accessories, Wrist bands, visitors book, stationary for social distancing requirements, Pest control, Glass cleaning fluid, Beer Lines cleaning solution, Hot high pressure cleaning, Spray backpack for cleaning and sanitizer chemicals, Chemicals for spray/sanitization.

**CARRIED**

*The majority of members present voted IN FAVOUR of the MOTION.  
Cr C Buchanan voted IN FAVOUR of the MOTION.*

**7.2.10 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Southern Go Cart Club**

Moved Cr L Braun

Seconded Cr D Hood

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to the Southern Go Cart Club to assist with the following COVID-19 related expenses – payment of rent for July – December 2020.

**CARRIED**

**7.2.11 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Military Vehicle Preservation Society of South Australia**

Moved Cr D Hood  
Seconded Mayor G Aldridge

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$4,696 to the Military Vehicle Preservation Society of South Australia to assist with the following COVID-19 related expenses – PMFA (Datacord Office printer), Wood Park PTY LTD (Mortgage), Telstra Account, Air Liquide, NewsCorp LTD, SAWater, Powerdirect (Electricity).

**CARRIED**

**7.2.12 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Cressy Bowmen Incorporated**

Moved Cr N Henningsen  
Seconded Cr D Hood

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$1,552 to Cressy Bowmen Incorporated to assist with the following COVID-19 related expenses - Disposable Cups and canteen stock, Capital Lock, Keys, Tyre Pumps, Padlocks, new tyres for targets, nuts and tape for target, Cleaning/Hygiene items and Stock, bolts, washers and lock, Target replacements core, Target faces, Target face inserts, target centres.

**CARRIED**

**OTHER BUSINESS**

Nil

The meeting closed at 6.39 pm.

CHAIRMAN.....

DATE.....



<b>ITEM</b>	7.0.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Future Reports for the Sport, Recreation and Grants Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This item details reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**

1. The information be received.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

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

**1. CONSULTATION / COMMUNICATION**

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

**2. REPORT**

- 2.1 At the time of preparing this report, there are currently no resolutions of Council requiring a further report to be presented to the Sport, Recreation and Grants Committee.

**3. CONCLUSION / PROPOSAL**

- 3.1 Future reports for the Sport, Recreation and Grants Committee have been reviewed and there are none that require a report to be presented at this point in time.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP

Date: 07/09/2020

<b>ITEM</b>	7.2.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Community Grants Program Applications for September 2020
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community & Org. Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
<b>SUMMARY</b>	This report outlines the Community Grants Program Applications submitted for the September 2020 round. One application is submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. Two applications are submitted for information.

#### **RECOMMENDATION**

1. The information be received and noted.

#### **ATTACHMENTS**

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

1. Community Grants Program Guidelines and Eligibility Criteria

#### **1. BACKGROUND**

- 1.1 One (1) application was received for the September 2020 round of Community Grants and is deemed ineligible under section 8.1 of the Guidelines and Eligibility Criteria.
- 1.2 One (1) application received for the July 2020 round of Community Grants required further information. The further information has not been received and the application is therefore deemed ineligible<sup>1</sup>.
- 1.3 One (1) application received for the July 2020 round of Community Grants required further information. The further information has been received and the application is submitted for consideration<sup>2</sup>.

## 2. REPORT

- 2.1 One (1) application is presented for the September 2020 round of Community Grants for consideration, of which is deemed compliant and listed below:
  - 2.1.1 17/2020: Paint the Farm REaD [Paint The Town REaD Ltd]<sup>2</sup>  
*Agenda item 7.2.3; Sport, Recreation and Grants Committee; 14/09/2020*
- 2.2 One (1) application is presented for the September 2020 round of Community Grants in an individual report for information. The application was received for the July 2020 round of Community Grants and required further information. The further information has not been received and the application is therefore deemed ineligible, and listed below:
  - 2.2.1 16/2020: Makombora Football Club [Burundi Intamba Gasimbo Association of South Australia Inc.]<sup>1</sup>  
*Agenda item 7.2.2; Sport, Recreation and Grants Committee; 14/09/2020*
- 2.3 One (1) application received for the September 2020 round of Community Grants is submitted in an individual report for information. The application is deemed ineligible in accordance with the Guidelines and Eligibility Criteria section 8.1 and is listed below:
  - 2.3.1 19/2020: Ingle Farm Football Club [Ingle Farm Sporting Club Inc.]  
*Agenda item 7.2.4; Sport, Recreation and Grants Committee; 14/09/2020*
- 2.4 The Community Grants Program funding budget allocation for 2020/2021 is **\$60,000**, noting the standing budget allocation is \$120,000 of which 50% has been repurposed to the Sports and Community Clubs COVID-19 Recovery Support Package.
- 2.5 The money committed to the one (1) compliant application for the September 2020 round, if approved, is **\$5,000.00**.
- 2.6 The remaining balance of the grant funding if the one (1) application is approved is **\$50,000.00**.

## 3. CONCLUSION / PROPOSAL

- 3.1 One (1) Community Grants Program application is presented for funding consideration at the Sport, Recreation and Grants Committee meeting in September 2020.
- 3.2 Two (2) Community Grants Program Applications are deemed ineligible and are presented in an individual report for information.

## CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 07/09/2020

Effective 01 September 2019



# Community Grants Program

# Guidelines and Eligibility Criteria



City of Salisbury  
The Living City

*Live it up*

## Contents

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

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

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

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

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

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

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

### 1. Introduction

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

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

## 2. Submitting an Application

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

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



### 3. Community Grants Program Aim and Objectives

#### *Aim*

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

#### *Objectives*

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

### 4. Funding Rounds Opening and Closing Dates

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

### 5. Community Grants Program Categories

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

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

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

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

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

- Community Grant – Event: up to \$5,000 per year
- Community Grant Event – Christmas Carols: up to \$5,000 per year
- Community Grant – Project: up to \$5,000 per year
- Community Grant – Defibrillator: one-off funding up to \$2,000 (*conditions apply*)
- Community Grant: up to \$5,000 per year
- New Establishment Grant for Non-incorporated, Not for Profit, organisations: up to \$2,500
- New Establishment Grant for Incorporated organisations: up to \$5,000

## 7. Eligible Areas

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

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

## 8. Eligibility to Apply

### *Eligible Organisations*

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

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

### *Non-Eligible Organisations*

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

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

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

*Applicants are encouraged to contact the Community Grants Program to discuss the process for defibrillator funding prior to submitting an application.*

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

## 9. Eligible Items

Funding will be considered for the following:

### 9.1. *Equipment*

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

### 9.2. *Administration and Organisational Costs*

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

### 9.3. *Replacement Items*

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

### 9.4. *Public Events and Tournaments*

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

### 9.5. *New Establishment Grant*

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

### 9.6. *Defibrillator*

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

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

## 10. Ineligible Items

Funding will not be considered for the following:

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

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

### 10.2. *Existing Projects*

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

### 10.3. *Expenses*

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

### 10.4. *Administration and Organisational Costs*

- 10.4.1. An organisation's **ongoing business**, administration or **day-to-day** running costs, including:

- capital equipment (e.g. computers, office furniture, machinery, tools etc.);
- vehicles (used for business or administration purposes);
- fundraising activities (for commercial, competition and/or event door prizes);
- consumables (e.g. paper, toner, stationery, equipment etc.);
- maintenance and repairs;
- service charges (including additional warranties, service agreements and maintenance).

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

### 10.5. *Wages and Salaries*

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

### 10.6. *Memberships and Fees*

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

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

**10.7. Existing Debts and Shortfalls**

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

**10.8. Other Exclusions**

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

**10.9. Prior Funding Received for Defibrillators**

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

**11. Application Process**

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

**Assessment of Applications**

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

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

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

## 12. Funding Criteria

The following criteria are examined when assessing applications:

### 12.1. *Aim and Objectives*

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

### 12.2. *Target Group*

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

### 12.3. *Project Outcomes*

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

### 12.4. *Contribution*

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

### 12.5. *Value for Money*

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

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



### 13. Community Grant Application

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

#### *Target Group*

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

#### *Project or Event Plan*

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

#### *Budget Plan*

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

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

#### *Evaluation Plan*

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

#### *Other Requirements*

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

### **14. Referees**

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

### **15. Financial Information**

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

### **16. Application Outcome**

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

#### *Unsuccessful Applicants*

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

*Community Grants Program Guidelines and Eligibility Criteria - Page 14 of 18*

## 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.

*Community Grants Program Guidelines and Eligibility Criteria - Page 17 of 18*

### **ATTACHMENT A – Community Grants Program Documents**

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- 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*

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment B  
Page 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"> <li>Projects or events held outside the City of Salisbury region.</li> </ul>	<ul style="list-style-type: none"> <li>Gifts for any purpose (i.e. judges, MC's, presenters).</li> </ul>
<ul style="list-style-type: none"> <li>Capital equipment that is stored at a residential address (e.g. computers, office furniture, machinery, tools etc.).</li> </ul>	<ul style="list-style-type: none"> <li>Capital equipment (e.g. computers, office furniture, machinery, tools etc.) unless for the establishment of a new group.</li> </ul>
<ul style="list-style-type: none"> <li>Project that requests the purchase of a vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>Website Development.</li> </ul>

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

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

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



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

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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**

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

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

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



<b>ITEM</b>	7.2.2		
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>		
<b>DATE</b>	14 September 2020		
<b>PREV REFS</b>	Sport, Recreation and Grants Committee	7.2.1	13/07/2020
<b>HEADING</b>	16/2020: Community Grants Program Application - Makombora Football Club [Burundi Intamba Gasimbo Association of South Australia Inc.]		
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community & Org. Development		
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity		
<b>SUMMARY</b>	The Makombora Football Club Application is submitted to the Sport, Recreation and Grants Committee for information.		

**RECOMMENDATION**

1. The information be received and noted that the 16/2020: Makombora Football Club [Burundi Intamba Gasimbo Association of South Australia Inc.] Application is deemed ineligible for Community Grants Program funding in accordance with section 11.2 of the Guidelines and Eligibility Criteria.

**ATTACHMENTS**

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

1. 16/2020: Makombora Football Club - Application

**1. BACKGROUND**

- 1.1 The Makombora Football Club Application was received for the July 2020 Community Grants Program round.
- 1.2 The Application was incomplete and required further information.
- 1.3 Makombora Football Club [Burundi Intamba Gasimbo Association of South Australia Inc.] has not received prior Community Grants Program funding.

**2. REPORT**

- 2.1 The Makombora Football Club Application was originally received for the July 2020 round of Community Grants Program funding however the Application was incomplete and required further information as follows:
  - the official address for Makombora Football Club was not provided;

- a copy of the Agreement between the Elizabeth Vale Soccer Club and Makombora Football Club for use of the oval and/or facilities to train and play was requested;
  - evidence that the Board/Committee has endorsed submission of the Community Grant Application was not provided;
  - a supporting letter specifying that Makombora Football Club is auspiced by Burundi Intamba Gasimbo Association of South Australia Inc. who will take legal and financial responsibility for any grant monies received by the City of Salisbury was not provided;
  - the full account name at the financial institution did not match the name of the Applicant;
  - pages 6, 7, 8, 10 and 11 of the Application are (largely) incomplete or inadequately answered;
  - the quote provided was not considered to be current;
  - the signatory check box for 'S1' has not been checked/ticked nor have the names of the President and Secretary been provided.
- 2.2 Makombora Football Club was also advised that projects or events held outside the City of Salisbury region are *unlikely* to be funded.
- 2.3 The additional information has not been received and therefore the Application is deemed ineligible as per clause 11.2 of the Community Grants Program Guidelines and Eligibility Criteria:

*Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information. Applicants are requested to submit additional information within the timeframe for submission to the next round. Should the additional information not be received within three (3) months of receipt of the original application the application will be deemed ineligible and the organisation or group must submit a new application should it wish to proceed with applying for Community Grant funding.*

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

### 3. CONCLUSION / PROPOSAL

- 3.1 The Makombora Football Club [Burundi Intamba Gasimbo Association of South Australia Inc.] Application is ineligible for Community Grants Program funding as per section 11.2 and is submitted for information as per clause 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:

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



**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 07/09/2020





# **Community Grants Program Application Form**

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (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.



**City of Salisbury**  
**The Living City**

*live it up*

Item 7.2.2 - Attachment 1 - 16/2020: Makombora Football Club - 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Capital development (e.g. renovations or building changes that will be permanently part of the structure)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Upgrading facilities which belong to Local, State or Commonwealth Governments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Application from Public / Private Schools?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• An organisation trading as a sole trader/individual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have previously received funding and <b>NOT</b> fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
<b>1. GROUP / ORGANISATION DETAILS</b>	
Name:	Makombora FC
Address:	Elizabeth Vale Soccer Club
Suburb:	SA Postcode: 5112
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Kayanda Manase Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>
Title (your role with the group/organisation):	Chare personnal
Address:	[Redacted] Elizabeth SA
Phone:	Landline: [Redacted] Mobile: [Redacted]
Email:	[Redacted]
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Alexis Nibitanga Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>
Title (role with the group/organisation):	coach
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed:	Bigirimana Sylvia
<b>Is your organisation:</b>	
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 checked="" type="checkbox"/> (go to question c)      No <input checked="" type="checkbox"/> (go to question c)
Parent Organisation Name:	Burundi Intamba Gasimbo Association of SA-INC
ASIC Registration Number:	2 weeks committee meeting.

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

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

Community Grant Application - Page 4 of 13

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 <small>(If Yes - Please Quote ABN:)</small></p> <p><b>68 920 188 351</b> <small>(If No, the ABN Declaration Form attached must be signed)</small></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><b>NB: GST Registration</b></p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$
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>	\$
<b>TOTAL (including GST):</b>	<b>\$</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$</b>

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

Community Grant Application - Page 6 of 13



**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
Name of Project/Event Requiring Funding	Soccer club equipment
Date(s) of Project/Event <small>(if ongoing please state "ongoing")</small>	\$ 499.01
Total cost of Project/Event	\$ 200499.01
Amount of Community Grant Funding Requested	\$ 2499.01
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. quote for equipment. 2. Organisation Statement.

**Which category best describes your project/event?**  
(please check all that apply)

Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input checked="" 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? (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):	In Value	
What amount of Grant funding was provided:	\$	
When was the previous Grant acquitted (month & year):		
Group/Organisation Information		
Group/Organisation Name	Burundi Intamba Gasimbo	
Group/Organisation Description	ASSOCIATION OF SA INC	
Group/Organisation Registered Address	Number/Street: Elizabeth Suburb: South Postcode: 5112	
Is the Club Incorporated?	Yes	
Number of Members	44	
% of Membership that reside in the City of Salisbury	34 Resid at Salisbury	
Project/Event Details		
Project/Event Name	Soccer Equipment	
Project/Event Summary	untram, Gorrod and Boris	
Date(s) of Project/Event		
Location of Project/Event:	Number/Street: Suburb: Postcode:	
How will the Project/Event benefit the residents of the City of Salisbury?	Power full good works good communication	
How many individuals will benefit from the Project/Event?	all individuals of people live in this in the City of Salisbury	
% of project/event participants that reside in the City of Salisbury	Yes 50%	
If it is an Event, is it open to the public?	Yes Elizabeth vale soccer club	
How will the Project/Event be promoted?	By word of mouth and facebook	

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	\$ 4998.01
Itemised Breakdown of Costs: <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
16 Mens League knit shorts, \$ Small	331.06
10 Mens League knit shorts \$ medium	206.91
4 Mens League knit shorts \$ large	82.76
2 Mens League knit shorts \$ x large	41.38
9 UNIFORMS white/black, \$	404.92
32 Tango Cylinder, white/B \$	800.00
2 PRED TRN, Silver/black, \$	60.00
4 Ball carrier, black, \$	71.96
16 Evelite, black/white/red \$ small	239.84
10 Evelite, black/white/red \$ medium	140.90
6 Evelite black/white/red \$ large	89.98
2 AGME 2000 TORNADO \$	26.98
1 DB POWER Floor Pump \$	35.99
20 1L CHIN REST Sport Bottle \$	180.00
1 Soccer Tactics Board \$	44.99
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$ 499.01
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Community Grant Application - Page 9 of 13

**Project or Event Scope**

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

The aim of this project is to promote the youth strength and acknowledge of diversity of difrent youth in South Australia

**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. A note of Soccer Equipment needed.
2. Organisation statement.
- 3.

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

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

The provide of the City of Salisbury. All youth will be following of this activites recived to rean prastpartion of divesitep. In the future they will work togeth. After City of Salisbury it will be very good many jobs more power more acknowledge

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

Community Grant Application - Page 10 of 13

**Support for the Project or Event**

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

The proposed project, will benefit the youth playing Soccer in many ways, through team work, communication, all can be used to get work also for their health and wellbeing. plus Soccer skills. Also they could be future players for Australia or big national teams.

**Attachments**

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

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

- 1.
- 2.
- 3.

**Project or Event Management**

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

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

We have 12 staff in Burundi, intamba Gasimbo and 2 who from diversity from another communities can help our association to improve in our activities and management.

That's way this project will be managed very good.

*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 Burundi Intamba (Group/ Organisation)  
CRASIMBO ASSOCIATION of SA INC  
(Name/Position) and (Name/Position)

President Secretary  
(Signature 1) (Signature 2)

15/05/2020 15/05/2020  
(Date) (Date)

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

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

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



### Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

Burundi Intamba Gasimbo Association of SA INC.  
(Group/Organisation)

chaire person  
(Name/Position)

[Signature]  
(Signature)

11/5/20  
(Date)

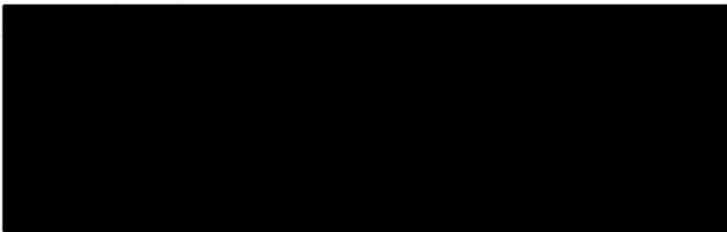
*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 13 of 13

Item 7.2.2 - Attachment 1 - 16/2020: Makombora Football Club - Application

Page 1, continued next page

# Quote



INV No. 054603189313

Bill To	Deliver To
Kayanda Manase SA5112	Kayanda Manase SA5112

Customer No	Order No	Date
0216186813	054601000058	14/02/2020

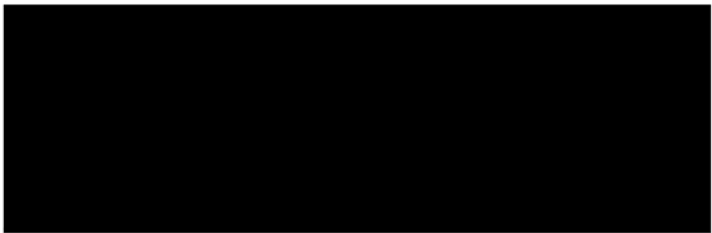
SKU	Qty	Description	Unit Price	Amount
58323502	9.00	UNIFO LGE, White/black/multi, 5 Sales Person. Matthew (196617)	44.99	404.92
39501203	32.00	TANGO GLIDER, White/black, 5 Sales Person. Matthew (196617)	25.00	800.00
57839003	2.00	PRED TRN, Silver/black, 8 Sales Person. Matthew (196617)	30.00	60.00
58734301	2.00	8 BOTTLE WATER BOTT, Colour n/a, NO SIZE Sales Person. Matthew (196617)	26.99	53.98
58734701	4.00	BALL CARRIER, Black, NO SIZE Sales Person. Matthew (196617)	17.99	71.96
55922101	16.00	EVERLITE, Black/white/red, SMALL Sales Person. Matthew (196617)	14.99	239.84
55922102	10.00	EVERLITE, Black/white/red, MEDIUM Sales Person. Matthew (196617)	14.99	149.90
55922103	6.00	EVERLITE, Black/white/red, LARGE Sales Person. Matthew (196617)	14.99	89.94
34940501	2.00	ACME 2000 TORNADO PEAKS, Black, NO SIZE Sales Person. Matthew (196617)	13.49	26.98
564939	1.00	DB POWER FLOOR PUMP Sales Person. Matthew (196617)	35.99	35.99
559743	20.00	1L CHIN REST SPORT BOTTLE Sales Person. Matthew (196617)	9.00	180.00
58735701	1.00	SOCCER TACTICS BOAR, Colour n/a, NO SIZE Sales Person. Matthew (196617)	44.99	44.99

Item 7.2.2 - Attachment 1 - 16/2020: Makombora Football Club - Application



Page 2, continued next page

# Quote



INV No. 054603189313

Bill To	Deliver To
Kayanda Manase SA 5112	Kayanda Manase SA 5112

Customer No	Order No	Date	SKU	Qty	Description	Unit Price	Amount
0216186813	05460100058	14/02/2020	56418101	1.00	ZENITH SAFETY MARKERS 30, Multi, NO SIZE Sales Person. Matthew (196617)	26.99	26.99
			56417701	2.00	ZENITH 2 PIECEAGILITY POL, Red, NO SIZE Sales Person. Matthew (196617)	53.99	107.98
			56418001	2.00	ZENITH TRAINING HURDLES, Yellow, NO SIZE Sales Person. Matthew (196617)	26.99	53.98
			58734401	2.00	4M SPEED LADDER, Colour n/a, NO SIZE Sales Person. Matthew (196617)	26.99	53.98
			56627501	1.00	2PC NEEDLE, Colour n/a, NO SIZE Sales Person. Matthew (196617)	2.69	2.69
			58734901	2.00	CAPTAINS ARMBAND, Yellow/white, NO SIZE Sales Person. Matthew (196617)	8.99	17.98
			58733301	2.00	2M X 1M STEEL GOAL, Colour n/a, NO SIZE Sales Person. Matthew (196617)	59.99	119.98
			35189901	16.00	MENS LEAGUE KNIT JERSEY, Red, SMALL Sales Person. Matthew (196617)	22.49	359.86
			35189902	10.00	MENS LEAGUE KNIT JERSEY, Red, MEDIUM Sales Person. Matthew (196617)	22.49	224.91
			53076103	32.00	VELOCITY LEAGUE SOCKS, Red, 7-9 Sales Person. Matthew (196617)	11.69	374.11
			35189903	4.00	MENS LEAGUE KNIT JERSEY, Red, LARGE Sales Person. Matthew (196617)	22.49	89.96
			35189904	2.00	MENS LEAGUE KNIT JERSEY, Red, X LARGE Sales Person. Matthew (196617)	22.49	44.98

Item 7.2.2 - Attachment 1 - 16/2020: Makombora Football Club - Application

# Quote



INV No. 054603189313

<b>Bill To</b>	<b>Deliver To</b>
Kayanda Manase SA5112	Kayanda Manase SA5112

Customer No	Order No	Date	SKU	Qty	Description	Unit Price	Amount
0216186813	054601000058	14/02/2020	35206601	16.00	MENS LEAGUE KNITSHORT, Red, SMALL Sales Person. Matthew (196617)	20.69	331.06
			35206602	10.00	MENS LEAGUE KNITSHORT, Red, MEDIUM Sales Person. Matthew (196617)	20.69	206.91
			35206603	4.00	MENS LEAGUE KNITSHORT, Red, LARGE Sales Person. Matthew (196617)	20.69	82.76
			35206604	2.00	MENS LEAGUE KNITSHORT, Red, X LARGE Sales Person. Matthew (196617)	20.69	41.38
			427559	1.00	NAME NUMBER PRESS Sales Person. Matthew (196617)	700.00	700.00

Your transaction was processed by	Gross	\$5003.07
	Discount	\$5.06
	Includes GST	\$454.36
	<b>Total</b>	<b>\$4998.01</b>
Manager Signature	<b>Balance Due</b>	<b>\$0.00</b>

QUOTE - Valid for 7 days from date of issue

Item 7.2.2 - Attachment 1 - 16/2020: Makombora Football Club - Application

THIS IS  
 Statute of Incorporation  
 24 DEC 2008 Before me R J Gregory

**Burundi Intamba Gasimbo Association of South Australia**

In Kirundi language, there is a proverb says "Ahari abagabo niharwa ibara". The aim of Burundi Intamba gasimbo Association is to bring young Burundians together by teaching them discipline, culture and values, affiliation and progress.

**Article 1: Name of Association**

- The name of this association of young Burundians people merged, it shall be named 'Burundi Intamba Gasimbo Association of South Australia'.

**Article 2: Objectives**

The Burundi Intamba Gasimbo Association of S.A is non-profit community organisation.

- To bring young Burundians together.
- To promote culture and acknowledge the strength of diversity in Burundians that settling in South Australia.
- To provide advices to every young Burundians who is settling in S.A and how they should behave.
- To encourage a strong bond and assist them to have a positive communication between themselves and other people.
- To provide advices and supports on the matters affecting young Burundians.

**Article 3: Powers of the Association**

- The Burundi Intamba Gasimbo Association's management committee shall be entitled to exercise full powers of the Association and without limiting those powers, shall have the management of the funds and property of the Association.
- The management committee shall appoint an Independent Auditor to audit the financial statement of the association on an annual basis.
- Under section 25 of the Association Incorporation Act of 1985 without limiting those powers shall be entitled to hold real property or personal property, open and operate accounts, invest in trustee, securities and enter into any necessary and desirable contract of employment.

**Article 4: Membership**

- Any young person who wants to join is welcome.

**Article 5: Membership fee**

R J GREGORY  
 JUSTICE OF THE PEACE FOR AND IN THE  
 STATE OF SOUTH AUSTRALIA  
 12621

Item 7.2.2 - Attachment 1 - 16/2020: Makombora Football Club - Application



<b>ITEM</b>	7.2.3		
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>		
<b>DATE</b>	14 September 2020		
<b>PREV REFS</b>	Sport, Recreation and Grants Committee	7.2.1	13/07/2020
<b>HEADING</b>	17/2020: Community Grants Program Application - Paint the Farm REaD [Paint The Town REaD Ltd]		
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community & Org. Development		
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity		
<b>SUMMARY</b>	The Paint the Farm REaD 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 September 2020 round of Community Grants as follows:
  - a. Grant No. 17/2020: Paint the Farm REaD [Paint the Town REaD Ltd] be awarded the amount of **\$5,000.00** to assist with the purchase of an **adult sized mascot costume and printing of books** for the Paint the Farm REaD literacy project as outlined in the Community Grant Application.

**ATTACHMENTS**

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

1. 17/2020: Paint the Farm REaD - Application

**1. BACKGROUND**

- 1.1 The Paint the Farm REaD Application was received for the July 2020 Community Grants Program round.
- 1.2 The Application was incomplete and required further information.
- 1.3 Paint the Farm REaD [Paint the Town REaD Ltd] has not received prior Community Grants Program funding.

## **REPORT**

- 1.4 The Paint the Farm REaD Application was originally received for the July 2020 round of Community Grants Program funding however the Application was incomplete and required further information as follows:
- a supporting letter specifying that Paint the Farm REaD is auspiced by Paint the Town REaD Ltd who will take legal and financial responsibility for any grant monies received by the City of Salisbury was not provided;
  - a detailed, current quote was not provided for all items; and
  - the signatory check box for 'S1' had not been checked/ticked.
- 1.5 The additional information has been received and the Paint the Farm REaD Application meets the eligibility criteria for the upper limit Community Grants Program funding.
- 1.6 Paint the Farm REaD is auspiced by Paint the Town REaD Ltd which is registered as an Australian Public Company, Limited By Guarantee and registered as a charity by the Australian Charities and Non-for-profits Commission.

## **2. CONCLUSION / PROPOSAL**

- 2.1 The Paint the Farm REaD [Paint the Town REaD Ltd] Application is submitted to the Sport, Recreation and Grants Committee for consideration.

## **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 07/09/2020



# Community Grants Program

## Application Form

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

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



**City of Salisbury**  
**The Living City**

*Live it up*

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

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

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

Community Grant Application - Page 2 of 13



Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	<i>Paint the Farm REaD (PTFR)</i>		
Address:	<i>2 Belalie Road Ingle Farm 5098</i>		
Suburb:	<i>Ingle Farm</i> <span style="float: right;">Postcode: <i>5098</i></span>		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	<i>Ms Kendall Crabtree</i>		
Title (your role with the group/organisation):	<i>Community Development Co-ordinator - Chair for PTFR</i>		
Address:	<i>Ingle Farm Children's Centre 2 Belalie Road Ingle Farm</i>		
Phone:	Landline: <i>82603511</i> Mobile: <span style="background-color: black; color: black;">XXXXXXXXXX</span>		
Email:	<span style="background-color: black; color: black;">XXXXXXXXXX</span>		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	<i>Ms Kendall Crabtree</i>		
Title (role with the group/organisation):	<i>Chair for partnership</i>		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	<i>Collaborative partnership / committee from various sectors</i>		
<b>Is your organisation:</b>			
a) Incorporated:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b>  <input type="checkbox"/>            (go to question c)         </td> <td style="text-align: center; width: 50%;"> <b>No</b>  <input checked="" type="checkbox"/>            (go to question b)         </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question b)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <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 AND attach a supporting letter from the organisation)</i>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b>  <input checked="" type="checkbox"/>            (go to question c)         </td> <td style="text-align: center; width: 50%;"> <b>No</b>  <input type="checkbox"/>            (go to question c)         </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:	<i>Paint the Town REaD Ltd</i>		
ASIC Registration Number:	<i>96164664724</i>		

*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 &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:	<i>Grants, in-kind</i>	
f) Purpose:	<i>A community based early years literacy project</i>	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>Paint the Town Read</i>  <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED]	Branch Location: [REDACTED]
<b>6. REFEREE INFORMATION</b>		
<i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	<i>Barbie Bates Executive Director PTTR LTD</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 <i>(If Yes - Please Quote ABN:)</i>  9 6 1 6 4 6 6 4 7 2 4 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>NB: GST Registration</b> <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"/> <span style="margin-left: 100px;">No <input checked="" type="checkbox"/></span> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	0
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>	500 <i>Communities for children Salisbury</i>
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
<b>TOTAL (including GST):</b>	<b>500</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Room hire, labour, transport, public areas, PD / capacity building, catering, design (logos, books, promotional materials), further printing costs, mentoring support, evaluation guidance</i>
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
<i>Mascot - adult size costume</i>	2500
<i>Printing books</i>	2250
<i>Administration</i>	250
<b>TOTAL (including GST):</b>	<b>5000</b>

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Paint the Farm REaD</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>5000</i>
Amount of Community Grant Funding Requested	<i>5000</i>
Is there any other information that you may feel is relevant to your application?	<i>While we have listed \$5000 as the total cost of project this is not the case due to the ongoing nature of the project. This cost will enable initial establishment and resource of the group and the project.</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>Brochure from Paint the Town REaD</i> 2. <i>Support letter from parent body</i>
<b>Which category best describes your project/event?</b> <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 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		
<b>Previous Community Grants Program Funding</b>		
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):		
What amount of Grant funding was provided:		
When was the previous Grant acquitted (month & year):		
<b>Group/Organisation Information</b>		
Group/Organisation Name	<i>Paint the Farm REaD</i>	
Group/Organisation Description	<i>Collaboration between government, non-govern, business, community</i>	
Group/Organisation Registered Address	<i>Number/Street:2 Belalie Road Suburb:Ingle Farm Postcode: 5098</i>	
Is the Club Incorporated?	<i>No</i>	
Number of Members	<i>20</i>	
% of Membership that reside in the City of Salisbury	<i>100 % We all work in the city of Salisbury</i>	
<b>Project/Event Details</b>		
Project/Event Name	<i>Paint the Farm REaD</i>	
Project/Event Summary	<i>An all of Community driven literacy project for children 0-5years</i>	
Date(s) of Project/Event	<i>ongoing</i>	
Location of Project/Event:	<i>Number/Street: Suburb:Salisbury Postcode:</i>	
How will the Project/Event benefit the residents of the City of Salisbury?	<i>Supporting children &amp; families to be school ready, creating community</i>	
How many individuals will benefit from the Project/Event?	<i>All children and families who reside in Ingle Farm, Walkely Heights, Para Hills &amp; PHW, Para Vista, Pooraka, Valley View</i>	
% of project/event participants that reside in the City of Salisbury	<i>% All Children and Families who attend playgroups, preschool, child care, libraries and public spaces in Salisbury</i>	
If it is an Event, is it open to the public?	<i>Yes The project will involve events / activities for all community</i>	
How will the Project/Event be promoted?	<i>Member organisations &amp; services, social media, at events and activities</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

Grant Money Requested	
Amount Requested	\$ 5000
<b>Itemised Breakdown of Costs:</b> <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Mascot - adult sized costume	\$ 2500
Printing of egg finding and hatching books	\$ 2250
Administration	\$ 250
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 5000</b>
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Community Grant Application - Page 9 of 13

### Project or Event Scope

Provide a description of the proposed project or event:

*Paint the Farm REaD is our local response to the national Paint the Town REaD movement, utilising the principles of collective impact. Paint the Town REaD motivates whole communities to read, talk, sing, draw, rhyme and dance with children from birth, so that they will be ready for reading and writing at school. Our community comprises 7 suburbs in the Salisbury LGA; Ingle Farm, Walkley Heights, Valley View, Para Vista, Para Hills, Para Hills West and Pooraka.*

*Paint the Farm REaD is an early literacy capacity building program which aims to encourage all levels of the community to support the development of children's early literacy skills from birth, so that they will be ready for reading and writing at school. For children and families who are engaged with the project it also has positive outcomes for social and emotional development for children and their families.*

*The model is based on a three pronged evidence base:*

*Attachment and the importance of early brain development*

*The key elements of early literacy*

*Universal and targeted community capacity building using an asset based collective impact framework*

*Paint the town REaD teams have been running, or are forming, in over 80 communities in remote, rural regional and urban areas in NSW, WA, SA, Victoria, Tasmania and QLD, some for over 16 years.*

#### 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. AEDC data Salisbury suburbs
  2. AEDC data nation wide and PTTR
  3. Local Assessment of Needs

### 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:

*If children enter school without the necessary early literacy skills, no matter how good the teaching these initial cognitive differences increase as children progress through school. This is especially the case for children from low socio-economic areas, with the academic achievement gap increasing over the past 50 years.*

*Please see attached AEDC data for Salisbury suburbs and AEDC data for the national PTTR project.*

*Children whose parents read to them in their early years of life show better performance at school right into their teens. Reading with children boosts their social skills, understanding and brain development.*

*We know that participation in community enhances children's development and well-being ensuring positive outcomes across all AEDC domains. The goal of PTTR is a community culture that values and celebrates literacy, starting with this generation but aiming for long term intergenerational change.*

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

Community Grant Application - Page 10 of 13



Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><b>Key partners</b>  <i>Ingle Farm Children's Centre (both Department of Human Services and Department for Education - including Allied Health), Salisbury Libraries, Communities for children Salisbury, Salvation Army Ingle Farm, Poorkaka Farm Community Centre, Family Zone - Lutheran Community Care, Julie Woodman - Deputy Mayor and South Ward councillor, Goodstart Ingle Farm, parent representatives</i></p> <p><b>Consultation</b>  <i>Education staff from all preschools in the Education partnerships have been consulted regarding the mascot In consultation and discussion service providers and organisations express the value they see in a project that supports children and families</i></p> <p><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> <li>1. <i>Minutes meeting September</i></li> <li>2. <i>Minutes meeting October</i></li> <li>3. <i>Minutes meeting November</i></li> </ol>

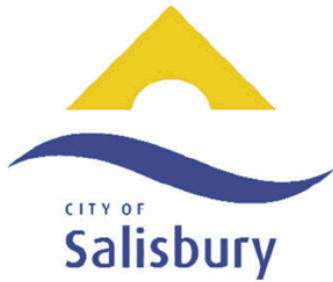
Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i>  <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <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><i>The project is managed by a large number of key partners who are from all sectors of community and who will ensure upon their absence or retirement from the group a passionate key player will be instated. The chair of the partnership is the Community Development coordinator of the Ingle Farm children's centre and Department of Human services employee. The position is permanent within the center and DHS therefore PTTR is written into this center's position description to ensure sustainability. The goal of the movement is that the message is embedded across community therefore embedded into all service delivery and that organizations will aim for sustainability longterm. The project utilises the Results Based Accountability framework for its planning, evaluation and monitoring to ensure outcomes are being met and measured.</i></p>

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

Application Declaration	
<p style="color: red; font-weight: bold;">Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
S1	S2
BB	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
BB	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
BB	<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.
BB	<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.
BB	<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>Paint the Town REaD Ltd</u> (Group/Organisation)</p>	
<p style="color: red; font-weight: bold;">Barbie Bates / Executive Director</p> <p>(Name/Position) Executive</p>	<p style="color: blue; font-weight: bold;">Kate Arthur / Board Chairperson</p> <p>(Name/Position)</p>
<p style="text-align: center;"><u>BB Bates</u></p> <p>(Signature 1)</p>	<p style="text-align: center;"><u>K Arthur</u></p> <p>(Signature 2)</p>
<p style="text-align: center;"><u>18 March 2020</u></p> <p>(Date)</p>	<p style="text-align: center;"><u>20/5/2020</u></p> <p>(Date)</p>
<p>Contact (phone number) <span style="background-color: black; color: black;">XXXXXXXXXX</span></p>	<p>Contact (phone number) <span style="background-color: black; color: black;">XXXXXXXXXX</span></p>

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

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



## 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*



RE: Paint the Farm REaD Project

Dear Salisbury Council

Paint the Farm REaD is auspiced by Paint the Town REaD (PTTR) Ltd for this grant application.

PTTR will take legal and financial responsibility for any grant monies received by the City of Salisbury.

PTTR will be responsible for the receipt, banking and administration of all monies; project monitoring and completing; ensuring the acquittal is completed by the deadline and will sign the acquittal documentation.

We look forward to helping support the Paint the Farm REaD project development with the award of this grant funding.

If you have any further questions or considerations, please do not hesitate to contact me or are interested in finding out more about the long term outcomes of PTTR.

Thank you in advance for your support!

Warm regards

A handwritten signature in black ink, appearing to read 'Barbie Bates'.

Barbie Bates

4 August 2020

Our Patron – Her Excellency, Mrs Linda Hurley

ABN: 96 164 664 724  
61 Byrne Street, Lapstone 2773 | [www.paintthetownread.info](http://www.paintthetownread.info)  
Donations \$2 and over are tax deductible

[REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

Quote

Bill to :  
**Ingle Farm Children's Centre**  
 2 Belalie Road  
 Ingle Farm SA 5098

	Date	Page
Contact Person - Kendal Crabtree	07/08/20	1
Description - Service	Price	
<b>The BooBook Mascot</b> - All labour - Materials -inclusive of Storage Bag and labels	\$1200	
Transport and delivery	\$300	
Note - Business is conducted as a craft and not subject to GST for service. Payment Details - Account Name - [REDACTED] Account Number - [REDACTED] [REDACTED]		
Reference - Kendal Crabtree Community Development		
<b>TOTAL</b>	<b>\$1500</b>	

Ref: 105679 KA  
6-Feb-2020

Kendall Crabtree  
Ingle Farm Childcare Centre  
2 Belalie Road  
Ingle Farm, SA, 5098

Dear Kendall,

We thank you for your enquiry and are pleased to submit the following proposal.

<b>Title:</b>	28 pp + Cover Booklet 210x210	
<b>Details:</b>	28pp + 4pp cover	
<b>Prepress</b>	PDF PressReady File	
<b>Proof Method</b>	Email Proof	
<b>Print:</b>	4 Colour Process + all Over Satin Sealer varnish throughout	
<b>Stock:</b>	Cover - Satin 250gsm Text - Satin 150gsm	
<b>Flat Size:</b>	210mm x 420mm	
<b>Finished Size:</b>	210mm x 210mm	
<b>Finishing:</b>	Matt Plasticoat cover, score, fold, saddle stitch matt x 2 sides & trim. Packed in cartons	
<b>Delivery</b>	Metro Delivery	
<b>Quantities:</b>	1500	2000
<b>Price:</b>	\$3590.00	\$4020.00
<b>GST:</b>	\$359.00	\$402.00
<b>TOTAL:</b>	\$3949.00	\$4422.00
<b>Unit Price (ex GST):</b>	\$2.3933	\$2.0100

Your acceptance of this quote helps community clubs grow.

**About Grass Roots Print**

Many community based clubs rely heavily on funding from sponsorship, fundraising and importantly, the support of families involved with the clubs. The Bowden Group works with clubs to provide free print based services that help them grow and give back to the community, thus providing an opportunity for everyone to participate. Visit [www.grassrootsprint.com.au](http://www.grassrootsprint.com.au) and thank you for being part of something good.

This proposal may have been provided without access to the required artwork and we reserve the right to renegotiate the price to account for unusual costs due to ink selection etc. If a new print ready file is resupplied after your first proof an additional preflight charge will be incurred. Delivery transit times can vary from 1-2 days metro and upto 3-5 days interstate. If urgent delivery requirements are required these will incur additional costs. This proposal is subject to the [REDACTED] Terms and Conditions available upon request or online at [REDACTED]. Please note that due to raw material price fluctuations this proposal will only be valid for 30 days from proposal date.

## Paint the Town REad

Meeting 6<sup>th</sup> August 2019

**Present:** Kendall Crabtree (Community Development Coordinator; Ingle Farm Children's Centre; Lauren Lang (Speech Pathologist; Ingle Farm Children's Centre); Julie Woodman (Deputy Mayor; Councillor); Heather Hewett (Community development coordinator; Pooraka Farm Community centre); Katya Stephens (Community learning programs; Salisbury Library); Abbie Pumpa (Volunteer social worker; Family Zone); Sarah Wieszyk (Community development worker; Communities for children Ingle Farm Salvo's); Jane Swanson (Project worker; C4C, Salvation army Ingle Farm)

**Apologies:** Sarah Menzel (Parent Rep); Kathlene Wilson (Manager Family Zone, LCC); Robery Taylor (C4C Salisbury); Carol Smith (St Augustine's Catholic School Playgroup leader)

***Acknowledgement of meeting on Kaurna Land and paying our respects to Elders past and present.***

Acknowledging that the data around literacy levels for Aboriginal children are not satisfactory and we will ensure that the project is inclusive of our Aboriginal children, families and community seeking engagement from the planning stages and throughout the project.

- 1) Brainstorm ideas for a name of the program Paint the "... " Read. Ideas presented:
  - farm/ hub/ Florey/ Makin/ farmers / Minds / Para / Coorna
  - many people liked the inclusive nature of using an Aboriginal name and relevance of the Aboriginal term "Coorna" (another word for the Kaurna Plains). As well as the idea of the cosy, reading nook 'corner'.

**Action:**

- Kendall to check with Uncle Tamaru regarding "Coorna" and the legitimacy of this.
- Jane to check with Robert and Heather to check with Uncle Frank
- From there, permission would need to be sought.

- 2) Define our suburbs  
Refer to AEDC data  
Montague partnership
  - South ward
  - Suburbs to include in the project ie engaging with the services within the suburbs
  - Request Brahma Lodge is included as a hub.
  - Agreed we want to have the suburbs limited so that it doesn't become too big / that we can be concentrated
  - Ingle Farm, Pooraka, Walkley Heights, Valley View, Para Hills, Para Hills West (Para Vista?)

**Action:**

- Kendall to further check the areas/suburbs to get further clarification

- 3) Mascot
  - Agreed the mascot in the egg should be a surprise
  - discussions re possible ideas of animals as mascot
  - Discussed re having something like a frog...eg starts as a tadpole...or butterfly in the cocoon.
  - Need to talk to our Aboriginal elders / community contacts for ideas for an animal that has connection to the local area.

- Thinking about what could be made in to a mascot costume
- Beginning to choose mascot, plan for logo
  - Action: Abbie to try and make connections with the Furry 'community' to look at possible quote for costume.
  - Community grant application – Kendall to find out if PTTR are incorporated. Writing of the grant could be a shared piece of work but put forward by non-government service. People to discuss/look into possible grant.
  - Kendall and others to ask local elders re a suitable animal for a mascot

## 4) Logo

- Katya suggested possible involvement for logo development by Mara Dreaming.
- Heather to discuss with a graphic designer she knows re involvement.
- Julie speak to 1225
- Think about local art groups etc who may be interested
- Others to have conversations with others that may be able to be involved.
- Logo would be the "Paint the town read" logo used until the "egg" was hatched and the logo (with the chosen animal) is revealed.
- Discussed that it would be nice for the logo to be the same, minus the animal, before the reveal. This would allow consistency from the start to the end of the program.
- Name the mascot competition

## Action:

- People to have conversations with people that may be able to be involved in development of the logo

## 5) Evaluation

- People have sent in base line measurement questionnaires.
- Parent evaluation baseline questionnaire. Heather has some students who may be able to help with doing the parent survey.
- Project is tracked, from four baseline data surveys. Organisation, parent, library borrowing and AEDC.
- Discussed having parent survey online. The link can be given to those who would prefer to do survey online.
- People to chat with those they give survey out to about wanting to be involved in the program and possibly getting their email address to put on mailing list/send link to if they don't have time to fill out the paper survey. Future data base.
- Possibility of setting up a facebook page into the future but agreed not to have the evaluation linked to a fb page yet.

## Action:

- Kendall to send out Parent survey to services for distribution to families who access their services.
- Sarah to set this up on google drive.

## 6) Future Planning

Finding of the egg: a story needs to be developed about how the egg was found and delivered.



Possible hatching: April 23<sup>rd</sup> 2020 – World Book Day

Timeline to be developed re the things that need to be done so that we might have more of an idea of final dates for egg delivery and hatching!!

Action:

- Correspondence via email following up actions from today.
- Formulate a timeline at the next meeting

7) Strategic planning – next meeting

**Next meeting: September 3<sup>rd</sup> at 10am at Family Zone (location to be confirmed by Abbie)**

## Paint the Town REaD

Meeting 3<sup>rd</sup> September 2019

**Present:** Kendall Crabtree (Community Development Coordinator; Ingle Farm Children's Centre; Lauren Lang (Speech Pathologist; Ingle Farm Children's Centre); Katya Stephens (Community learning programs; Salisbury Library); Jane Swansson (Project worker; C4C, Salvation army Ingle Farm); Sarah Menzel (Parent Rep); Barbie Bates (National Director PTTR); Sarah Green (Child and Family Programs, Salvation Army):

**Apologies:** Kathlene Wilson (Manager Family Zone, LCC); Robert Taylor (C4C Salisbury); Carol Smith (St Augustine's Catholic School Playgroup leader); Heather Hewett (Community development coordinator; Pooraka Farm Community centre); Sarah Wieszyk (Community development worker; Communities for children Ingle Farm Salvo's); Julie Woodman (Deputy Mayor; Councillor);

### ***Acknowledgement of meeting on Kaurua Land and paying our respects to Elders past and present.***

Acknowledging that the data around literacy levels for Aboriginal children are not satisfactory and we will ensure that the project is inclusive of our Aboriginal children, families and community seeking engagement from the planning stages and throughout the project.

Minutes from previous meeting accepted

- 1) Name of the program – the group has settled on **Paint the Farm REaD** if we are in agreeance as a group. If we are in agreeance we can formally settle on the name next meeting. New ideas are still welcome.

#### **Action:**

- Everyone to feed back their opinions on the name Paint the Farm REaD if you weren't at the meeting
- If you have a link to Aboriginal community please check with the name

- 2) Define our suburbs

- Ingle Farm, Pooraka, Walkley Heights, Valley View, Para Hills, Para Hills West, Para Vista
- Kendall provided AEDC data for each suburb including Para Vista. Para Vista has high stats for children with one or more vulnerability, therefore it was agreed that it would be included in our catchment.
- Brahma Lodge will also be included, particularly as a satellite suburb once the Hubs are running in Salisbury.

- 3) Mascot

- Does the mascot have to be an animal?
- Could the mascot have a super power? There are some mascots nationwide who have been given super powers, especially after this year's book week theme. Some have been gifted with a cape for example.
- Some animals that were mentioned as local to the area and would be seen along the river ways: Willy Wagtail, Duck, Frog, Bat, Water Rat, Possum, Lizard, Tortoise, Sacred Kingfisher, Owl, Koala, Kangaroo. Could the animal wear overalls like the Paint the town Read overalls. Koala in overalls to tie in with the Farm name?

- The idea around taking reading / books outside; connecting reading with the natural surrounds instead of separating the quiet indoor activity of reading with the active nature play outside.
  - Incorporating the Little Para or other waterways of Salisbury into the project. Could be used for events and activities – reading, literacy hunts, literacy development, maps, geo-caching, an app activity. Paralowie wetlands have developed a map and a Duck as a guide to introduce children to the wetlands.
  - - Action: Partners to check with their Aboriginal contacts as to whether combining a local animal with a super power and possibly a cape etc. would be culturally appropriate. Also if we were to try to incorporate a dreaming story for the chosen animal?
- 4) Logo
- Katya had an initial conversation with Mara Dreaming and they showed interest in creating a logo.
  - Sarah has links with the high schools where there would be art groups possibly willing to create a logo.
  - It would be good to have the same artist for logo and books
  - An early childhood worker from a local child care centre has shown interest in illustrating a book.
  - Decision made that we would keep the logo mainstream however give the mascot something to represent our Aboriginal community (i.e. cape with artwork)
- Action:
- Have conversations with people / organisations / groups who may be interested in being involved in development of the logo
- 5) Evaluation
- Parent evaluation baseline questionnaire have been completed through the library and groups. Barbie suggested another data set from families at the shopping centre who may not be linked in with programs that promote literacy.
- Action:
- Kendall to follow up shopping centre to run parent evaluation inside
- 6) Future Planning
- Barbie suggested 3 – 6 months from egg delivery to hatching.
  - Grants: PTTR can auspice grants and have done so in the past. Club grants were discussed as was the community grant discussed in the previous meeting.
- Action:
- Correspondence via email following up actions from today.
  - Formulate a timeline at the next meeting
- 7) Strategic planning – next meeting
- 8) Business arising

- The partnership appreciate Barbie's time in attending our meeting and really valued her ideas, feedback and stories.
- Katya, Lauren and Kendall attended the afternoon meeting with Barbie and other partners from the West side PTTR groups. Minutes were taken at the meeting and we are waiting for them to be distributed.
- Conversations around links to nursing homes
- Sarah (Salvos) link to schools for future activities and egg arrival. Especially a Preschool – 7 for example Para Vista pre-school and primary school.

**Action:**

- Follow up Kaurna dictionary for Sarah .M.
- Send out manual 'How to feed your baby's brain' and notes from the regional meeting with Barbie.
- Partners to bring USBs to next meeting for Kendall to upload PTTR documents. The starter kit is on USB and can be shared with partners. It is too big to send via email.

**Next meeting: To be decided via email correspondence**

## Paint the Town REaD

Meeting 22<sup>nd</sup> October 2019

**Present:** *Kendall Crabtree* (Ingle Farm Children's Centre); *Katya Stephens* (Community learning programs; Salisbury Library); *Sarah Menzel* (Parent Rep); *Robert Taylor* (C4C Salisbury); *Natalie Koczwaro* (Pooraka Farm Community Centre); *Hayley Stapenell* (Goodstart Ingle Farm); *Kyla Davidson* (Goodstart Ingle Farm); *Nadia Carruzzo* (Ingle Farm children's Centre); *Bee Lan See* (Speech Pathologist, Ingle Farm children's Centre); *Sarah Wieszyk* (Community development worker; Communities for Children Ingle Farm Salvation Army)

**Apologies:** *Kathlene Wilson* (Manager Family Zone, LCC); *Heather Hewett* (Community development coordinator; Pooraka Farm Community centre); *Julie Woodman* (Deputy Mayor; Councillor); *Jane Swansson* (Project worker; C4C, Salvation army Ingle Farm); *Sarah Green* (Child and Family Programs, Salvation Army)

*We acknowledge we are meeting on Kaurna Land and pay our respects to Elders past and present. We acknowledge the connection to country that all Aboriginal people have, particularly the connection to Kaurna Land, where we are meeting together on today.*

Minutes from previous meeting accepted: Katya

- 1) Name of the program – **Paint the Farm REaD**
- 2) Mascot
 

Robert gave the magpie as a possible mascot and the idea of a puzzle being put together as the 'reveal' It was discussed that input from service providers / education staff who will be involved is important for ownership / buy-in and engagement from the early planning stages.

**Action:**

  - **Kendall to send out to partners a feedback form for all staff who will deliver / be involved in the project to gather thoughts / ideas for the mascot. This will need a turnaround time of two weeks to be ready for the next meeting.**
- 3) Logo
 

Will wait for decision about mascot.

Possible pre hatching logo - egg with farm animals standing around it looking down wondering what could be in the egg.

Iconic symbol. See attached document. This could tie in with the option for satellite hubs to have their own iconic logo and mascot but with a Salisbury thread running through. The Windmill was suggested. Good opportunity to capture children's voices in asking them what they think symbolises their community.

**Action:**

  - **Have conversations with people / organisations / groups who may be interested in being involved in development of the logo**
  - **Partners have conversations with children and families about our community – what geographic icon symbolises the area?**

4) Future Planning

Timelines can be set at the next meeting once the mascot has been chosen.

5) Talking budgets and grants

Salisbury Council Community grants

Action: Kendall and Katya to meet to start the writing process.

6) Business arising

- Some ideas that came from discussions;
- Data to highlight the impact of PTTR  
*Please see attached document regarding AEDC data and Paint the Town REaD*
- Food bank / food hampers include books / info about PTTR
- Transport? For events the possibility of organising transport.
- Competition – name the mascot, and to continue momentum other competitions like name a farmer etc.
- Raising Literacy – possibility of books being designed / printed inexpensively
- PTTR passport
- 1001 books before school / NatureplaySA 50 things to do in nature before you are 5
- Wreck this Journal
- Chain book
- A PTTR song
- Facebook for example Paint Casterton ReAD or Paint the Parks and Gardens REaD.

*Paint Casterton REaD: <https://www.facebook.com/painthetownreadcasterton/>  
Paint the Parks and Gardens REaD: <https://www.facebook.com/ParkerReads/>*

Action:

- Follow up Kurna dictionary for Sarah .M.
- Partners to bring USBs to next meeting for Kendall to upload PTTR documents. The starter kit is on USB and can be shared with partners. It is too big to send via email.

**Next meeting: 19<sup>th</sup> November 9:30 – 11:30 Ingle Farm Children’s Centre**



## Paint the Town REaD, Black and Yellow

The Paint The Town REaD, Black and Yellow (PTTRB&Y) strategy is based on advice and direction from remote, rural, regional and urban community senior Aboriginal women, and we wish to acknowledge their eons of wisdom and love and commitment to their babies.

As with PTTR Ltd, it aims to generate a sustainable community culture that values and celebrates literacy, so that all Aboriginal children will arrive at school ready for learning. Each community reflects the wisdom and the culture of local Aboriginal and Torres Strait Communities. It is lead by Aboriginal Elders for their community, supported by PTTR Ltd and the local PTTR community group, to the level that the Elders request and direct it. Elders decide what the strategy will be called and give direction on.

The name Paint the Town REaD, Black and Yellow was given by Maureen Silleri, a proud Wiradjuri woman who has been an important mentor in the development of PTTRB&Y.

### Thus far:

As at end 2017, PTTRB&Y is operational or forming in nineteen communities in fourteen Aboriginal countries. These communities are a mix of remote, rural, regional and urban.

Elders decide on the best ways to get the message out of 'read, yarn, sing from birth to make your baby smart'. For example:

- BBQ yarns,
- Modeling reading, yarning and singing at different community activities
- Elders sharing stories at playgroups
- Pre-loved children's swap book boxes in identified community settings and Elders' homes.



### Awaba Country - Lake Macquarie NSW

Auntie Zelma and Mayor Jodie Harrison launching Paint The Lake REaD with Cora the sea eagle mascot. The sea eagle is the Awaba totem.



### Gubbi Gubbi Country - Deception Bay – Qld,

The Hon Leanne Enoch, the first Aboriginal woman minister in the Qld Government, read with the children at the Launch.

Our Patron – Lady Cosgrove

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**Kamileroi Country – Moree NSW**  
 Local Aboriginal staff sorting through donated children's books from Lifeline. At the project launch at Moree Library, it was the first time that the Aboriginal Preschool had attended the library, Elders chose to keep the name Paint Moree READ, rather than RB&Y, given the divisions in the town.



**Yuin Country – Shoalhaven NSW**  
 Aunties directing the making of Reading Eggs for Paint Shoalhaven REaD, Black and Yellow. This is the only PTRB&Y community thus far, where the Elders have chosen the full name. Agi, the red tailed black Cockatoo is the mascot.



**Jaburrara Country – Onslow WA**  
 Painting Book Bags at the launch of Paint Onslow REaD in 2016. Onslow is situated in the Pilbara, so this is our first remote community. Pannawonica launched in 2018.



**Yuwi Country – Mackay Qld**  
 Berkie the Brush Turkey mascot picked by Elders for the whole community.



Children from Slade Point School drew the pictures for the Brush Turkey book.



**Nationally**  
 Translation into Aboriginal English of the PTTR booklet *How To Feed your Babies Brain* has been requested from Elders across Australia, and has been commenced.



**Darug and Gundungurra Country - Katoomba NSW.**  
 PTTR's 6th National Conference  
 Theme: *Climb Every Mountain. Songlines and Singing.*  
 This was planned under the direction of local Elders.

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## Let's make sure all kids get the best start in life

*'Seeing my child fully engaged and loving school in her first year has been priceless!'*

So said a young Aboriginal mother, inspired by Paint the Town Read, who read to her daughter from birth. Lacking such a start in her own life, she had struggled miserably at school.

More than one in five Australian children arrive at school without the skills necessary to make the most of their early education. In some communities the figure is much higher.

Research shows that no matter how good their subsequent teaching, these children can fall further and further behind. They may struggle with literacy, employment, health and happiness for the rest of their lives.

**Paint the Town REaD motivates whole communities to read, talk, sing and draw with children from birth, so that they will be ready for reading and writing at school.**

Our goal is a community culture that values and celebrates literacy, starting with this generation but aiming for long term inter-generational change.

Paint the Town Read teams are already running, or forming in, over sixty communities in remote, rural, regional and urban areas in NSW, WA, SA, Victoria and Queensland.

Want to help change your community for the better? It's simple and fun.

Contact us via [www.paintthetownread.info](http://www.paintthetownread.info) and we'll help get you started.





## PTTR makes a collective impact

Here are the main ingredients for Paint the Town REaD's community wide impact.

**Common Agenda** 'Read, talk, sing, and draw with your child from birth so that they will be ready for reading and writing at school' directs all planning, activities and evaluation.

**Shared Measurement System** We use a results based evaluation framework to inform us about our successes and challenges. For example, where Paint the Town Read has had a strong presence over three years, there has been a significant increase in 'starting school' AEDC literacy rates. Such increases are not usually expected until ten years into community programs.

**Mutually Reinforcing Activities** PTTR communities think smarter about how to include early literacy in all aspects of life and work, building on the strengths of individuals, organisations and the communities themselves. Examples: the local PTTR mascot visiting reading events at libraries, playgroups and early childhood services; reading tents at markets; 'Have you read with your child?' coasters in pubs; book swap boxes in police stations, banks and Aboriginal elders' homes. This spreads and reinforces the reading message.

**Continuous Communication** This occurs between partners across PTTR communities, to maintain and develop the web of relationships and activities. Such relationships then build stronger community capacity for other activities.

**Backbone Support Organisation** Paint the Town REaD Ltd, a national charity, co-ordinates the communication, evaluation, resource development and training infrastructure for local groups — from inception to ongoing sustainability.

Paint Auburn Read Reading Day 2012



# Is anyone better off?

## Vulnerability 2015 AEDC

↓ 42% PTTR

↓ 25% Control

## Language Domain 2015 AEDC

↓ 58% PTTR

↓ 25% Control



## Paint the Town REaD AEDC Outcomes

Paint the Town REaD (PTTR), is a low cost, collective impact, assets based community development movement. We use the Results Based Accountability (RBA) Framework<sup>1</sup> to evaluate whether PTTR local communities make a difference in preparing children for learning at school. RBA will only ever tell us that we have helped to contribute to 'turning the curve'. It is not designed to give a 1:1 attribution.

The Australian Early Development Census (AEDC)<sup>2</sup> is used as a Population measure for baseline, review and planning. As PTTR uses a community development approach we have no expectation of real change in the AEDC for 10 years, given Tony Vinson's research in community development.<sup>3</sup> However, we have discerned significant changes in the AEDC, where local PTTR groups have been fully operating for more than 3 – 5 years.

1) A Tale of Two Cities. Using the **2012 AEDI data**, there were significant changes in the Penrith LGA AEDI data, where there was a strong PTTR community for three years compared to no change in the neighbouring Hawkesbury LGA, without a PTTR group. <https://goo.gl/xMFNzG> AEDC National Conference 2015 proceedings

2) The **2018 AEDC Data** for children having one developmental vulnerability, and specifically the language domain, was reviewed in the thirteen PTTR communities, which had been fully operational for five years prior to 2018, along with 13 'control' communities, of similar type, sharing a common geographic border, which did not have a PTTR presence.

In the one developmental vulnerability data, 62% (8) of the PTTR communities, showed a significant decrease in vulnerability, 31% (4) no change, and 7% (1) a significant increase in vulnerability.

In the 'control' communities 7% (1) of the communities, showed a significant decrease in vulnerability, 54% (7) no change, and 39% (5) a significant increase in vulnerability.

In the language domain - children's understanding of and speaking of words - an indicator of literacy development, 70% (9) of the PTTR communities, showed a significant decrease in vulnerability, 23% (3) no change, and 7% (1) a significant increase in vulnerability. In the 'control' communities 15% (2) of the communities, showed a significant decrease in vulnerability, 31% (4) no change, and 54% (7) a significant increase in vulnerability.

PTTR can only ever make a contribution to these changes. There can be no direct correlation. But it does mean that many more children in communities where PTTR was operating were starting school ready to learn, compared to the control communities, which did not have a PTTR presence.

Barbie Bates - Executive Director [info@paintthetownread.info](mailto:info@paintthetownread.info)

August 2019

1. <http://www.raguide.org>

2. <http://www.aedc.gov.au>

3. Vinson T: Social Exclusion and Early Childhood Development, Dept of Education Employment and Workplace Relations, June 2009 <http://apo.org.au/research/social-exclusion-and-early-childhood-development>

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Table: Percentage of children developmentally vulnerable in 2018

Geography	Physical	Social	Emotional	Language	Communication	Vuln 1	Vuln 2	SEIFA score (†)
Australia	9.6	9.8	8.4	6.6	8.2	21.7	11.0	N/A
SA	10.8	11.5	10.8	7.2	8.4	23.9	13.0	N/A
Salisbury	12.3	13.7	11.1	8.5	11.7	27.6	16.1	N/A

Geography	Physical	Social	Emotional	Language	Communication	Vuln 1	Vuln 2	SEIFA score (†)
Brahma Lodge/Salisbury Plain	12.7	14.5	10.9	13.0	16.4	32.7	18.5	843
Ingle Farm	11.2	12.2	8.2	9.3	10.2	28.6	11.2	923
Para Hills	16.3	18.3	11.5	9.6	9.6	29.8	16.3	968
Para Hills West	28.6	25.0	21.4	14.3	28.6	42.9	32.1	881
Para Vista	3.6	17.9	3.6	17.9	14.3	35.7	7.1	941
Pooraka	13.0	9.0	14.0	8.0	15.0	26.0	17.0	910
Salisbury	11.0	19.0	11.0	13.0	18.0	31.0	20.0	793
Valley View	13.5	17.3	9.6	7.7	7.7	23.1	17.3	991
Walkley Heights #	13.5	8.1	5.4	8.1	5.4	24.3	10.8	1,031

# AEDC data collection is greater than or equal to 60% and less than 80% of the ABS five-year-old population; interpret with caution.



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## Understanding the community results table

The aim of the community results table is to provide an overview of all the AEDC results<sup>†</sup> that have been geographically mapped for Local Communities located within the AEDC community (this is usually a Local Government Area).

Depending on the category selected, the table reports on the proportion of children who are either developmentally on track, developmentally at risk or developmentally vulnerable. Relevant data from the Australian Bureau of Statistics (ABS) has also been included as contextual indicators<sup>^</sup>.

When the developmentally vulnerable category is selected, the table also reports on children who are developmentally vulnerable on one or more (Vuln1) and two or more AEDC domains (Vuln2). When the percentile band option is selected, the shading is consistent with the AEDC maps with darker shading representing higher relative vulnerability.

When looking at the data, key questions that readers may ask themselves are:

1. On which domain(s) are children more likely to be on track, at risk and/or developmentally vulnerable? Are there domains where children are less likely to be developmentally vulnerable?
2. How do the Local Community results compare to the national and state AEDC results displayed in the AEDC National Report or other communities that have similar characteristics to this Local Community? Are the Local Communities faring better or worse than the comparison groups?
3. How many children are developmentally vulnerable? Depending on how many children were surveyed for the AEDC in the Local Community (column titled Number of Children), a higher proportion does not necessarily mean a large number of children. Similarly, a low proportion in a large community may still equate to a large number of children."

For more information on the AEDC domains, refer to the '[About the AEDC domains](#)' fact sheet.

For a list of key terms used in the AEDC, refer to the '[Definition of Terms](#)' fact sheet.

<sup>†</sup> Results for children with chronic special needs are not included in the results. If there are a certain number of questions not answered by teachers, these children do not contribute to the domain analysis.

<sup>^</sup> It is useful to use the ABS indicators as it provides a contextual understanding of the AEDC data.



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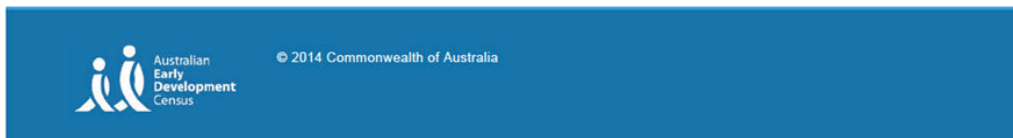


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**Salisbury Community overview**

<b>Location:</b>	Salisbury Community is situated approximately 17 kilometres from Adelaide CBD
<b>Area:</b>	162 square kilometers
<b>Residential population:</b>	147166 with 11567 children aged 0 to 5 years*
<b>Early Development Instruments completed on children in their first year of formal full-time school:</b>	2062
<b>Number of teachers:</b>	317 teachers from 143 schools

\*Sourced from Australian Bureau Statistics Census 2011



Item 7.2.3 - Attachment 1 - 17/2020: Paint the Farm REaD - Application

### Local Assessment of Needs Planning Tool

The purpose of the Local Assessment of Needs (LAN) is to provide an insight into the needs, disadvantage and vulnerability within your local community. Further to this, the LAN is intended to be a planning tool for use by Children’s Centre Leadership teams, to be used in assessing current services that are being offered within the Children’s Centre and matching this to the needs highlighted in the LAN.

Healthy child development can be viewed in 5 developmental domains alongside 5 developmental stages in life from conception to age 5. This is discussed in the Five by Five report: A Supporting Systems Framework for Child Health and Development by Better Start Child Health and Development Research Group at the University of Adelaide’s School of Population Health [http://www.cyh.com/archive/library/Five\\_by\\_Five\\_Final\\_15-Sept-2014.pdf](http://www.cyh.com/archive/library/Five_by_Five_Final_15-Sept-2014.pdf)<sup>1</sup>

<u>5 Developmental Domains</u>	<u>AEDC developmental domains</u>	<u>5 Developmental Stages</u>
1. Physical	Physical health and wellbeing	Pregnancy
2. Language	Language and cognitive skills	Post-natal
3. Attachment	Emotional maturity	Infancy
4. Social Emotional	Social competence	Toddlerhood
5. Cognitive	Communication skills and general knowledge	Early Childhood

The Australian Early Development Census (AEDC) also classifies development into 5 domains, which are similar to the Five by Five framework and are used as a measure of children’s healthy development in their first year of school.

Children’s development can be further broken down into milestones with each one serving as a building block for the next. Every area of development impacts on other areas. Developmental delays in one area will impact on the child’s ability to consolidate skills and progress through to the next developmental stage.

An example of this as discussed in the Five by Five Report is *“close contact with the primary caregiver during the post-natal period is an important platform for the development of a secure attachment between the infant and the caregiver during infancy. This secure attachment then supports the infant’s developing ability to self-regulate across toddlerhood and into early childhood, which in turn supports the development of literacy and numeracy skills in early childhood.”*<sup>2</sup>

Examination of data such as AEDC can provide insight into the developmental domains that need to be supported and the fundamental milestones that need to be achieved in order to successfully attain each domain. The Five by five framework (overleaf) may assist in identifying key milestones in the early stages of a child’s development that need to be achieved in order to successfully develop each domain. Early intervention and support in developing each of these milestones is crucial in achieving optimal child development. You are encouraged to use the Five by five framework as part of your discussion of the LAN with the Leadership team at your centre.

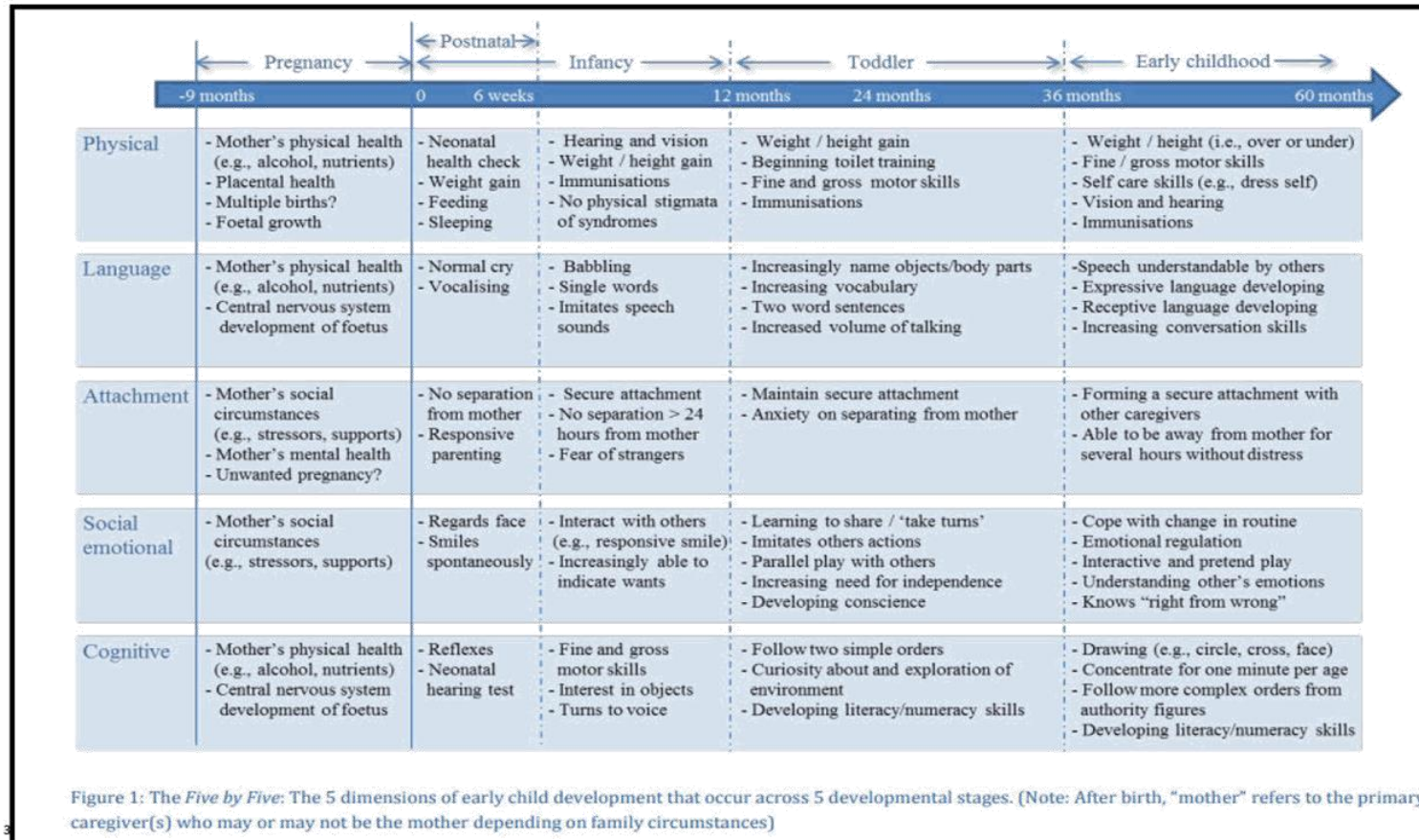
<sup>1,2</sup> Sawyer A, Gialamas A, Pearce A, Sawyer MG, Lynch J. Five by Five: A Supporting Systems Framework for Child Health and Development. School of Population Health, University of Adelaide. 2014.



Government of South Australia  
Department for Education and  
Child Development



### Local Assessment of Needs (LAN) Planning Tool



## Local Assessment of Needs (LAN) Planning Tool

### 1. Please describe 3 strengths as detailed in the Local Assessment of Needs? Discuss.

A strength identified in the Local Assessment of Needs is that 35.9% of children speak a different language in the home. Studies show the positive impacts of bilingualism for a child's brain development when parents are informed and children are supported.

A second strength is the data around the value parents place on education, including playgroups. 91% of children have parents who are actively engaged in school, 84% are encouraged to read at home and 41% attended playgroups in their early years. Studies tell us that children can do better in school when their parents / carers are supportive and engaged, that children and parents can learn valuable skills and connections through attending playgroups and children who are supported in their school work and reading at home will have the opportunity to engage with their school work on a deeper level and supports the development of resilience and the beginnings to a life- long path of learning.

A third strength is the high number of early education sites across Salisbury and the intentional partnership of the new Early Childhood Network incorporating 7 early education sites surrounding Ingle Farm that aims to solidify partnerships, share resources and link children, families and community. With the higher than average number of children under school age residing in the Ingle Farm catchment ensuring quality and well connected early childhood services supports children's development and parenting.

A strength identified within the AEDC are results for children on track for certain development domains

- 81% of children on track for the Language domain
- 75.5% of children on track for the Communication domain
- 74.5% of children on track for the Emotional domain

<sup>3</sup> Sawyer A, Gialamas A, Pearce A, Sawyer MG, Lynch J. Five by Five: A Supporting Systems Framework for Child Health and Development. School of Population Health, University of Adelaide. 2014

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### 2. Please describe 3 significant indicators of disadvantage and/or vulnerability as indicated in the Local Assessment of Needs? Discuss.

#### Socio-economic

##### 16.4% of families are experiencing socio-economic disadvantage in Salisbury

- **Employment, Income and Housing :**  
57,152 or 16.2% of families were low income welfare dependant families with children. This amounts to 10,613 children under 16 years. This is much higher than the numbers for greater south Australia at 10.5%.
- **Rent assistance:**  
As of June 2016, 20% of all total dwellings received rent assistance from the Australian Government compared to 16.4% for South Australia
- **Mortgage or rental stress:**
- In 2011, of the 17,963 low income households, 33.6% had financial stress from mortgage or rent compared to 29.1% for South Australia

#### Health

##### 15.3% of families are experiencing disadvantage due to health related concerns in Salisbury

- **Low birth weight and smoking during pregnancy:**  
Between 2012 and 2014, there were 5,949 births with 7.4% low birth weight babies compared to 6.6% for South Australia 15.5% of mothers smoked during pregnancy compared to 12.9% for South Australia
- In Salisbury between 2012 and 2014 there were 177 Indigenous births. Of these 18 or 10.3% were low birth weight babies and there were 178 Indigenous pregnancies with 90 or 50.4% of the mothers smoking during the pregnancy

#### Families

##### 15.7% of children in Salisbury have / will have a child protection notification against there name.

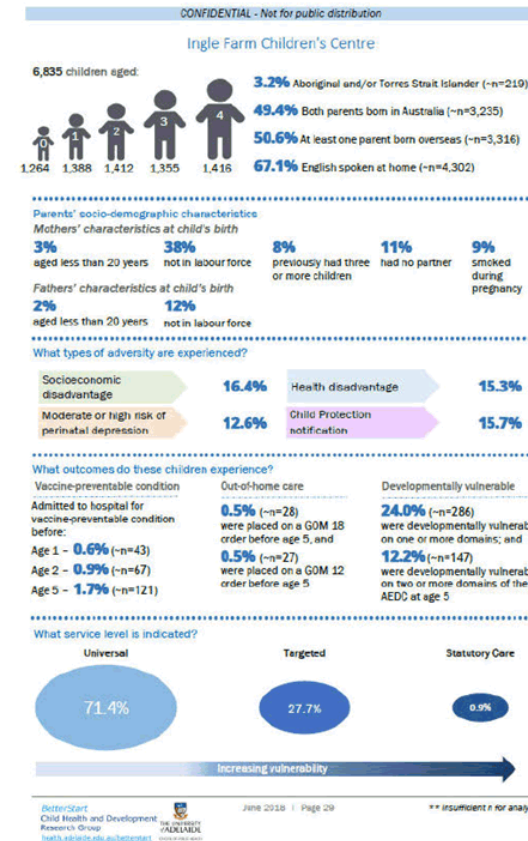
- There were 6,345 children or 26.1% aged less than 15 years living in families where the female parent's highest level of education was year 10 or below, compared to 17.9% in South Australia.
- 24% of children aged 5 are vulnerable on one or more domains for the AEDC

The AEDC highlights the three significant areas for children at risk as;

- Social competence 20.4%
- Physical and Well-being 20.4%
- Emotional 17.3%

The AEDC highlights the three significant areas of vulnerability for children as;

- Social Competence 12.2%
- Physical Health and Well-being 11.2%
- Communication 10.2%



## Local Assessment of Needs (LAN) Planning Tool

We understand that these, and many other experiences of disadvantage, increase the likelihood of childhood vulnerability and the impact it has on development and the future trajectory of a child and their family. The roll on effect of each area of disadvantage impacts on all other aspects of a child's and family's lived experience. For example financial stress affects choices a family makes in regards to health, safety and well-being for a child and their household. It impacts on mental health and stress related illness, a parent's capacity to parent their children and be connected and attached.

### 3. Do the current programs, projects and partnerships at the Children's Centre meet the needs as described in question 1 and 2? Discuss.

The Children's Centre offers a range of targeted and universal programs that respond to the strengths and vulnerabilities listed in questions 1 and 2. Our program is developed in collaboration with the multidisciplinary team across the entire centre as well as children, parents and our wider community. The programs are ever evolving and organic to be certain they are flexible in meeting changing community needs and strengths. Current projects are Paint the Town REaD, a community capacity building collective impact movement, our focus on Natural play and the continued importance placed on our work towards our Reconciliation Action Plan.

Our partnerships have been developed and maintained to allow strong connections within our integrated service and across our community of children and families, NGOs, government, council and business. Due to our close proximity to Family Zone particularly but also the Salvation Army and Communities for Children we have working partnerships where collaboration has resulted in supported children and families, a sense of community spirit, and less risk of duplication of services. These partnerships have made warm referrals possible and has ensured not any one service feels the need to have a program that tries to cover every concern. For example for families with socio-economic concerns we can access Family Zone and Salvation Army, for many health concerns we can utilise our Allied health and CaFHs teams, while all staff are also aware of the procedures for offsite referrals and the FP works in partnership with Family Zone and the Primary School team to support families where there is a risk of their child entering into the child protection system. A strong working relationship between the children's centre, Ingle Farm primary school and Family Zone is paramount in identifying and responding to community needs, as well as networking with other children's centres and child care services within our community in order to meet the wider community needs.

#### In response to the AEDC data and the 3 most significant vulnerability domains

##### Physical health and wellbeing

- Weekly CAFHS Drop in Clinics and Early Parenting Groups for new parents and their babies
- CaFHs health and developmental assessment at 6 month and 18 month and preschool screening with appropriate referral pathway
- Occasional Care and kindergarten
- Workshops and one-off information sessions on physical health and wellbeing topics (e.g. feeding; settling; toileting; First Aid for parents)
- Playgroups (targeted and supported community based) – (baby playgroup, toddler playgroup and playgroup for birth to 4 years) – run by Speech, OT, FP and early childhood worker allowing families to ask questions and discuss concerns about their child's development

## Local Assessment of Needs (LAN) Planning Tool

- Four year old health checks through CAFHS
  - Referrals from education staff and CAFHS to OT and physiotherapy services at the centre and to other services such as primary health care and hospitals
  - Access to Baptist Care Family Mental Health Support Service and Family Zone counselling services
  - Focus on Nature Play and re-development of the outdoor play spaces across the centre
  - Dad's group for new or expectant fathers
- Social competence**
- Early introduction for families to the children's centre soon after birth following home visit/clinic visit made by CaFHs between 1-4 weeks of age
  - Pre-school
  - Occasional Care
  - Workshops and one-off information sessions on children's emotional development and regulation
  - Playgroups (targeted and supported by allied health, FP, CDC, ECW) – encourages social interaction, understanding of social cues and norms, language development
  - Education and CAFHS referrals to other services for families with concerns regarding their child's development; Department for Education, Primary Health Care, Child Development Unit
  - FP supports families to understand and support their child's social and emotional wellbeing using principles of Circle of Security, 'Marte Meo', 'Bringing up great babies' and 'Bringing up great kids'
  - FP and CDC connects families to services and programs to assist in addressing various vulnerabilities and opportunities for support, engagement and participation
  - Partnership with Pooraka Farm community Centre to deliver the ACE program for Introduction to Community Services
- Communication**
- Early introduction for families of information regarding language development and communication for babies from newborn from CaFHs and within all playgroups from baby through to preschool
  - Occasional Care
  - Preschool
  - Paint the Town REaD literacy movement
  - Programs such as a Little Big Book Club and Let's Read imbedded within the centre
  - Community library
  - Links with the primary school library and Ingle Farm library
  - Incorporating singing, music and literacy activities throughout all appropriate programs of the centre
  - Capacity building for staff and parents from the Speech Pathologist around language and communication

### Local Assessment of Needs (LAN) Planning Tool

**4. A) Based on input from families, community members and professionals knowledge identify key strengths, abilities and opportunities in the community.**

The Ingle Farm children’s centre is placed in a community that has 6,835 children aged under 5 years and this is a higher than average counting for the area. It is a community that values children and childhood and early childhood services. We acknowledge parents want the best for their children and appear to value our opinions at the children’s centre

A community that feels connected to the children’s centre. That engages with the centre when their child is very young and continues their parenting journey with the centre and the staff. Children feel safe, heard and connected at the centre as they transition across the different programs and services and there is a strong link from baby through to primary school if they attend Ingle Farm Primary School. This creates a strong sense of community across the hub and flows through to surrounding organisations and services i.e. the Community Centre SA site, Salvation Army, Family Zone, recreation centre and library. There is a true connection to the centre and the community, particularly as families can spend years within the community with multiple children.

Multi-cultural and diverse with 50% of households having at least one parent born overseas and strong cultural connections as 33% of children speak a second language in the home . The diversity of the community is a strength and is highlighted by the close connection they have to one another. For example the strong Arabic connection to community. These families have strong connection to one another, they value the importance of parenting, of education and the children’s centre and share information about our service. We are told families are moving in to the area to be close to community and our service. The Heritage Christadelphian school also has strong community connection and most attend the children’s centre first, many moving intentionally into the area to do so.

Opportunities exist due to the high number of Community Centres SA sites across Salisbury that aim to connect community to one another, and intentional partnerships and collaborative work between government and NGOs with the aim to engage children, families and community.

Higher than local area average of Aboriginal children and families at 3.2% compared to Salisbury (2.0%) and an increase in the numbers of Aboriginal children attending school in the area as highlighted in the AEDC data. This is a true opportunity for the centre to create strong link with families and the school.

Local Assessment of Needs (LAN) Planning Tool

**B) Throughout the previous period how did the children’s centre gather the voices of children, families and the broader community?**

- Daily informal conversations with children and families who access preschool and occasional care, CaFHs and programs including playgroups and the Family Practitioner program.
- Speaking to children and families and / or having child focused evaluation stations at community events including the Pooraka Farm Community Day and Children’s Centre Harmony Day event
- Networking with staff from local education sites including ACEOs and council, government , NGOs and businesses
- Attending meetings with paid staff, volunteers and community members, including staff meetings and governing council
- Inviting feedback from community on our database of approx. 600 families
- Within the preschool the ‘Gate’ project
- Children’s voice – inquiry and project – is a part of the daily curriculum
- Reporting to families – children’s reports, parent / teacher interviews and inviting formalised feedback
- End of year survey for preschool parents and start of year survey for community

**5. Aboriginal and Torres Strait Islander children and families:**

**A) Please identify key opportunities within your Children’s Centre community for Aboriginal children and their families to improve their educational and health outcomes? Discuss**

The 2016 Census data indicates Aboriginal children between 0-4 years living in the local communities are:

- Ingle Farm 36
- Para Hills 11
- Para Vista 8
- Walkley Heights 0
- Pooraka 13
- Mawson Lakes 4

The children’s centre has nurtured an ongoing and growing relationship with the Aboriginal community, and an excellent working partnership with the ACEO from the primary school. The CDC and FP have supported the ACEO and her work with children and families who identify as Aboriginal and the large number of children who have come from the lands recently. The CDC works in partnership with the Pooraka Farm community centre, collaborating on the NAIDOC week event and other NGOs including AFSS.

Potential opportunities for Aboriginal children and their families to improve their educational and health outcomes:

## Local Assessment of Needs (LAN) Planning Tool

1. Connecting further with Aboriginal support staff at Ingle Farm Primary School, as well as those in the Montague Partnership to improve connection to, and engagement with the Aboriginal community
2. Foster relationships with Aboriginal cultural consultants through CaFHs, to identify and build rapport with pregnant and post-natal Aboriginal women
3. Further develop partnerships with Aboriginal community organisations and schools, and continue to attend and partner with organisations and community to participate in Aboriginal cultural events, to network with key Aboriginal figures in the community, and determine best ways to promote IFCC to Aboriginal families so they feel comfortable to use our services and programs
4. Education staff continue to include and promote Aboriginal culture throughout the program, through song, discussion, and display of Aboriginal artefacts and key words around the kindy room, and the wider centre to promote a feeling of inclusivity
5. Further investigate Aboriginal child rearing practices, to understand the impact and possible opportunities available to connect with more Aboriginal families. This could include simply offering a space for families to meet, information sessions, healing/grief and loss workshops etc.
6. Foster the relationship with Aboriginal Elder Uncle Tamaru
7. Further development of nature play areas – continue to converse with Uncle Tamaru about indigenous plants and artefacts that could be easily incorporated into the space
8. FP building connections and relationships with Strong Start and CFARN (Child and Family Assessment and Referral Network) as she is receiving referrals for parents/families at risk (e.g. supporting families to access services, playgroups)
9. Explore how hearing checks for Aboriginal children who attend preschool and the primary school can be organised. A service that was once available to us
10. Lift the Lip – organise dental checks for Aboriginal children
11. Understand what other services are available locally for Aboriginal families i.e. Acorn at Avenues Children's Centre
12. Support the ACEO in her work with the children and families from the Lands and connect these families in to the children's centre as most have children under the age of 5 with one having enrolled in kindy so far.

**B) Throughout the previous period how did you celebrate Aboriginal and Torres Strait Islander children, families and culture?**

- Invited Uncle Tamaru to attend our outdoor Nature playgroup to share his time, culture and knowledge with the children and families.
- Engaged Uncle Tamaru within the centre to work in ongoing partnership with staff, children and families and his involvement with the redevelopment of our outside spaces and continued Reconciliation work
- Planning underway for medicinal, bush tucker and insect attracting planting through consultation with Aboriginal community
- Invited Gully Winds elders group to visit with the centre
- Work with Trent Hill
- Incorporate songs, language and cultural learning into the preschool curriculum
- Ensure books by Aboriginal authors and artists and items, resources and 'artefacts' are shared / used as the norm within playgroups and preschool
- Acknowledge important events / days within the calendar across the centre and within the community in partnership with other organisations / services



Local Assessment of Needs (LAN) Planning Tool

<p><b>6. Stand-alone preschools:</b>                  Children’s centres are required to link up with and develop partnerships with State Government stand-alone preschools within the local government area (LGA). From the list of pre-schools provided, describe how the Children’s centre can develop a meaningful and active engagement with each of these.</p> <p>The CDC has maintained open communication with the preschools within the Montague partnership with regular email correspondence to share information about programming and upcoming events and this is then promoted by each preschool accordingly. The email correspondence invites preschools to refer, or contact staff at the centre for warm referral processes, support or feedback. The CDC has meet with directors, and ACEOs at preschools on school sites, and maintains working partnerships with some.</p> <p>Ingle Farm Children’s Centre is in the early stages of discussions for the collective impact project ‘Paint the Town Read’ with the view that all preschools in the partnership would be involved, further solidifying and crystallising the working partnership across the preschools and the community.</p> <p>The CDC, and other children’s centre staff, have been invited to join a network of local early learning / child care centres to share resources, and knowledge with the opportunity for further connection with local families and capacity building for staff.</p>
<p><b>7. Australian Early Development Census (AEDC) Data:</b>                  A) List each of the suburbs where a majority of children enrolled in community and educations programs live</p> <p>In order of highest percentage of enrolments across community and education;                  Ingle Farm                  Pooraka                  Walkley Heights                  Mawson Lakes                  Para Hills                  Valley View                  Modbury north                  Para Hills West</p>

Local Assessment of Needs (LAN) Planning Tool

**B) Of these suburbs identify 3 that have the highest percentage of developmental vulnerability and indicate their most significant domains, alongside of this please detail protective factors also highlighted in the AEDC.**

Suburb	Domains highlighted as vulnerable	Protective factors identified (these figures are for across Salisbury, not just the suburb they are listed against)
Para Hills West 42.9%	Physical 28.6% Communication 28.6% Social 25%	41% of children in the Salisbury area attended playgroup 31% attended child care 96% attended kindergarten
Para Hills 29.8%	Social 18.3% Physical 16.3% Emotional 11.5%	27% have been cared for occasionally by as grandparent 8.3% have been cared for occasionally by another relative
Ingle Farm 28.6%	Social 12.2% Physical 11.2% Communication 10.2%	84% of children are encouraged to read at home 91% have children who's parents are actively engaged in school

**Any others you would like to highlight**

Suburb	Domains highlighted as vulnerable	Protective factors identified
Pooraka 26.0%	Communication 15.0% Emotional 14.0% Physical 13.0%	
Walkley Heights 24.3%	Physical 13.5%	
Valley View 23.1%	Social 17.3% Physical 13.5%	

**8. After identifying the domains of significant vulnerability above, what are the developmental stages and key milestones (starting during pregnancy) that need to be developed as an early intervention to form the building blocks as a basis for developing the next milestone? Discuss as a Leadership team the protective factors that are visible within the community and potential opportunities to develop these key milestones through programs or services. (please refer to Figure 1 on page 2)**

Local Assessment of Needs (LAN) Planning Tool

Significant vulnerability	Developmental stage and key milestones	Protective Factors that are currently visible in the community
<p>Physical health (and well-being)</p> <p><i>*please refer to the table on page 33 – 44 of the LAN Report Northern CFARN Region 2019 titled 'Targeted services within Northern CFARN region' for an in depth list of services that have been developed to be enlisted by families and service providers as protective factors to wrap around children and families These targeted services are available in the region and staff will refer children and families when necessary.</i></p>	<p>Pregnancy; Mother's physical health; placental health; multiple births; foetal growth</p> <p>Postnatal; Neonatal health check; weight gain; feeding; sleeping</p> <p>Infancy; Hearing and vision; weight / height gain; immunisations; no physical stigmata or syndromes</p> <p>Toddler; Weight / height gain; beginning toilet training; fine and gross motor skills; immunisations</p> <p>Early childhood; Weight / height (i.e. under or over); fine / gross motor skills; self-care skills (e.g. dress self); vision and hearing; immunisations</p>	<p>Dad's Group for expectant dads</p> <p>Referral pathway to multiple births playgroup at Family Zone and the multiple births association</p> <p>CaFHs home visiting (both universal and targeted), CaFHs clinics, weigh station, drop in and support groups for feeding and settling</p> <p>Weekly immunisation clinic at Ingle Farm Recreation Centre</p> <p>Baby playgroup facilitated by allied health staff for early detection, intervention, and development support</p> <p>Baby bounce at Ingle Farm library</p> <p>Referral pathways to supported targeted local playgroups including Multiple birth, Miracle Babies, Special rights (i.e. Down Syndrome)</p> <p>Workshops and information sessions and support for toilet training and gross / fine motor skills support for parents facilitated by allied health and education team at children's centre</p> <p>Playgroups both supported and universal – allied health, family practitioner, sing and grow, family zone – cultural, cooking and craft for fine and gross motor, mainly music at Salvation Army</p> <p>Immunisation clinic at Recreation Centre</p> <p>CaFHs health and development checks 18 months and 4 years</p> <p>Support from education and allied health staff around self care – workshops, resources for parents</p>

Local Assessment of Needs (LAN) Planning Tool

		Referral to SA Health etc for assessments where there are concerns
Social Competence (Social emotional)	<p>Pregnancy; Mother's social circumstances (e.g. stressors, support)</p> <p>Postnatal; no separation from mother; responsive parenting</p> <p>Infancy; interact with others (e.g. responsive smile); increasingly able to indicate wants</p> <p>Toddler; learning to share and take turns; imitates others actions; parallel play with others; increasing need for independence; developing conscience</p> <p>Early childhood; Cope with change in routine; emotional regulation; interactive and pretend play;</p>	<p>Family Zone; preparing for baby, mental health support for expectant mothers</p> <p>Centacare, Crisis Care, Strong Start and other services for antenatal support including mental health and homelessness</p> <p>Dad's Group for expectant dads</p> <p>Family Zone/ Salvation Army financial supports</p> <p>Making moments – Centacare, Staying Attached – Anglicare, Being with Baby – Family Zone</p> <p>CaFHs home visiting (both universal and targeted), Circle of Security and other parenting courses delivered through the Children's Centre or Family Zone</p> <p>Playgroups – multicultural at Salisbury community hub, Family Zone and the Children's Centre, young parents, supported attachment based i.e. Family Practitioner supported playgroups and Save the children.</p> <p>Playgroups, Occasional Care</p> <p>Workshops and information sessions around parenting toddlers and young children facilitated by allied health and FP, guest speakers, focus on parent well-being and parenting course including BUGK and Circle of Security</p>

### Local Assessment of Needs (LAN) Planning Tool

	understanding others emotions; knows 'right from wrong'	
Cognitive (Communication skills and general knowledge)	<p>Pregnancy; Mother's physical health; central nervous system development of foetus</p> <p>Postnatal; reflexes; neonatal hearing test                      Infancy; fine and gross motor skills; interest in objects; turns head</p> <p>Toddler; follow two simple orders; curiosity about an exploration of environment; developing numeracy / literacy skills                      Early childhood; Drawing; concentrate for one minute per age; follow more complex orders from authority figures; developing literacy / numeracy skills</p>	<p>Information for pregnant women regarding importance of early language – singing, talking, reading in the ante-natal stage</p> <p>CaFHs visits highlighting the importance and sharing information                      Library program – Baby bounce                      Baby Playgroup which highlights the importance of early language development and supports parents in this</p> <p>Library program - Story time                      Mainly music at Salvation Army                      Literacy programs including Little Big book Club, Let's Read and Paint the town REaD                      Playgroup, Occasional Care</p>

**Potential Opportunities to develop these key milestones through programs or services:**

Almost half of the 5 years olds attending school have accessed playgroups, almost a third attended child care and almost all attended kindy. These services are excellent places for parents to access support and information and for children's development to be supported, and early detection, intervention and prevention. They are a soft entry point, and a universal service that welcomes families to our centre.

Many families report that they access NGOs such as Family Zone and Ingle Farm Salvation Army.

Antenatal: Encourage referrals to the Family Practitioner for pregnant women who are at risk. Staff to have an understanding of ante natal services i.e. family zone that they can refer in to that support pregnant women's physical health, mental health and social circumstances and capacity for getting ready for baby. Opportunities for greater support for the ante natal stage of baby's development; with the strong working partnership with CaFHs onsite there is an opportunity to link in women in their ante natal stages of pregnancy. Some families are referred to Family Zone for ante natal groups who don't fit the requirements therefore these women are looking for another service or program they can link into.

### Local Assessment of Needs (LAN) Planning Tool

Opportunities to link in Aboriginal women in the ante natal and postnatal stages via CaFHs cultural midwives and contact with the AISS at the WCH

27% of children have been cared for by a grandparent and we see many grandparents at the centre from different cultural backgrounds playing a significant role in child rearing – grandparents can be overlooked when it comes to new information around parenting and child rearing – new knowledge and science. There is an opportunity here for grandparent playgroups, information sessions and support

84% of children are encouraged to read at home. Opportunities to further support parents to help their children with reading and other language and communication development

91% parents are actively engaged in school – there is an opportunity to support children and parents in transitions to school, fine motor readiness, children’s resilience and emotional maturity by tapping into parents values regarding schooling.

Opportunities for parents around dental care and nutrition to support weight and height loss / gain for children 12 months old plus.

Opportunities for a playgroup for isolated families from different linguistic backgrounds from India – playgroups and support groups. There are many multicultural playgroups for families from cultural background however it has been highlighted by CaFHs that there are Indian families who are isolated and looking for social connection with their babies and children. Through networks with C4C Salisbury and ARA and Northern Migrant Resource Centre there is the opportunity to support this.

Opportunities for playgroups that promote outside play, gross motor activities, sensory exploration, mental health and well-being – outside in nature and away from screens, particularly now that our redevelopment is complete. We know that the data around mental health for children has worsened over the past few years. Many services are at the pointy end and are reactive to this. Early intervention and prevention around childhood obesity, mental health and screen addiction is highlighted as an opportunity for our centre.

Support for families who speak a second language in the home and are looking for information as to how to support their child’s language development and transitions to kindy and school and information about education sites for multicultural families in collaboration with Family Zone.

There is an excellent opportunity to link in with the preschool at Para Hills West to discuss how we can collaborate to support children and families and explore the reasons why this suburb has double the numbers for a child with one or more vulnerability (42.9%)

**9. From the analysis of the Local Assessment of Needs, please identify 5 gaps that the children’s centre can provide utilising the strengths identified and potential further support for children and families within your community.  
(1 priority area must be an improvement area inclusive of working with Aboriginal families.)**

1.	Communication domain: Literacy and language development support for families, not just but including families who speak a second language at home, and Aboriginal families. Capacity building for parents around communication development. From birth and through to preschool and beyond. Sessions supported by the SP, educators and CDC. Collaboration for the collective impact project Paint the Town REaD. This approach would be imbedded within the QIP and integrated across the centre and within the community. Although currently the centre has a focus on language,
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Local Assessment of Needs (LAN) Planning Tool

	<p>communication and literacy development from birth with the speech pathologist facilitating playgroups right through to preschool the AEDC data highlights that more needs to be done. With 35% of children speaking a second language this underlines the need for further support for families and staff to build capacity and confidence.</p>
2.	<p>Physical domain: Within all playgroups focus on outside and natural play. Ensure families have access to information and conversations around the importance of movement and outside play for children’s development for babies to school age children. Offer information sessions run by the OT and educators for parents around routine and importance of sleep, not just for young children but for pre-schoolers. Support fine motor development within playgroups, the preschool curriculum and information sessions and resources for families supported by all centre staff. This approach would be imbedded within the QIP and integrated across the centre and outside the centre within the community. Although these are aspects already focused on across the centre the AEDC highlights further support is necessary.</p>
3.	<p>Social Competence and Well-being: Take aspects of BeYou well-being and mental health resources and embed them across the centre to support children, families and staff to destigmatise conversations around mental health and ensure it is embedded in all of the work we do with children and families. Data from AEDC and BeYou around children’s deteriorating mental health and data focusing on childhood obesity in Salisbury highlight the need for a focus on the importance of time outside in nature away from technologies, one such focus will be embedding Paint the Farm REaD across the community focusing on ‘taking books outside’. Furthermore, the engagement of children and families with community through the community-based project will support children’s social development, well-being and sense of belonging. Review our approach to “behaviour guidance” in the kindergarten and the flow on to the rest of the centre to ensure consistency and use of evidence-based approaches such as Marte Meo, Circle of Security, and Managing Big Feelings.</p>
4.	<p>Ante natal care – linking pregnant women and expectant dads in to the centre before they have baby. Although the centre has clear and strong warm referral pathways for this stage of families parenting journey it has not been a focus within the centre as much as it should be.</p>
5.	<p>Aboriginal Families – playgroup / social circle. The playgroup at GP plus is no longer available. We have families from the lands attending Ingle Fam Primary and many have young siblings. Utilise the solid working relationship with the school and the ACEO, the strong link with the Walk Alongside team, and partnership with uncle Tamaru to start conversations in this space</p>

### Local Assessment of Needs (LAN) Planning Tool

10. After considering the targeted services that Non-Government Organisations (NGO) and government agencies offer beyond the Children’s Centre, as described in the LAN and in your further research,

- What is the Children’s Centre offering that is not offered by another service?

Playgroups supported by Allied Health and Social work  
Local Nature play group for toddlers with a focus on the importance of outside and natural play, gross motor, sensory exploration  
Truly integrated service with education, health, allied health, social work and community services to wrap around a child and family  
Program for Dads that moves beyond a dad’s playgroup  
Early parenting group – CaFHs support groups and breastfeeding clinic  
Parent information sessions focusing on parenting and other areas highlighted by community  
A children’s centre with strong links to an NGO on site to support financial assistance, emergency relief, home visiting, counselling  
Islamic playgroup  
First aid for parents  
FP that works across the campus with the school and Family Zone to support families B-8 as well as connections to Strong Start and CFARN

- What is the Children’s centre offering that may be a duplication of services? Consider potential changes to the service and a possible partnership to avoid duplication of services.

We have planned our program intentionally to ensure no duplication of programs or services.

- What links can be made with the NGO’s in regards to the type of services offered and the presenting needs of the Children’s centre community?

We are fortunate in our location that we are in close proximity to a number of NGOs who support families experiencing these concerns:  
Financial strain on families: Financial assistance, budgeting, Centrelink support, emergency assistance, homelessness  
Mental health: Counselling, home visiting  
Parenting: Dad’s playgroup, Circle of Security and Bringing Up Great Kids, Parenting Together, Dad’s Matter  
Isolation or Cultural concerns: TAFE English lessons, migrant services and refugee services  
Domestic Violence and Legal services



Local Assessment of Needs (LAN) Planning Tool

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### Local Assessment of Needs (LAN) Planning Tool

<b>Action Plan</b>		<b>First Quarter Jan – March 2018</b>										
<p>It is intended for the action plan to be discussed with your leadership team at the Children’s Centre to assist your team in program, project and partnership planning.                      From the strengths, protective factors and needs identified in your analysis, please develop an action plan below                      Please include</p> <ul style="list-style-type: none"> <li>timelines with outcomes to be achieved within the calendar year</li> <li>universal and targeted projects/services that the Children’s Centre can introduce to address the gaps identified (at least 1 priority must focus on supporting Aboriginal families and children)</li> </ul> <p>Action plans to be developed annually, reviewed quarterly and uploaded onto Share Point twice a year in January and July.</p> <p><b>Definitions:</b></p> <ul style="list-style-type: none"> <li><i>Universal services</i> are available to all families and do not use eligibility criteria for example preschool, parenting groups, playgroups, immunisations</li> <li><i>Targeted services</i> are for families who meet eligibility criteria for additional support for example supported playgroups, family support services, and other parent-child targeted groups</li> </ul> <p><b>Resources for SMART Action Planning:</b> <a href="https://extranet.who.int/lqsi/sites/default/files/attachedfiles/SMART%20Action%20Planning_0.pdf">https://extranet.who.int/lqsi/sites/default/files/attachedfiles/SMART%20Action%20Planning_0.pdf</a>                      If you require assistance, please contact Lauren Jew, Senior Community Development Coordinator at <a href="mailto:lauren.jew@sa.gov.au">lauren.jew@sa.gov.au</a></p>												
							<p><b>Status Table</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #4F81BD; color: white;">Completed/Implemented</td></tr> <tr><td style="background-color: #92D050;">On target</td></tr> <tr><td style="background-color: #FFD700;">Target date drawing close</td></tr> <tr><td style="background-color: #FF0000;">Past target date</td></tr> <tr><td style="background-color: #808080;">On hold</td></tr> </table>	Completed/Implemented	On target	Target date drawing close	Past target date	On hold
Completed/Implemented												
On target												
Target date drawing close												
Past target date												
On hold												
Outcomes <i>Please identify an outcome from the Children’s Centre Outcomes Framework</i>	Objective <i>What do you intend to implement? An aim or goal</i>	Action/Strategy <i>How do you intend to implement the objective? (One action/strategy per box)</i>	Engagement <i>Who do you need to engage or connect with?</i>	Timeframe <i>When must the action be completed by?</i>	Responsible <i>Who is responsible for the action?</i>	Notes (Summary inc. risks, constraints etc.)	Status <i>Use table above to indicate status of the action/strategy</i>					
Aboriginal children are safe, healthy, culturally strong and confident	Increase children’s centre staff knowledge of the local Aboriginal community	Engage with Uncle Tamaru for cultural competency training for staff	Uncle Tamaru Staff	July 2019	Director							
		Begin conversations with relevant partners and community to explore opportunities for Aboriginal children and their families to engage with the centre	Uncle Tamaru Annette Buckskin Families Community Partners GP Plus	Ongoing – start term 2								
Children have optimal health,	Children and families are supported to improve literacy, language and	Children’s Centre undertakes Paint the Town REaD project	PTTR – Barbie Interested partners	Ongoing	CDC							

Local Assessment of Needs (LAN) Planning Tool

learning and development	communication development	as backbone of the collective impact movement					
		Workshop for families who speak English as a second language around supporting their child's language development	Parents/ Carers Education staff Community	July 2019	Speech Pathologist		
		Promote the Community library and staff daily for modelling and sharing information to parents about reading	Children and families Staff	Ongoing	CDC, SP and Education staff		
		Resources for families in playgroups and across centre about language development and bilingualism	Parents / Carers Education and playgroup staff	July 2019	Speech pathologist		
		Playgroup to start modelling different ways to 'read' books and encourage language	Children and families Playgroup staff SP	Ongoing	CDC, SP, OT, ECW, FP (all those involved in playgroup planning)		
Children have optimal health, learning and development	Improve children's healthy development with a focus on physical activity and emotional well-being	Start an outdoor nature play inspired playgroup for toddlers	Children and families NatureplaySA Centre staff	Start in term 2	CDC		
		Increase awareness of the importance of outside play for children's development through resources like print outs and books available for borrowing in the community room and in the newsletter	Children and families Staff	Ongoing – start term 2	CDC		

Local Assessment of Needs (LAN) Planning Tool

		Share resources with playgroups, programs and preschools across the community	Partner services and organisations	Ongoing – start term 2	CDC		
Parents provide strong foundation for their children’s healthy development and well-being	Increase the capacity of parents to nurture and support their child’s healthy development especially emotional well-being	As a site explore the BeYou resources and begin conversations around how to embed it within everything we do	Staff Parents Governing Council	Ongoing – start in term 2	CDC		
Parents provide strong foundation for their children’s healthy development and well-being	Fathers are supported and engaged as early as possible in their parenting journey to increase their capacity to nurture and support their child’s healthy development	Dad’s Group for new or expectant Dads	Fatherhood worker Fathers and families Other fatherhood workers for promotion	Start term 2	CDC		

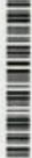
REFERENCES


**FIVE BY FIVE: A SUPPORTING SYSTEMS FRAMEWORK FOR CHILD HEALTH AND DEVELOPMENT**

Five by Five: a supporting systems framework for child health and development. (2017). [online] Available at: [http://www.cyh.com/archive/library/Five\\_by\\_Five\\_Final\\_15-Sept-2014.pdf](http://www.cyh.com/archive/library/Five_by_Five_Final_15-Sept-2014.pdf) [Accessed 30 Oct. 2017]

**AEDC WEBSITE AVAILABLE AT:** <https://www.aedc.gov.au/about-the-aedc>

**SMART ACTION PLANNING** [https://extranet.who.int/lqsi/sites/default/files/attachedfiles/SMART%20Action%20Planning\\_0.pdf](https://extranet.who.int/lqsi/sites/default/files/attachedfiles/SMART%20Action%20Planning_0.pdf)



 Australian Government  
Australian Taxation Office

28 March 2014

**Endorsement as a deductible gift recipient**

Endorsement as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997* is provided as detailed below.

Name	<b>PAINT THE TOWN READ LTD</b>
Australian business number	<b>96 164 664 724</b>
Endorsement date of effect	<b>11 March 2014</b>
Provision for gift deductibility	<b>item 1 of the table in section 30-15 of the <i>Income Tax Assessment Act 1997</i></b>
Item(s) in Subdivision 30-B of the <i>Income Tax Assessment Act 1997</i>	<b>4.1.1 registered public benevolent institution</b>

Your organisation's endorsement as a deductible gift recipient, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar at [www.abn.business.gov.au](http://www.abn.business.gov.au)

Your organisation must notify the Tax Office in writing if it ceases to be entitled to endorsement.

Chris Jordan  
Commissioner of Taxation and  
Registrar of the Australian Business Register

CHARITY\_ADVICES\_963-GGG-000008-0000117

Item 7.2.3 - Attachment 1 - 17/2020: Paint the Farm REaD - Application



<b>ITEM</b>	7.2.4
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	19/2020: Ingle Farm Football Club [Ingle Farm Sporting Club Inc.] - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community & Org. Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
<b>SUMMARY</b>	The Ingle Farm Football Club Application is submitted to the Sport, Recreation and Grants Committee for information.

**RECOMMENDATION**

1. The information be received and noted that the 19/2020: Ingle Farm Football Club [Ingle Farm Sporting Club Inc.] Application is deemed ineligible for Community Grants Program funding in accordance with section 8.1 of the Guidelines and Eligibility Criteria.

**ATTACHMENTS**

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

1. 19/2020: Ingle Farm Football Club - Application

**1. BACKGROUND**

- 1.1 The Ingle Farm Football Club Application was received for the September 2020 Community Grants Program round.
- 1.2 The Application is deemed ineligible for Community Grants Program funding per section 8.1 of the Guidelines and Eligibility Criteria as the club is not incorporated.

**2. REPORT**

- 2.1 The Ingle Farm Football Club Application was received for the September 2020 round and is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 8.1: the Community Grants Program will only provide funds to eligible organisations and groups that have not-for-profit objectives:
  - 2.1.1 The group/organisation must be established as a legally constituted incorporated organisation who can take legal and financial responsibility for any grant monies received from the City of Salisbury.

- 2.2 The Ingle Farm Football Club is not registered as an incorporated organisation with the Australian Security and Investment Commission nor the Australian Business Register (ABN).
- 2.3 Furthermore, the Ingle Farm Sporting Club Inc. is ineligible to auspice the Ingle Farm Football Club for two reasons:
- 2.3.1 The Ingle Farm Sporting Club Inc. ABN is registered with the entity type 'Other Unincorporated Entity' which deems the club ineligible (section 8.2: funding will not be considered for 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).
- 2.3.2 The Ingle Farm Sporting Club Inc. received \$5,000 Community Event Sponsorship Program funding in June 2020 (section 8.1: the Community Grants Program will only provide funds to eligible organisations and groups that have not-for-profit objectives: Where applicable, the group/organisation has not received a Community Grant from the City of Salisbury within twelve months of submitting this application).
- 2.4 The Applicant has been notified that their Community Grants Program Application is ineligible and encouraged to submit a new Application once the Ingle Farm Sporting Club Inc. meets the eligibility requirements.
- 2.5 The Applicant was also provided feedback with relation to their Application to assist with meeting the eligibility criteria for any future application's and advised that the Ingle Farm Sporting Club Inc. will need to consider revising their ABN entity type to an 'incorporated' entity to be eligible for Community Grants Program funding.

### 3. CONCLUSION / PROPOSAL

- 3.1 The Ingle Farm Football Club [Ingle Farm Sporting Club Inc.] Application is ineligible for Community Grants Program funding as per section 8.1 and is submitted for information as per clause 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:

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

### CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 07/09/2020



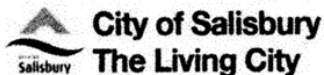


# Community Grants Program

# Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Capital development (e.g. renovations or building changes that will be permanently part of the structure)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Upgrading facilities which belong to Local, State or Commonwealth Governments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Application from Public / Private Schools?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• An organisation trading as a sole trader/individual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have previously received funding and <b>NOT</b> fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	INGLE FARM FOOTBALL CLUB		
Address:	BELALIE RD		
Suburb:	INGLE FARM Postcode: 5098		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> MARKS SMART		
Title (your role with the group/organisation):	CHAIRMAN OF SENIOR FOOTBALL		
Address:	[REDACTED]		
Phone:	Landline: Mobile: [REDACTED]		
Email:	[REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
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"/> MARKS SMART		
Title (role with the group/organisation):	CHAIRMAN OF SENIOR FOOTBALL		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:			
<b>Is your organisation:</b>			
a) Incorporated:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"><b>Yes</b> <input checked="" type="checkbox"/> (go to question c)</td> <td style="width: 50%;"><b>No</b> <input type="checkbox"/> (go to question b)</td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:	A4515		
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="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"><b>Yes</b> <input type="checkbox"/> (go to question c)</td> <td style="width: 50%;"><b>No</b> <input checked="" type="checkbox"/> (go to question c)</td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <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 type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/>  <i>(go to question e &amp; f)</i>	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<b>Your organisation must have its own Bank/Credit Union Account or similar</b>		
Full Account Name: JFFC  <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED]	Branch Location: [REDACTED]
<b>6. REFEREE INFORMATION</b>		
<b>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</b>		
Referee's Name:	JEO PFEIFFER	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i>  74942630044 <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"/>
<p><b>NB: GST Registration</b></p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information		
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>		
<b>INCOME</b>	<b>\$ AMOUNT</b>	
Project or event generated income:	\$	
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: <small>(please specify the source and amount of funding requested)</small>	\$	
<b>TOTAL (including GST):</b>	<b>\$</b>	
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	LOADING & UNLOADING OF NEW BENCHES	
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL (including GST):</b>	<b>\$</b>	

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	NEW TRAINERS BENCHES & TAPE
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	ASAP
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?	AS A CONTINUAL COST OF RUNNING FOOTBALL MEDICAL EQUIPMENT GETS USED, BENCHES INCLUDED WE NEED TO UPGRADE THIS AREA
<input type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (go to Group/Organisation Information)
When was the Grant funding received (month & year):	<del>\$ 5000</del> MARCH 2018	
What amount of Grant funding was provided:	\$ 5000	
When was the previous Grant acquitted (month & year):		
Group/Organisation Information		
Group/Organisation Name		
Group/Organisation Description		
Group/Organisation Registered Address	Number/Street: Suburb:	Postcode:
Is the Club Incorporated?	YES	
Number of Members	427	
% of Membership that reside in the City of Salisbury	80 %:	
Project/Event Details		
Project/Event Name		
Project/Event Summary		
Date(s) of Project/Event		
Location of Project/Event:	Number/Street: Suburb:	Postcode:
How will the Project/Event benefit the residents of the City of Salisbury?		
How many individuals will benefit from the Project/Event?		
% of project/event participants that reside in the City of Salisbury		
If it is an Event, is it open to the public?		
How will the Project/Event be promoted?		

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

Community Grant Application - Page 8 of 13



Grant Money Requested	
Amount Requested	\$ 5000
Itemised Breakdown of Costs: <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
2 TRAINERS BENCHES	\$ 1800
5 YELLOW FOOTBALLS	\$ 620
5 RED FOOTBALLS	\$ 620
TAPE - MEDICAL - STRAPPING	\$ 1960
	\$
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TOTAL (including GST):	\$
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

<b>Project or Event Scope</b>
<p>Provide a description of the proposed project or event:</p>
<p><b>Attachments</b></p> <p><input 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> <p>1.</p> <p>2.</p> <p>3.</p>

<b>Benefits and Outcomes of the Project or Event</b>
<p>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:</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><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>

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

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

Community Grant Application - Page 11 of 13

**Application Declaration**

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

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

S1 S2

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 INGLE FARM FOOTBALL (Group/Organisation)

MARK SMART /CHAIRMAN and \_\_\_\_\_ /  
(Name/Position) (Name/Position)

[Signature] \_\_\_\_\_  
(Signature 1) (Signature 2)

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

Contact (phone number): \_\_\_\_\_ Contact (phone number): \_\_\_\_\_

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

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



## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

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

Community Grant Application - Page 13 of 13





Item 7.2.4 - Attachment 1 - 19/2020: Ingle Farm Football Club - Application



Item 7.2.4 - Attachment 1 - 19/2020: Ingle Farm Football Club - Application







<b>ITEM</b>	7.2.5 <b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Sports and Community Clubs COVID-19 Recovery Support Package Applications for September 2020
<b>AUTHOR</b>	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority. 1.4 We are proud of our strengths, achievements and cultural diversity. 4.4 We plan effectively to address community needs and identify new opportunities.
<b>SUMMARY</b>	This report outlines the Sports and Community Clubs COVID-19 Recovery Support Package Applications submitted for September 2020 for consideration by the Sport, Recreation and Grants Committee in individual reports.

**RECOMMENDATION**

1. The information be received and noted.

**ATTACHMENTS**

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

1. Sports and Community Clubs COVID-19 Recovery Support Package Application

**1. BACKGROUND**

- 1.1 At the Council meeting held in May 2020 it was resolved that the Sports & Community Clubs COVID-19 Recovery Support Package be established, effective from 1 June 2020 through to 31 December 2020 unless extended by Council.
- 1.2 The Sports Recreation and Grants Committee has delegated authority to allocate the funds available and in line with the guidelines and criteria.
- 1.3 The Mandatory criteria for applications to be considered eligible are:
  - 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 Sports & Community Clubs COVID-19 Recovery Support Package grant is acquitted and evidence must be provided with the Sports & Community Clubs COVID-19 Recovery Support Package 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 Sports & Community Clubs COVID-19 Recovery Support Package Grant 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 Sports & Community Clubs COVID-19 Recovery Support Package grant must have their bank account in the same name).
- A copy of the previous year's financial statements and the current financial statements showing any financial impact.
- Can provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, e.g. rental payments even though revenue has dropped, or loss of revenue, for example cessation of competition that has seen membership fees or canteen/bar revenue drop.

1.4 The following are not considered eligible:

- Payment of salaries and/or wages to paid staff
- Purchase of alcohol
- Travel and/or accommodation costs
- Costs or lost revenue incurred prior to 1 March 2020 and not related to COVID-19

1.5 The following items may be considered eligible for funding:

- Any operating cost associated with the running of the club
- Costs to replenish any food products used to generate an income for the club that may have been needing to be disposed of
- Equipment to improve hygiene practices
- Equipment required to commence competition or program run by the club
- Funding of programs and or training that support improvement of club member's wellbeing
- Any other cost that the Sports Recreation and Grants Committee considers has merit but must be associated with the impact of COVID-19

1.6 The scaling of eligible funding allocations are:

<b>Annual Revenue</b>	<b>Maximum Grant Available</b>
\$0 to \$5,000	\$500
\$5,001 to \$15,000	\$1,000
\$15,001 to \$25,000	\$2,000
\$25,001 to \$40,000	\$3,000
>\$40,000	\$5,000

**2. CONSULTATION / COMMUNICATION**

2.1 Internal

2.1.1 N/A

2.2 External

2.2.1 Grant Applicants

**3. REPORT**

3.1 Four applications for the Sports and Community Clubs COVID-19 Recovery Support Package Applications are presented for September 2020 for consideration of the Sport, Recreation and Grants Committee.

3.2 All applications meet the Mandatory Criteria and are presented for consideration of the Sports Recreation and Grants Committee under the delegated authority to allocate the funds available and in line with the guidelines and criteria, including the scale which takes into consideration the annual revenue of the organization.

3.2.1 **Penfield Model Engineers Society**

*Agenda Item 7.2.6 Sport, Recreation and Grants Committee, 14/09/2020*

3.2.2 **Rowe Park United**

*Agenda Item 7.2.7 Sport, Recreation and Grants Committee, 14/09/2020*

3.2.3 **Ingle Farm Junior Soccer Club**

*Agenda Item 7.2.8 Sport, Recreation and Grants Committee, 14/09/2020*

3.2.4 **Puddle Jumpers Incorporated**

*Agenda Item 7.2.9 Sport, Recreation and Grants Committee, 14/09/2020*

3.3 The budget allocation for the Sports and Community Clubs COVID-19 Recovery Support Package is \$186,741 which has been sourced from re-purposed funds as resolved by Council at the meeting held in May 2020.

3.4 If the committee supports the recommendations a total of \$22,066 will be allocated leaving a balance of \$115,581.

**4. CONCLUSION / PROPOSAL**

4.1 Four applications for the Sports and Community Clubs COVID-19 Recovery Support Package Grant are presented for funding consideration to the Sport, Recreation and Grants Committee.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 07/09/2020



# Sports and Community Clubs COVID-19 Recovery Support Package Grant Application Form



Applications for Sports and Community Clubs COVID-19 Recovery Support Package Grant 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).

Clubs must be based within the City of Salisbury Council area.

## Mandatory Criteria

Your organisation must be able to meet the following criteria:

**Non Government, Incorporated community organisation or group? (Select 1 or more options)** Required

- Yes  
 No

**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 Sports and Community Clubs COVID-19 Recovery Support Package grant is acquitted and evidence must be provided with the Sports & Community Clubs COVID-19 Recovery Support Package grant application (Select 1 or more options)** Required

- Yes  
 No

**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. (Select 1 or more options)** Required

- Yes  
 No

**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 Sports and Community Clubs COVID-19 Recovery Support Package grant must have their bank account in the same name). (Select 1 or more options)** Required

- Yes  
 No

Sports and Community Clubs COVID-19 Recovery Support Package Grant Application Form 1 of 14

A copy of the previous years financial statements and the current financial statements showing any financial impact. (Select 1 or more options)

- Yes  
 No

Can provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments even though revenue has dropped, or loss of revenue, for example cessation of competition that has seen membership fees or canteen/bar revenue drop (Select 1 or more options) **Required**

- Yes  
 No

## Eligibility and Funding Available

### What and Who is Not Eligible

- Payment of salaries and/or wages to paid staff
- Purchase of alcohol
- Travel and/or accommodation costs
- Costs or lost revenue incurred prior to 1 March 2020 and not related to COVID-19

### Guidelines for what items may be Eligible for funding

- Any operating cost associated with the running of the club
- Costs to replenish any food products used to generate an income for the club that may have been needing to be disposed of
- Equipment to improve hygiene practices
- Equipment required to commence competition or program run by the club
- Funding of programs and or training that support improvement of club member's wellbeing
- Any other cost that the Sports Recreation and Grants Committee considers has merit but must be associated with the impact of COVID-19

### How much is funding is available?

Funding eligibility is based on your Club's annual revenue as listed below:

- \$0 to \$5,000 - \$500 maximum grant available
- \$5,001 to \$15,000 - \$1,000 maximum grant available
- \$15,001 to \$25,000 - \$2,000 maximum grant available
- \$25,001 to \$40,000 - \$3,000 maximum grant available
- Greater than \$40,000 - \$5,000 maximum grant available

## Applicant Organisation Information

### GROUP / ORGANISATION DETAILS

Organisation Name **Required**



**Organisation Address** Required

**Organisation Suburb** Required

**Organisation Postcode** Required

**CONTACT PERSON DETAILS**

(this is the address that all correspondence will be sent to)

**Prefix (Select 1 option)** Required

Mr

Mrs

Ms

Dr

Other

**Other**

**Contact First Name** Required

**Contact Surname** Required

**Contact Title** Required  
Role with the group or organisation

**Contact Address** Required

**Contact Suburb** Required

**Contact Postcode** Required

**Contact Telephone** Required

**Contact Email** Required

**RESPONSIBLE PERSON FOR THE GRANT**

**Name of Person Responsible for the Grant** Required

**Title of Person Responsible for the Grant** Required  
Role with the group or organisation

**GROUP / ORGANISATION MANAGEMENT DETAILS**

How is your group or organisation managed?

**a) Is The Organisation Incorporated? (Select 1 or more options)**

- Yes - Go to question (c)  
 No - Go to question (b)

**Incorporated Organisation ASIC Registration Number** Required**b) Is The Organisation Operated Under a Parent Organisation? (Select 1 or more options)**Please state which parent organisation you operate under below AND **attach a supporting letter** from the organisation via the upload supporting document field at the end

- Yes - Go to question (c)  
 No - Go to question (c)

**Parent Organisation Name****Parent Organisation ASIC Registration Number****c) Is The Organisation Community / Non-Profit (Select 1 or more options)**


- Yes  
 No

**Is The Organisation Endorsed With Deductible Gift Recipient (DGR) Status by The Australian Taxation Office or Australian Charities And Not For Profits Commission? (Select 1 or more options)**

- Yes - (evidence must be attached to this application)  
 No

Sports and Community Clubs COVID-19 Recovery Support Package Grant Application Form 5 of 14

**Upload Deductible Gift Recipient Endorsement Evidence Here**

 Please attach all files to the end of this form before submitting it.

**d) Is The Organisation Government Funded (Select 1 or more options)**

If Yes, please list funding source/s and purpose in part e and f

- Yes - Go to question (e) and (f)
- No

**e) Organisation Funding Source/s**

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**f) Organisation Purpose**

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**Evidence must be provided by way of meeting minutes that the Group / Organisation's Committee has endorsed submission of the Sports & Community Clubs COVID-19 Recovery Support Package Grant Application. Please upload here** Required

 Please attach all files to the end of this form before submitting it.

**Please provide a copy of the previous years financial statements and the current financial statements showing any financial impact. Please upload here** Required

 Please attach all files to the end of this form before submitting it.

Please provide the Annual revenue of your Group / Organisation **Required**

Please provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments, loss of revenue, etc. Please upload here **Required**



Please attach all files to the end of this form before submitting it.

#### BANKING INFORMATION

Your organisation must have its own Bank / Credit Union Account or similar

Full Bank / Credit Union Account Name **Required**

Do not provide account or BSB numbers

Financial Institution Name **Required**

Financial Institution Branch Location **Required**

#### 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.

Is Your Group / Organisation Registered For GST? (Select 1 or more options)

- Yes  
 No

#### NB: GST Registration

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.

Sports and Community Clubs COVID-19 Recovery Support Package Grant Application Form 7 of 14

**Does The Group Organisation Have an ABN? (Select 1 or more options)**

- Yes - Please quote the ABN below
- No - Please complete the declaration below

**If Your Organisation Has an ABN Enter it Here**

**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 a private recreational pursuit or hobby (Select 1 or more options)**

- Yes
- No

**I am providing my services as an individual without a reasonable expectation of profit or gain (Select 1 or more options)**

- Yes
- No

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**

Declaration Where No ABN is Required Signature

Signature Date

D	D	M	M	Y	Y	Y	Y
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### Why Funding is Required?

Details of Why Funding is Required Required


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### Amount Requested

Note: There is a cap on funding based on annual revenue.

Amount of Grant Funding Requested Required

Upload Any Other Relevant Information to The Application

 Please attach all files to the end of this form before submitting it.

**Which Category Best Describes What You Are Applying For? (Select 1 or more options) Required**

Please check all that apply

- Any operating cost associated with the running of the club
- Costs to replenish any food products used to generate an income for the club that may have been needing to be disposed of
- Equipment to improve hygiene practices
- Equipment required to commence competition or program run by the club
- Funding of programs and or training that support improvement of club member's wellbeing
- Any other cost associated with the impact of COVID-19

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### Further Details

#### Group / Organisation Information

**Number of Members Required**

**Percent of Membership That Reside in The City of Salisbury Required**

#### Itemised Breakdown of Costs:

An itemised breakdown of costs must be provided. Please upload a separate sheet if there is insufficient space in the quote upload section.

**Item Cost 1 - Name And Amount (\$)**

**Item Cost 2 - Name And Amount (\$)**

**Item Cost 3 - Name And Amount (\$)**



Item Cost 4 - Name And Amount (\$)

Item Cost 5 - Name And Amount (\$)

Item Cost 6 - Name And Amount (\$)

Item Cost 7 - Name And Amount (\$)

Item Cost 8 - Name And Amount (\$)

Item Cost 9 - Name And Amount (\$)

Item Cost 10 - Name And Amount (\$)

Item Cost 11 - Name And Amount (\$)

Item Cost 12 - Name And Amount (\$)

Sports and Community Clubs COVID-19 Recovery Support Package Grant Application Form 11 of 14

**Item 7.2.5 - Attachment 1 - Sports and Community Clubs COVID-19 Recovery Support Package Application**


Item Cost 13 - Name And Amount (\$)

Item Cost 14 - Name And Amount (\$)

Item Cost 15 - Name And Amount (\$)

Itemised Cost TOTAL (Including GST) (\$)

Quote Upload (If Applicable)

 Please attach all files to the end of this form before submitting it.

### 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 Signer 1 and Signer 2 boxes and sign:

I acknowledge that I am authorised to make this application on behalf of the Organisation. (Select 1 or more options) **Required**

Signer 1 **Required**

Signer 2 **Required**

I acknowledge that the information provided in this application is true and correct. (Select 1 or more options) **Required**

Signer 1 **Required**

Signer 2 **Required**

**I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury. (Select 1 or more options) Required**

Signer 1 Required

Signer 2 Required

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**I acknowledge that, should this Application be successful in obtaining Sports & Community Clubs COVID-19 Recovery Support Package Grant funding, our Organisation will complete an acquittal if requested, as set out in the Acceptance of Sports & Community Grant. (Select 1 or more options)**

Signer 1 Required

Signer 2 Required

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**I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury may request further information. (Select 1 or more options) Required**

Signer 1 Required

Signer 2 Required

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**On behalf of Required**

Group / Organisation

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**Signer 1 Name / Position Required**

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**Signer 1 Signature Required**

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**Signer 1 Signature Date Required**

D	D	M	M	Y	Y	Y	Y
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Signer 2 Name / Position Required

Signer 2 Signature Required

Signer 2 Signature Date Required

D	D	M	M	Y	Y	Y	Y
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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 for consideration until contact and verification has occurred, **no exception**.

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*End of form*

*Don't forget to attach all files before submitting this form*

<b>ITEM</b>	7.2.6
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Penfield Model Engineers Society
<b>AUTHORS</b>	Charles Mansueto, General Manager Business Excellence, Business Excellence Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority. 1.4 We are proud of our strengths, achievements and cultural diversity. 4.4 We plan effectively to address community needs and identify new opportunities.
<b>SUMMARY</b>	The Penfield Model Engineers Society Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.
<b>RECOMMENDATION</b>	<ol style="list-style-type: none"><li>1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$3,000 to the Penfield Model Engineers Society to assist with the following COVID-19 related expenses – Public Liability Insurance, Gully Fire Service (Maintenance of fire equipment), Security Monitoring.</li></ol>
<b>ATTACHMENTS</b>	This document should be read in conjunction with the following attachments: <ol style="list-style-type: none"><li>1. Penfield Model Engineers Society - Sports and Community Club Recovery Support Package Grant Application</li></ol>
<b>1. BACKGROUND</b>	<ol style="list-style-type: none"><li>1.1 The Penfield Model Engineers Society application was received for consideration by the Sport, Recreation and Grants Committee in September 2020.</li></ol>
<b>2. CONSULTATION / COMMUNICATION</b>	<ol style="list-style-type: none"><li>2.1 Internal<ol style="list-style-type: none"><li>2.1.1 N/A</li></ol></li><li>2.2 External<ol style="list-style-type: none"><li>2.2.1 Applicant</li></ol></li></ol>

### 3. REPORT

- 3.1 An application has been submitted by the Penfield Model Engineers Society for the Sports and Community Clubs COVID-19 Recovery Support Package
- 3.2 The application meets the Mandatory Criteria and is presented for consideration of the Sports Recreation and Grants Committee under the delegated authority to allocate the funds available and in line with the guidelines and criteria, including the scale which takes into consideration the revenue of the organization.
- 3.3 The Application and supporting documentation is attached for further information with an summary of the application provided below:
- Annual Revenue - \$32,000
  - Amount Requested: \$3,000
  - Why is funding required:  
Decreased income due to being unable to open for Public Field Days. Gate takings down approx. \$11,000.00 Main income derived from gate takings.  
Insurance (Public Liability, Buildings etc.), utility bills (water, electric, internet etc.) maintenance of grounds are ongoing.
  - Number of Members – 58 (20% reside in CoS)
  - Breakdown of funding requested:  
Nil
- 3.4 It is noted in the original application that the club did not provide a breakdown of funding requested however further discussion with the Club representative resulted in a request for the following to be considered:
- 3.4.1 Public Liability Insurance - \$3,283
- 3.4.2 Gully Fire Service (Maintenance of fire equipment) - \$184
- 3.4.3 Security Monitoring - \$222
- 3.5 It is recommended that funding is provided at \$3,000 to cover costs requested.

### 4. CONCLUSION / PROPOSAL

- 4.1 The Penfield Model Engineers Society Application is submitted to the Committee for consideration.

### CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 07/09/2020

# Sports and Community Clubs COVID-19 Recovery Support Package Grant Application Form



Submission date: 18 July 2020, 12:11PM

Receipt number: 29

Related form version: 16

Question	Response
<b>Mandatory Criteria</b>	
Non Government, Incorporated community organisation or group?	Yes
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 Sports and Community Clubs COVID-19 Recovery Support Package grant is acquitted and evidence must be provided with the Sports & Community Clubs COVID-19 Recovery Support Package grant application	No
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.	Yes
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 Sports and Community Clubs COVID-19 Recovery Support Package grant must have their bank account in the same name).	Yes
A copy of the previous years financial statements and the current financial statements showing any financial impact.	Yes

Can provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments even though revenue has dropped, or loss of revenue, for example cessation of competition that has seen membership fees or canteen/bar revenue drop	Yes
<b>Eligibility and Funding Available</b>	
<b>Applicant Organisation Information</b>	
Organisation Name	Penfield Model Engineers Society Inc
Organisation Address	6 - 30 Woomera Avenue Edinburgh S.A. 5011
Organisation Suburb	Edinburgh
Organisation Postcode	5111
Prefix	Mr
Contact First Name	Lynn
Contact Surname	Venning
Contact Title	President
Contact Address	[REDACTED]
Contact Suburb	[REDACTED]
Contact Postcode	[REDACTED]
Contact Telephone	[REDACTED]
Contact Email	penfieldmes@gmail.com
Name of Person Responsible for the Grant	Lynn Venning
Title of Person Responsible for the Grant	President
a) Is The Organisation Incorporated?	Yes - Go to question (c)
Incorporated Organisation ASIC Registration Number	[REDACTED]
b) Is The Organisation Operated Under a Parent Organisation?	No - Go to question (c)
Parent Organisation Name	
Parent Organisation ASIC Registration Number	
c) Is The Organisation Community / Non-Profit	Yes
Is The Organisation Endorsed With Deductible Gift Recipient (DGR) Status by The Australian Taxation Office or Australian Charities And Not For Profits Commission?	No
Upload Deductible Gift Recipient Endorsement Evidence Here	
d) Is The Organisation Government Funded	No
e) Organisation Funding Source/s	Membership Fees Gate Takings

2 of 5




f) Organisation Purpose	Model Engineering Society Miniature ride on railway
Evidence must be provided by way of meeting minutes that the Group / Organisation's Committee has endorsed submission of the Sports & Community Clubs COVID-19 Recovery Support Package Grant Application. Please upload here	<a href="#">MINUTE COMMITTEE-07 11JUL20.pdf</a>
Please provide a copy of the previous years financial statements and the current financial statements showing any financial impact. Please upload here	<a href="#">pmes2018_19 agm final.xlsx</a>
Please provide the Annual revenue of your Group / Organisation	\$32,000
Please provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments, loss of revenue, etc. Please upload here	<a href="#">pmes2019_20 agm final.xlsx</a>
Full Bank / Credit Union Account Name	[REDACTED]
Financial Institution Name	[REDACTED]
Financial Institution Branch Location	[REDACTED]
<b>GST Declaration</b>	
Is Your Group / Organisation Registered For GST?	No
Does The Group Organisation Have an ABN?	Yes - Please quote the ABN below
If Your Organisation Has an ABN Enter it Here	[REDACTED]
I am providing my services as a private recreational pursuit or hobby	
I am providing my services as an individual without a reasonable expectation of profit or gain	
Group / Organisation	
Name / Position	
Declaration Where No ABN is Required	
Signature	
Signature Date	
<b>Why Funding is Required?</b>	
Details of Why Funding is Required	Decreased income due to being unable to open for Public Field Days. Gate takings down approx. \$11,000.00 Main income derived from gate takings. Insurance (Public Liability, Buildings etc.), utility bills (water, electric, internet etc.) maintenance of grounds are ongoing.

3 of 5

<b>Amount Requested</b>	
Amount of Grant Funding Requested	\$3,000.00
Upload Any Other Relevant Information to The Application	
Which Category Best Describes What You Are Applying For?	Any operating cost associated with the running of the club Any other cost associated with the impact of COVID-19
<b>Further Details</b>	
Number of Members	58
Percent of Membership That Reside in The City of Salisbury	20
Item Cost 1 - Name And Amount (\$)	
Item Cost 2 - Name And Amount (\$)	
Item Cost 3 - Name And Amount (\$)	
Item Cost 4 - Name And Amount (\$)	
Item Cost 5 - Name And Amount (\$)	
Item Cost 6 - Name And Amount (\$)	
Item Cost 7 - Name And Amount (\$)	
Item Cost 8 - Name And Amount (\$)	
Item Cost 9 - Name And Amount (\$)	
Item Cost 10 - Name And Amount (\$)	
Item Cost 11 - Name And Amount (\$)	
Item Cost 12 - Name And Amount (\$)	
Item Cost 13 - Name And Amount (\$)	
Item Cost 14 - Name And Amount (\$)	
Item Cost 15 - Name And Amount (\$)	
Itemised Cost TOTAL (Including GST) (\$)	
Quote Upload (If Applicable)	
<b>Application Declaration</b>	
I acknowledge that I am authorised to make this application on behalf of the Organisation.	Signer 1 Signer 2
I acknowledge that the information provided in this application is true and correct.	Signer 1 Signer 2
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury.	Signer 1 Signer 2
I acknowledge that, should this Application be successful in obtaining Sports & Community Clubs COVID-19 Recovery Support Package Grant funding, our Organisation will complete an acquittal if requested, as set out in the Acceptance of Sports & Community Grant.	Signer 1 Signer 2

4 of 5

I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury may request further information.	Signer 1 Signer 2
On behalf of	Penfield Model Engineers Society Inc.
Signer 1 Name / Position	Lynn M Venning President [REDACTED]
Signer 1 Signature	<a href="#">Uploaded signature image: LMV.TIF</a>
Signer 1 Signature Date	17/07/2020
Signer 2 Name / Position	Geoff Ward Treasurer [REDACTED]
Signer 2 Signature	 <a href="#">Link to signature</a>
Signer 2 Signature Date	18/07/2020



## PENFIELD MODEL ENGINEERS SOCIETY

P.O. Box 792 SALISBURY S.A. 5108

General Meetings are held on the third Wednesday of each Month

Field Days are held on the last Sunday of each Month except for December

Twilight Runs are held on the second Saturday October to March.

A.B.N. 66 618 290 196

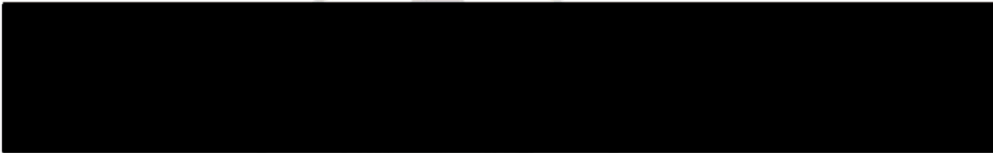
Monday 3<sup>rd</sup> August 2020

To: - Mechelle Potter  
Administrative Coordinator  
Personal & Admin Support

Dear Mechelle.

**Subject:- Ongoing cost associated with the running of the  
Penfield Model Engineers Society Inc.**

Please find attached a summary of the ongoing costs associated with the running/operation of the Penfield Model Engineers Society.




Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Lynn Venning'.

Lynn Venning  
President

Public entrance from the Car Park situated on Woomera Road Edinburgh 5111  
Covered footwear must be worn at all times when riding on the trains.

**PENFIELD MODEL ENGINEERS SOCIETY INC.  
COMMITTEE MEETING  
HELD AT PMES, WOOMERA ROAD EDINBURGH SA  
ON SATURDAY 11th July 2020**

<b>Welcome</b>	Open at 1245
<b>Present</b>	Gerry Dowling, Lynn Venning, Peter Henley, John Hall, Geoff Ward, Paul Cain, Michael Wilhelm and Mark Hampel
<b>Guests</b>	
<b>Apologies</b>	
<b>Minutes of previous meeting</b>	The minutes of the previous meeting 13 <sup>th</sup> Jun 2020 were read. <b>Geoff Ward</b> moved that the minutes be accepted. Seconded by <b>Paul Cain</b> <b>CARRIED</b>
<b>Business Arising</b>	Nil
<b>Correspondence</b>	[REDACTED]
<b>Business Arising</b>	Nil
<b>Treasurer's Report</b>	 [REDACTED]
<b>Reports</b>	
<b>General Business</b>	Lynn Venning is preparing a submission to Salisbury Council with regard to asking for assistance due COVID-19 restrictions. Moved <b>Geoff Ward</b> , seconded <b>Paul Cain</b> and <b>CARRIED</b> that we ask Salisbury Council for assistance.
	[REDACTED]
	[REDACTED]

	[REDACTED]
Meeting declared closed at 1330 hrs.	

Read and confirmed as a true and correct record:



.....  
President

17/07/2020  
Date

FINANCIAL STATEMENT 2018/2019		Cash Flow	
GENERAL CHEQUE ACCOUNT			
Monies OUT		Monies IN	
Bank Charges	\$ 81.25	Interest Received	\$ 7.47
Loco & Rollingstock Maintenance	\$ 4,705.71	Retail Sales	\$ 2,166.50
Track	\$ 4,629.53	Membership Received	\$ 5,045.00
Grounds & Building Maintenance	\$ 5,390.67	Gate Receipts	\$ 24,506.10
Garden & HO Railways	\$ 1,067.17	Refunds and Donations	\$ 113.97
PSA M/Ship, Utilities & Insurance	\$ 7,882.84	PSA Reimbursement	\$ 168.00
Phone Landline & Mobile	\$ 1,244.25		
Office Printing & Stationary	\$ 176.96		
Salisbury Council Water	\$ 1,768.50		
AALS Subs & Insurance	\$ 3,204.00		
Sundry Payments	\$ 1,065.00		
Veolia Waste Services	\$ 1,170.82		
Quarter Sacale Cars	\$ 24.45		
Total Bank Payments	\$ 30,289.93	Bank Deposits	\$ 29,076.20
Total Cash Payments	\$ 2,061.22	Receipts Not Banked	\$ 2,910.80
Total Payments	\$ 32,351.15	Total Receipts	\$ 31,978.00
		Cash on Hand	\$ 798.93
		<u>Balance in account</u>	<u>\$ 3,589.79</u>
BONUS SAVER ACCOUNT			
Monies OUT		Opening Balance 1/7/18	
APR Plastic	\$ 1,489.83	Monies IN	\$ 13,078.61
		Gate receipts	\$ 240.00
		Interest	\$ 232.63
Total Payments	\$ 1,489.83	Total Receipts	\$ 472.63
		<u>Balance in account</u>	<u>\$ 12,061.60</u>
CONVENTION ACCOUNT (used for car Easter event)			
Monies OUT		Opening Balabce 1/7/19	
Event trophies	\$ 790.00	Monies IN	\$ 9.25
Plant hire	\$ 490.00	Event Fees	\$ 2,200.00
Total Payments	\$ 1,270.00	Interest	\$ 0.04
		Total receipts	\$ 2,200.04
		<u>Balance in account</u>	<u>\$ 939.29</u>
Total Gate Taking into cheque and bonus saver = \$24746			
Total paid via PayPal = 7577.62 or 30.5%			

FINANCIAL STATEMENT 2019/2020		Cash Flow	
GENERAL CHEQUE ACCOUNT			
Monies OUT		Monies IN	
Bank Charges	\$ 15.00	Interest Received	\$ 1.07
Loco & Rollingstock Maintenance	\$ 3,421.30	Private Parties	\$ -
Track	\$ 2,002.44	Retail Sales	\$ 595.90
Grounds & Building Maintenance	\$ 6,791.13	Membership Received	\$ 4,035.00
Garden & HO Railways	\$ 74.90	Gate Receipts	\$ 10,723.46
PSA M/Ship, Utilities & Insurance	\$ 4,290.84	Refunds & Donations	\$ 600.00
Phone Landline & Mobile	\$ 573.55		
Office Printing & Stationary	\$ 492.82	PSA Reimbursement	\$ 937.90
Salisbury Council Water	\$ 819.40		
AALS Subs & Insurance	\$ 667.09		
Sundry Payments	\$ 823.39		\$ 16,893.33
Veolia Waste Services	\$ 875.35		
Quarter Scale Cars	\$ -	Balance in account	
Total Bank Payments	\$ 19,782.71	Bank Deposits	\$ 18,098.68
Total Cash Payments	\$ 1,064.40	Receipts Not Banked	\$ 1,409.58
Total Payments	\$ 20,847.11	Total Receipts	\$ 19,508.26
		Cash on Hand	\$ 345.18
BONUS SAVER ACCOUNT			
Monies OUT		Opening Balance 1/7/19	\$ 12,061.60
AALS Insurance	\$ 3,283.80	Monies IN	
		Gate receipts	\$ 348.00
Total Payments	\$ 3,283.80	Interest	\$ 150.17
		Total Receipts	\$ 498.17
		Balance in account	\$ 10,172.95
CONVENTION ACCOUNT			
Monies OUT		Opening Balance 1/7/19	\$ 939.28
		Monies IN	
Total Payments	\$ -	Interest	\$ 0.11
		Total receipts	\$ 0.11
		Balance in account	\$ 939.39



Date Due	Paid	for		Amount	Annual Amount
1/07/2020	Annually	Penfield Sporting Association	Affiliation Fees	\$1,740.00	\$1,740.00
30/06/2020	Annually	Penfield Sporting Association	Building Insurance	\$732.00	\$732.00
19/08/2019	Annually	Aust Brokers	Contents/Fire Ins	\$300.00	\$300.00
5/09/2020		Penfield Sporting Association	Electricity/Water	\$631.00	
4/01/2020		Penfield Sporting Association	Electricity/Water	\$579.00	
17/02/2020		Penfield Sporting Association	Electricity/Water	\$271.00	
7/03/2020		Penfield Sporting Association	Electricity/Water	\$458.00	
1/06/2020		Penfield Sporting Association	Electricity/Water	\$69.00	\$2,008.00
7/08/2019	Quarterly	Escape Net	Internet/Phone	\$103.00	
10/10/2019		Escape Net	Internet/Phone	\$152.00	
2/01/2020		Escape Net	Internet/Phone	\$155.00	
20/04/2020		Escape Net	Internet/Phone	\$151.00	\$561.00
26/02/2020		Aust Post	Post Box	\$134.00	\$134.00
30/05/2020	Annually	Web Site Hosting	Web Site	\$140.00	\$140.00
13/07/2019	Quarterly	City of Salisbury	Water	\$277.00	
10/10/2019	Quarterly	City of Salisbury	Water	\$130.00	
4/01/2020	Quarterly	City of Salisbury	Water	\$411.00	
10/05/2020	Quarterly	City of Salisbury	Water	\$466.00	\$1,284.00
4/03/2020	Annually	AALS	Public Liability Ins	\$3,283.00	\$3,283.00
16/08/2019	6 Month	Gully Fire Service	Service Fire Equipt	\$101.00	
4/03/2020	6 Month	Gully Fire Service	Service Fire Equipt	\$184.00	\$285.00
10/10/2019	Quarterly	SA Security Monitoring	Security Monitoring	\$111.00	
2/01/2020	Quarterly	SA Security Monitoring	Security Monitoring	\$111.00	
10/04/2020	Quarterly	SA Security Monitoring	Security Monitoring	\$111.00	
1/07/2020	Quarterly	SA Security Monitoring	Security Monitoring	\$111.00	\$444.00
				\$10,911.00	\$10,911.00
		Average Monthly Spending			
		on essential services is		\$909.00	

Item 7.2.6 - Attachment 1 - Penfield Model Engineers Society - Sports and Community Club Recovery Support Package Grant Application



<b>ITEM</b>	7.2.7
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Rowe Park United
<b>AUTHORS</b>	Charles Mansueto, General Manager Business Excellence, Business Excellence Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority. 1.4 We are proud of our strengths, achievements and cultural diversity. 4.4 We plan effectively to address community needs and identify new opportunities.
<b>SUMMARY</b>	The Rowe Park United Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.

**RECOMMENDATION**

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$4,066 to the Rowe Park United to assist with the following COVID-19 related expenses – Refund of fees due to COVID, March rent, Gas, Electricity, Internet, Canteen stock up post COVID.

**ATTACHMENTS**

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

1. Rowe Park United - Sports and Community Club Recovery Support Package Grant Application

**1. BACKGROUND**

- 1.1 The Rowe Park United Application was received for consideration by the Sport, Recreation and Grants Committee in September 2020.

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 N/A
- 2.2 External
  - 2.2.1 Applicant

**3. REPORT**

- 3.1 An application has been submitted by the Rowe Park United for the Sports and Community Clubs COVID-19 Recovery Support Package
- 3.2 The application meets the Mandatory Criteria and is presented for consideration of the Sports Recreation and Grants Committee under the delegated authority to allocate the funds available and in line with the guidelines and criteria, including the scale which takes into consideration the revenue of the organization.
- 3.3 The Application and supporting documentation is attached for further information with an summary of the application provided below:
- Annual Revenue - \$42,768
  - Amount Requested: \$5,000
  - Why is funding required:  
Due to the COVID-19 restrictions and the shorter season that was put in place we have seen a massive decrease in revenue due to various factors such as
    - unable to run meal nights
    - reduction in player numbers (had to reshape to 3 teams from 4 in 2019)
    - we have had to reduce player fees due to the shortened season.Whilst many of the same outgoings are required.
  - Number of Members – 70 (85% reside in CoS)
  - Breakdown of funding requested:  
Bank Fees - \$650  
Sublease Rent - \$2,200  
Utilities - \$2,200
- 3.4 It is noted in the original application the club had requested costs for sublease rent. Further discussions with the club resulted in this being withdrawn as Council had waived rental payments from April 2020 and other costs eligible for the grant funding were provided/clarified including:
- 3.4.1 Refund of fees due to COVID - \$870.00
- 3.4.2 March rent - \$285.98
- 3.4.3 Gas - \$239.86
- 3.4.4 Electricity - \$1,814.53
- 3.4.5 Internet - \$347.41
- 3.4.6 Canteen stock up post COVID - \$507.64
- 3.5 It is recommended that funding is provided at \$4,066 to cover costs requested.

**4. CONCLUSION / PROPOSAL**

- 4.1 The Rowe Park United Application is submitted to the Committee for consideration.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 07/09/2020



# Sports and Community Clubs COVID-19 Recovery Support Package Grant Application Form



Submission date: 16 July 2020, 4:52PM

Receipt number: 16

Related form version: 16

Question	Response
<b>Mandatory Criteria</b>	
Non Government, Incorporated community organisation or group?	Yes
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 Sports and Community Clubs COVID-19 Recovery Support Package grant is acquitted and evidence must be provided with the Sports & Community Clubs COVID-19 Recovery Support Package grant application	No
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.	Yes
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 Sports and Community Clubs COVID-19 Recovery Support Package grant must have their bank account in the same name).	Yes
A copy of the previous years financial statements and the current financial statements showing any financial impact.	Yes

1 of 5


Can provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments even though revenue has dropped, or loss of revenue, for example cessation of competition that has seen membership fees or canteen/bar revenue drop	Yes
<b>Eligibility and Funding Available</b>	
<b>Applicant Organisation Information</b>	
Organisation Name	Rowe Park United
Organisation Address	Corner Belalie and Beovich Road
Organisation Suburb	Ingle Farm
Organisation Postcode	5098
Prefix	Mr
Contact First Name	Chris
Contact Surname	Grist
Contact Title	Grants Officer
Contact Address	[REDACTED]
Contact Suburb	[REDACTED]
Contact Postcode	[REDACTED]
Contact Telephone	[REDACTED]
Contact Email	[REDACTED]
Name of Person Responsible for the Grant	Chris Grist
Title of Person Responsible for the Grant	Grants Officer
a) Is The Organisation Incorporated?	Yes - Go to question (c)
Incorporated Organisation ASIC Registration Number	[REDACTED]
b) Is The Organisation Operated Under a Parent Organisation?	
Parent Organisation Name	
Parent Organisation ASIC Registration Number	
c) Is The Organisation Community / Non-Profit	Yes
Is The Organisation Endorsed With Deductible Gift Recipient (DGR) Status by The Australian Taxation Office or Australian Charities And Not For Profits Commission?	No
Upload Deductible Gift Recipient Endorsement Evidence Here	
d) Is The Organisation Government Funded	No

2 of 5


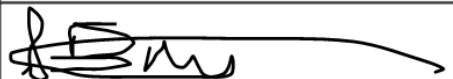


e) Organisation Funding Source/s	Membership Fees Canteen Sponsorships Merchandise
f) Organisation Purpose	Rowe Park United is a ammeter men's soccer club competing in the SA Ammeter Soccer League. It provide's pathways for players not longer eligible to player Junior's to stay together in an environment they have played in for many years, as well as providing opportunity for other players in the local area to play club football (soccer).
Evidence must be provided by way of meeting minutes that the Group / Organisation's Committee has endorsed submission of the Sports & Community Clubs COVID-19 Recovery Support Package Grant Application. Please upload here	<a href="#">RPU Minutes June 2020.pdf</a>
Please provide a copy of the previous years financial statements and the current financial statements showing any financial impact. Please upload here	<a href="#">COVID RPU PL.xlsx</a> <a href="#">22.10.2019 RPU Financial Report.pdf</a>
Please provide the Annual revenue of your Group / Organisation	42768
Please provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments, loss of revenue, etc. Please upload here	<a href="#">COVID RPU PL.xlsx</a>
Full Bank / Credit Union Account Name	[REDACTED]
Financial Institution Name	[REDACTED]
Financial Institution Branch Location	[REDACTED]
<b>GST Declaration</b>	
Is Your Group / Organisation Registered For GST?	No
Does The Group Organisation Have an ABN?	Yes - Please quote the ABN below
If Your Organisation Has an ABN Enter it Here	[REDACTED]
I am providing my services as a private recreational pursuit or hobby	No
I am providing my services as an individual without a reasonable expectation of profit or gain	No
Group / Organisation	Rowe park united
Name / Position	Chris grist / grants officer

3 of 5

Declaration Where No ABN is Required Signature	 <a href="#">Link to signature</a>
Signature Date	29/06/2020
Why Funding is Required?	
Details of Why Funding is Required	<p>Due to the covid 19 restrictions and the shorter season that was put in place we have seen a massive decrease in revenue due to various factors such as</p> <ul style="list-style-type: none"> <li>- unable to run meal nights</li> <li>- reduction in player numbers (had to reshape to 3 teams from 4 in 2019)</li> <li>- we have had to reduce player fees due to the shortened season.</li> </ul> <p>Whilst many of the same outgoings are required</p>
Amount Requested	
Amount of Grant Funding Requested	5000
Upload Any Other Relevant Information to The Application	
Which Category Best Describes What You Are Applying For?	Any operating cost associated with the running of the club
Further Details	
Number of Members	70
Percent of Membership That Reside in The City of Salisbury	85
Item Cost 1 - Name And Amount (\$)	Bank Fees - \$650
Item Cost 2 - Name And Amount (\$)	Sublease Rent - \$2200
Item Cost 3 - Name And Amount (\$)	Utilities - \$2200
Item Cost 4 - Name And Amount (\$)	
Item Cost 5 - Name And Amount (\$)	
Item Cost 6 - Name And Amount (\$)	
Item Cost 7 - Name And Amount (\$)	
Item Cost 8 - Name And Amount (\$)	
Item Cost 9 - Name And Amount (\$)	
Item Cost 10 - Name And Amount (\$)	
Item Cost 11 - Name And Amount (\$)	
Item Cost 12 - Name And Amount (\$)	
Item Cost 13 - Name And Amount (\$)	
Item Cost 14 - Name And Amount (\$)	

4 of 5

Item Cost 15 - Name And Amount (\$)	
Itemised Cost TOTAL (Including GST) (\$)	
Quote Upload (If Applicable)	
<b>Application Declaration</b>	
I acknowledge that I am authorised to make this application on behalf of the Organisation.	Signer 1 Signer 2
I acknowledge that the information provided in this application is true and correct.	Signer 1 Signer 2
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury.	Signer 1 Signer 2
I acknowledge that, should this Application be successful in obtaining Sports & Community Clubs COVID-19 Recovery Support Package Grant funding, our Organisation will complete an acquittal if requested, as set out in the Acceptance of Sports & Community Grant.	Signer 1 Signer 2
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury may request further information.	Signer 1 Signer 2
On behalf of	Rowe Park United
Signer 1 Name / Position	Chris Grist / Grants
Signer 1 Signature	 <a href="#">Link to signature</a>
Signer 1 Signature Date	29/06/2020
Signer 2 Name / Position	Sam Binyon / Secretary
Signer 2 Signature	 <a href="#">Link to signature</a>
Signer 2 Signature Date	29/06/2020

5 of 5

**Rowe Park United  
General Committee Meeting**

**Date: 23/06/2020**  
**Meeting Opened at: 6.35pm**

<b>Present</b>	Neville Binyon (Chair), Lucas Mount (General), Sam Binyon (Secretary/registrar), Rick Garrucio (Canteen), Nathan Knight (General)
<b>Apologies</b>	Julie Garrucio (Canteen), Chris Grist (Grants), Prescilla Pearson (Treasurer)

<b>Previous minutes</b>	Read by Lucas Mount	Seconded by: Nathan Knight
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<b>Opening remarks</b>		
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	Item	Action
<b>Correspondence In</b>	██████████ ██████████████████ ██████████████████ ██████	██████████████████

<b>Correspondence Out</b>	NIL	
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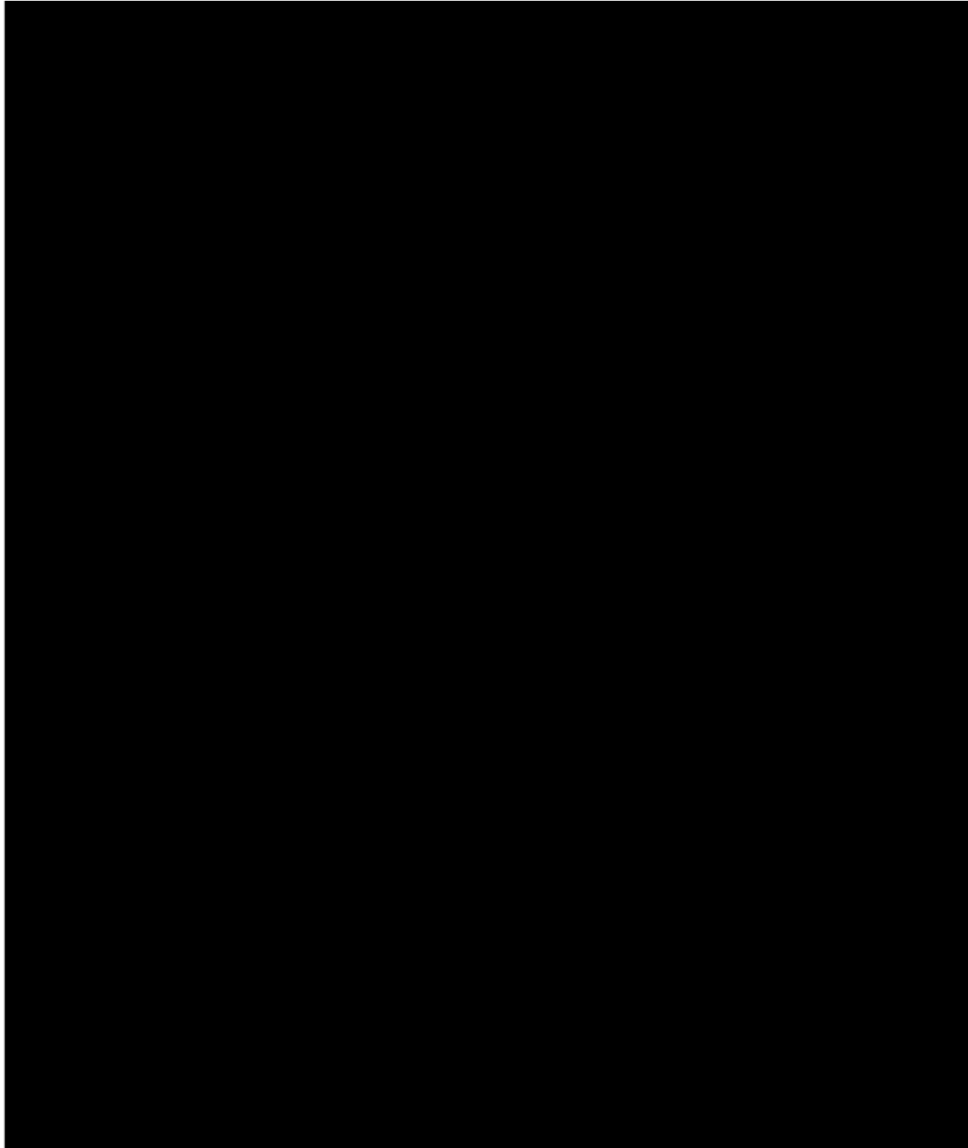
<b>President's Report</b>	██████████████████ ██████████	██████████████████ ██████████████████ ██████████████████
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<b>Vice-President's Report</b>	██████████████████ ██████████████████ ██████	██████████████████
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<b>Treasurer's Report</b>	██████████████████	██████████████████ ██████████████████ ██████████████████ ██████ ██████████████████ ██████████████████ ██████████████████
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**Item 7.2.7 - Attachment 1 - Rowe Park United - Sports and Community Club Recovery Support Package Grant Application**





<b>CLOSED.</b>	7.35pm
<b>NEXT MEETING.</b>	

Chairman. Neville Binyon

  
\_\_\_\_\_

Secretary. Samantha Binyon

  
\_\_\_\_\_

### Shared Objects

- Discourage sharing of items that are difficult to clean, sanitize, or disinfect. Do not let players share towels, clothing, or other items they use to wipe their faces or hands.
- Make sure there are adequate supplies of shared items to minimize sharing of equipment to the extent possible (e.g., protective gear, balls, bats, water bottles); otherwise, limit use of supplies and equipment to one group of players at a time and clean and disinfect between use.
  - Keep each player's belongings separated from others' and in individually labeled containers, bags, or areas.
  - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils. Offer hand sanitizer or encourage hand washing.



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Torrensville SA 5031

PO Box 540  
Torrensville SA 5031

tel [08] 8234 0055  
fax [08] 8234 1642

enquiry@cmaca.com.au  
[www.cmaca.com.au](http://www.cmaca.com.au)

ABN 46 008 213 787



**Rowe Park United Incorporated**  
[REDACTED]  
**Financial Statements**  
**For the year ended 22 October 2019**

 **CMA Chartered Accountants** Financial & Management Accounting | Business & Tax Planning | Coaching | Business Development & Auditing | Bookkeeping Services  
 **CMA Wealth Solutions** Self Managed Super Funds | Financial Planning | Risk Insurance | Wealth Creation | Asset Protection | Retirement Planning  
 **CMA Finance** Commercial Lending | Residential Lending | Loans | Leases | Hire Purchases | Refinancing  
Ludlow Design Pty Ltd ACN 008 213 787 trading as CMA Chartered Accountants "Liability limited by a scheme approved under Professional Standards Legislation"



**Rowe Park United Incorporated**



**Contents**

Committee's Report

Income and Expenditure Statement

Balance Sheet

Notes to the Financial Statements

Statement by Members of the Committee

**Rowe Park United Incorporated**

**Committee's Report**

Your committee members submit the financial report of Rowe Park United Incorporated for the financial year ended 22 October 2019.

These accounts cover the period 23 October 2018 to 22 October 2019.

**Committee Members**

The name of each member of the committee during the year at the date of the report;

Neville Binyon	Chairperson
Prescilla Westall	Treasurer

**Principal Activities**

The principal activities of the association during the financial year were: Junior Soccer Club

**Significant Changes**

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

**Operating Result**

The operating result from ordinary activities after providing for income tax amounted to:

Year ended 30 September 2018 – a profit of \$12,741

Year ended 22 October 2019 – a loss of (\$8,091)

Signed in accordance with a resolution of the members of the Committee.

**Committee Member:**

\_\_\_\_\_  
Neville Binyon (Chairperson)

**Committee Member:**

\_\_\_\_\_  
Prescilla Westall (Treasurer)

**Dated this 21 November 2019**

**Rowe Park United  
Profit and Loss Statement  
For the Year ended 22 October 2019**

	2019	2018
	\$	\$
<b>Income</b>		
Club Income	42,768	64,285
	<u>42,768</u>	<u>64,285</u>
<b>Expenditure</b>		
Audit Fees	1,100	1,595
Bank Charges	685	659
Coaching	3,000	3,000
General Expenses	-	2,385
Office Expenses & Internet	663	-
Purchases - Apparel	5,434	10,729
Purchases - Food and Beverage	8,895	8,978
Purchases - General	12,839	3,173
Player Fees Refunded	770	1,000
Referee Fees	-	2,906
Presentation Day	10,821	7,110
Registration Fees	135	7,644
Rent	2,236	-
Trophies	1,908	2,365
Utilities	2,191	-
Waste Disposal	182	-
	<u>50,859</u>	<u>51,544</u>
<b>Net Current Year Surplus/ (Loss)</b>	<u>(8,091)</u>	<u>12,741</u>

*The accompanying notes form part of these financial statements.  
These financial statements have not been subject to audit or review and should be read in conjunction with the  
attached Compilation Report.*

- 2 -

**Rowe Park United  
Balance Sheet  
As at 22 October 2019**

	2019	2018
	\$	\$
<b>Equity</b>		
Retained Surplus	16,310	26,339
<b>Total Equity</b>	<u>16,310</u>	<u>26,339</u>
Represented by:		
<b>Current Assets</b>		
Cash at Bank - Bank SA 287 440	16,973	27,649
Cash at Bank - Bank SA 823 540	1,909	1,190
	<u>18,882</u>	<u>28,839</u>
<b>Total Assets</b>	<u>18,882</u>	<u>28,839</u>
<b>Current Liabilities</b>		
Loans to other related entities	2,572	2,500
	<u>2,572</u>	<u>2,500</u>
<b>Total Liabilities</b>	<u>2,572</u>	<u>2,500</u>
<b>Net Assets</b>	<u>16,310</u>	<u>26,339</u>

*The accompanying notes form part of these financial statements.  
These financial statements have not been subject to audit or review and should be read in conjunction with the  
attached Compilation Report.*

- 3 -

**Rowe Park United Incorporated**  
**Notes to the Financial Statements**  
**For the Year ended 22 October 2019**

1. **Summary of Significant Accounting Policies**

(a) **Basis of Preparation**

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

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

(b) **Cash and Cash Equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

Bank overdrafts also form part of cash equivalents and presented within current liabilities on the balance sheet.

(c) **Provisions**

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

(d) **Employee Benefits**

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

(e) **Property, Plant and Equipment**

Property, plant and equipment are carried at cost, independent or Association's valuation. All assets excluding freehold land, are depreciated over their useful lives to the business.

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

(f) **Income Tax**

Under current legislation, the business is not liable for income tax as its taxable income is recognised in the income tax returns of the business owner.

*The accompanying notes form part of these financial statements.  
 These financial statements have not been subject to audit or review and should be read in  
 conjunction with the attached Compilation Report.*

- 4 -

**Rowe Park United Incorporated**  
**Notes to the Financial Statements**  
**For the Year ended 22 October 2019**

(g) **Leases**

Operating Leases

The minimum rental revenue of operating leases with fixed rental increases, where the lessor effectively retains substantially all of the risks and benefits of ownership of the leased item, are recognised on a straight line basis.

Revenue from other leases is recognised in accordance with the lease agreement, which is considered to best represent the pattern of service rendered through the provision of the leased asset.

(h) **Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

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

Sale of Goods

Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

Interest Revenue

Interest is recognised using the effective interest method.

Rendering of Services

Revenue in relation to rendering of services is recognised depends on whether the outcome of the services can be measured reliably. If this is the case then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably measured then revenue is recognised to the extent of expenses recognised that are recoverable.

(i) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

*The accompanying notes form part of these financial statements.  
 These financial statements have not been subject to audit or review and should be read in conjunction with the attached Compilation Report.*

- 5 -

**Rowe Park United Incorporated  
Notes to the Financial Statements  
For the Year ended 22 October 2019**

---

(j) **Impairment of Non-Financial Assets**

At the end of each reporting period the association determines whether there is an evidence of an impairment indicator for non-financial assets.

Where this indicator exists and regardless for goodwill, indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss , except for goodwill.

*The accompanying notes form part of these financial statements.  
These financial statements have not been subject to audit or review and should be read in  
conjunction with the attached Compilation Report.*

- 6 -

**Rowe Park United Incorporated**  
**Statement by Members of the Committee**  
**For the Year ended 22 October 2019**

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

In the opinion of the committee the financial report as set out on pages 1 to 6:

1. Presents a true and fair view of the financial position of Rowe Park United Incorporated as at 22 October 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Rowe Park United Incorporated will be able to pay its debts as and when they fall due.

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

**President:**

\_\_\_\_\_  
Neville Binyon

**Treasurer:**

\_\_\_\_\_  
Prescilla Westall

**Dated this 21<sup>st</sup> day of November 2019**

- 7 -



**Rowe Park United  
Bank Reconciliation**



		\$
<b>Balance per bank statement 23 October 2019</b>		<b>\$ 16,972.86</b>
Add: Receipts		\$ 16,303.53
Less: Payments		\$ 23,180.74
<b>Total</b>		<b>\$ 10,095.65</b>
<b>Balance per bank statement 31 May 2020</b>		<b>\$ 10,095.65</b>
Discrepancy		\$ -
<b>Profit Amount</b>		<b>-\$ 6,877.21</b>



<b>ITEM</b>	7.2.8
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Ingle Farm Junior Soccer Club
<b>AUTHORS</b>	Charles Mansueto, General Manager Business Excellence, Business Excellence Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority. 1.4 We are proud of our strengths, achievements and cultural diversity. 4.4 We plan effectively to address community needs and identify new opportunities.
<b>SUMMARY</b>	Ingle Farm Junior Soccer Club Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.

**RECOMMENDATION**

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to the Ingle Farm Junior Soccer Club to assist with the following COVID-19 related expenses – Refund of fees due to COVID, March rent, Gas, Electricity, Canteen stock up post COVID.

**ATTACHMENTS**

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

1. Ingle Farm Junior Soccer Club - Sports and Community Club Recovery Support Package Grant Application

**1. BACKGROUND**

- 1.1 The Ingle Farm Junior Soccer Club Application was received for consideration by the Sport, Recreation and Grants Committee in September 2020.

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 N/A
- 2.2 External
  - 2.2.1 Applicant

### 3. REPORT

- 3.1 An application has been submitted by the Ingle Farm Junior Soccer Club for the Sports and Community Clubs COVID-19 Recovery Support Package
- 3.2 The application meets the Mandatory Criteria and is presented for consideration of the Sports Recreation and Grants Committee under the delegated authority to allocate the funds available and in line with the guidelines and criteria, including the scale which takes into consideration the revenue of the organization.
- 3.3 The Application and supporting documentation is attached for further information with an summary of the application provided below:
  - Annual Revenue - \$141,585
  - Amount Requested: \$5,000
  - Why is funding required:

For October until May last season (2019), we had made a profit of \$33k.

This year (2020) same time-frame the profit showed as \$28k. Our outgoing expenses still require us to buy the same count of equipment and player apparel plus COVID related gear. Extra hygiene standard cleaning included & extra equipment/apparel cleaning & canteen/club-room cleaning equipment.
  - Number of Members – 450 (60% reside in CoS)
  - Breakdown of funding requested:

Bank fees \$980  
Cleaning \$680  
Utilities \$8,000  
Pest control \$560
- 3.4 Further discussions with the club resulted in these being withdrawn as the above costs were incurred prior to 1 March 2020 with other costs eligible for the grant funding being provided including:
  - 3.4.1 Refund of fees due to COVID - \$2,525
  - 3.4.2 March rent - \$285.98
  - 3.4.3 Gas - \$559.66
  - 3.4.4 Electricity - \$471.94
  - 3.4.5 July Electricity - \$7,258.15
  - 3.4.6 Canteen stock up post COVID - \$452.03
- 3.5 It is recommended that funding is provided at \$5,000 to cover costs requested.

### 4. CONCLUSION / PROPOSAL

- 4.1 The Ingle Farm Junior Soccer Club Application is submitted to the Committee for consideration.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 07/09/2020



# Sports and Community Clubs COVID-19 Recovery Support Package Grant Application Form



Submission date: 16 July 2020, 8:44PM

Receipt number: 15


Related form version: 16

Question	Response
<b>Mandatory Criteria</b>	
Non Government, Incorporated community organisation or group?	Yes
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 Sports and Community Clubs COVID-19 Recovery Support Package grant is acquitted and evidence must be provided with the Sports & Community Clubs COVID-19 Recovery Support Package grant application	No
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.	Yes
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 Sports and Community Clubs COVID-19 Recovery Support Package grant must have their bank account in the same name).	Yes
A copy of the previous years financial statements and the current financial statements showing any financial impact.	Yes

Can provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments even though revenue has dropped, or loss of revenue, for example cessation of competition that has seen membership fees or canteen/bar revenue drop	Yes
<b>Eligibility and Funding Available</b>	
<b>Applicant Organisation Information</b>	
Organisation Name	Ingle Farm Junior Soccer Club
Organisation Address	Corner Beovich and Belalie road
Organisation Suburb	Ingle Farm
Organisation Postcode	5098
Prefix	Mrs
Contact First Name	Samantha
Contact Surname	Binyon
Contact Title	GRANTS OFFICER
Contact Address	[REDACTED]
Contact Suburb	[REDACTED]
Contact Postcode	[REDACTED]
Contact Telephone	[REDACTED]
Contact Email	[REDACTED]
Name of Person Responsible for the Grant	SAMANTHA BINYON
Title of Person Responsible for the Grant	GRANTS OFFICER
a) Is The Organisation Incorporated?	Yes - Go to question (c)
Incorporated Organisation ASIC Registration Number	[REDACTED]
b) Is The Organisation Operated Under a Parent Organisation?	No - Go to question (c)
Parent Organisation Name	
Parent Organisation ASIC Registration Number	
c) Is The Organisation Community / Non-Profit	Yes
Is The Organisation Endorsed With Deductible Gift Recipient (DGR) Status by The Australian Taxation Office or Australian Charities And Not For Profits Commission?	No
Upload Deductible Gift Recipient Endorsement Evidence Here	
d) Is The Organisation Government Funded	No
e) Organisation Funding Source/s	
f) Organisation Purpose	



2 of 5



Evidence must be provided by way of meeting minutes that the Group / Organisation's Committee has endorsed submission of the Sports & Community Clubs COVID-19 Recovery Support Package Grant Application. Please upload here	<a href="#">Ingle Farm Junior Soccer Club Jul Meeting Minute.pdf</a>
Please provide a copy of the previous years financial statements and the current financial statements showing any financial impact. Please upload here	<a href="#">30.06.2018 IFJSC Financial Report.pdf</a>
Please provide the Annual revenue of your Group / Organisation	141,585
Please provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments, loss of revenue, etc. Please upload here	<a href="#">COVID Ingle Farm Junior Soccer Club PL.xlsx</a>
Full Bank / Credit Union Account Name	[REDACTED]
Financial Institution Name	[REDACTED]
Financial Institution Branch Location	[REDACTED]
GST Declaration	
Is Your Group / Organisation Registered For GST?	No
Does The Group Organisation Have an ABN?	Yes - Please quote the ABN below
If Your Organisation Has an ABN Enter it Here	[REDACTED]
I am providing my services as a private recreational pursuit or hobby	
I am providing my services as an individual without a reasonable expectation of profit or gain	
Group / Organisation	Ingle Farm Junior Soccer Club
Name / Position	Samantha Binyon/Grants officer
Declaration Where No ABN is Required Signature	 <a href="#">Link to signature</a>
Signature Date	16/07/2020
Why Funding is Required?	

Details of Why Funding is Required	For October until May last season (2019), we had made a profit of 33k This year (2020) same time-frame the profit showed as \$28k. Our outgoing expenses still require us to buy the same count of equipment and player apparel plus covid related gear. Extra hygiene standard cleaning included & extra equipment/ apparel cleaning & canteen/ club-room cleaning equipment.
<b>Amount Requested</b>	
Amount of Grant Funding Requested	5000
Upload Any Other Relevant Information to The Application	
Which Category Best Describes What You Are Applying For?	Any operating cost associated with the running of the club Costs to replenish any food products used to generate an income for the club that may have been needing to be disposed of Equipment to improve hygiene practices Equipment required to commence competition or program run by the club Funding of programs and or training that support improvement of club member's wellbeing Any other cost associated with the impact of COVID-19
<b>Further Details</b>	
Number of Members	450
Percent of Membership That Reside in The City of Salisbury	60%
Item Cost 1 - Name And Amount (\$)	Bank fees \$980
Item Cost 2 - Name And Amount (\$)	Cleaning \$680
Item Cost 3 - Name And Amount (\$)	Utilities \$8000
Item Cost 4 - Name And Amount (\$)	Pest control \$560
Item Cost 5 - Name And Amount (\$)	
Item Cost 6 - Name And Amount (\$)	
Item Cost 7 - Name And Amount (\$)	
Item Cost 8 - Name And Amount (\$)	
Item Cost 9 - Name And Amount (\$)	
Item Cost 10 - Name And Amount (\$)	
Item Cost 11 - Name And Amount (\$)	
Item Cost 12 - Name And Amount (\$)	
Item Cost 13 - Name And Amount (\$)	
Item Cost 14 - Name And Amount (\$)	
Item Cost 15 - Name And Amount (\$)	
Itemised Cost TOTAL (Including GST) (\$)	\$10,220

4 of 5

Quote Upload (If Applicable)	<a href="#">expenditure 2018 to 19.PNG</a>
<b>Application Declaration</b>	
I acknowledge that I am authorised to make this application on behalf of the Organisation.	Signer 1 Signer 2
I acknowledge that the information provided in this application is true and correct.	Signer 1 Signer 2
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury.	Signer 1 Signer 2
I acknowledge that, should this Application be successful in obtaining Sports & Community Clubs COVID-19 Recovery Support Package Grant funding, our Organisation will complete an acquittal if requested, as set out in the Acceptance of Sports & Community Grant.	Signer 1 Signer 2
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury may request further information.	Signer 1 Signer 2
On behalf of	Ingle Farm Junior Soccer Club
Signer 1 Name / Position	Samantha Jean Binyon
Signer 1 Signature	 <a href="#">Link to signature</a>
Signer 1 Signature Date	16/07/2020
Signer 2 Name / Position	Hue Kieu / Secretary
Signer 2 Signature	 <a href="#">Link to signature</a>
Signer 2 Signature Date	16/07/2020

**Ingle Farm Junior Soccer Club  
General Committee Meeting**

**Date: 6/6/2020**  
**Meeting Opened at: 7:00pm**

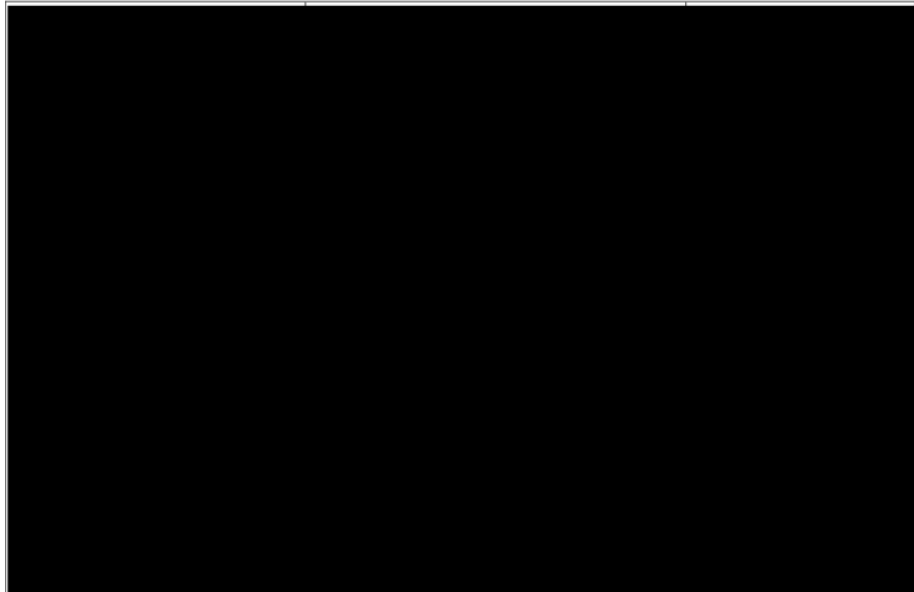
<b>Present</b>	Neville Binyon, Simon Venour, Hue Kieu, Prescilla Westall, Liliana Skeens, Sam Binyon, Domenico Parrella, Rick Garrucio, Julie Garrucio, Scott McNeill & Heather Edwards
<b>Apologies</b>	Kristy De Vries & Kelly Jackson

**1. ACTION POINTS OF PREVIOUS MEETING**

MINUTES	ACTION
<b>Pervious minutes read and accepted</b>	Accepted by Sam Binyon. Seconded by Liliana Skeens. Motion: vote in favour of minutes being accepted. Vote: unanimous. Motion carried.

**1. NEW BUSINESS**

Item	Action
------	--------



Simon enters 7:03pm  
Rick enters 7:05pm

Item	Action
[Redacted]	
<p><b>Grants Officer Report</b></p>	<ul style="list-style-type: none"> <li>• City of Salisbury Pandemic Assistant grant. Will apply for grant on behalf of IFJSC.</li> </ul> <p>Discussed. Sam motion to apply for City of Salisbury Pandemic Assistant grant. Second by Hue Kieu. Vote: majority for. Motion passed.</p>
[Redacted]	



<b>3. CLOSED.</b>	<b>8:17pm</b>
<b>4. NEXT MEETING.</b>	<b>3<sup>rd</sup> July 2020</b>



219 Henley Beach Road  
Torrensville SA 5031

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[www.cmaca.com.au](http://www.cmaca.com.au)

ABN 46 008 213 787



**Ingle Farm Junior Soccer Club Incorporated**  
ABN [REDACTED]

**Financial Statements**  
**For the year ended 30 September 2019**

 **CMA Chartered Accountants** Financial & Management Accounting | Business & Tax Planning | Coaching | Business Development & Auditing | Bookkeeping Services  
 **CMA Wealth Solutions** Self Managed Super Funds | Financial Planning | Risk Insurance | Wealth Creation | Asset Protection | Retirement Planning  
 **CMA Finance** Commercial Lending | Residential Lending | Loans | Leases | Hire Purchases | Refinancing  
Ludlow Design Pty Ltd ACN 008 213 787 trading as CMA Chartered Accountants "Liability limited by a scheme approved under Professional Standards Legislation"

**Ingle Farm Junior Soccer Club Incorporated**



**Contents**

Committee's Report

Income and Expenditure Statement

Balance Sheet

Notes to the Financial Statements

Statement by Members of the Committee



**Ingle Farm Junior Soccer Club Incorporated**

**Committee's Report**

Your committee members submit the financial report of Ingle Farm Junior Soccer Club Incorporated for the financial year ended 30 September 2019.

**Committee Members**

The name of each member of the committee during the year at the date of the report;

Neville Binyon	Chairperson
Prescilla Westall	Treasurer

**Principal Activities**

The principal activities of the association during the financial year were: Junior Soccer Club

**Significant Changes**

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

**Operating Result**

The profit from ordinary activities after providing for income tax amounted to:

Year ended 30 September 2018 - \$2,292

Year ended 30 September 2019 - \$13,666

Signed in accordance with a resolution of the members of the Committee.

**Committee Member:**

\_\_\_\_\_  
Neville Binyon (Chairperson)

**Committee Member:**

\_\_\_\_\_  
Prescilla Westall (Treasurer)

**Dated this 25<sup>th</sup> day of October 2019**

- 1 -

**Ingle Farm Junior Soccer Club Incorporated  
Income and Expenditure Statement  
For the Year ended 30 September 2019**

	2019	2018
	\$	\$
<b>Income</b>		
Club functions income	141,240	141,707
Interest Received	345	763
	141,585	142,470
<b>Expenditure</b>		
Accountancy Fees	3,300	2,612
Advertising and promotion	-	241
Bank fees and charges	984	352
Cleaning and rubbish removal	677	498
Depreciation - Plant & Equipment	3,140	3,140
Domain Hosting	662	-
Utilities	8,113	9,262
Player Fees Refunded	985	-
General Expenses	1,245	118,619
Insurance	6,123	2,090
Purchases - Apparel	20,635	-
Purchases - Equipment	8,446	-
Purchases - Food and Beverage	19,156	-
Purchases - General	6,451	-
Trophies	8,302	-
Registration Fees	13,249	-
Photos	5,421	-
Pest Control	561	-
Postage	130	364
Printing & Stationery	-	416
Presentation Day	2,362	-
Referee Fees	10,698	-
Rent on land and building	7,279	2,584
	127,919	140,178
<b>Profit before Income Tax</b>	<b>13,666</b>	<b>2,292</b>

*The accompanying notes form part of these financial statements.  
These financial statements have not been subject to audit or review and should be read in conjunction with the attached Compilation Report.*

**Ingle Farm Junior Soccer Club Incorporated  
Balance Sheet  
As at 30 September 2019**

	2019	2018
	\$	\$
<b>Equity</b>		
Opening retained profits	105,680	103,388
Retained Profits	13,666	2,292
<b>Total Equity</b>	<b>119,346</b>	<b>105,680</b>
Represented by:		
<b>Current Assets</b>		
Cash at Bank - BSA 0513 034 540	76,628	58,203
Cash at Bank - BSA 0071 696 540	595	59
Cash at Bank - BSA TD 4035 818 260	14,431	14,086
Loans and other related companies	2,572	5,072
	94,226	77,420
<b>Non-Current Assets</b>		
Plant & Equipment	31,400	31,400
Less Accumulated Depreciation & Impairment	6,280	3,140
	25,120	28,260
<b>Total Assets</b>	<b>119,346</b>	<b>105,680</b>
<b>Net Assets</b>	<b>119,346</b>	<b>105,680</b>

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**Ingle Farm Junior Soccer Club Incorporated  
Notes to the Financial Statements  
For the Year ended 30 September 2019**

---

1. **Summary of Significant Accounting Policies**

(a) **Basis of Preparation**

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

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

(b) **Cash and Cash Equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

Bank overdrafts also form part of cash equivalents and presented within current liabilities on the balance sheet.

(c) **Provisions**

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

(d) **Employee Benefits**

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

(e) **Property, Plant and Equipment**

Property, plant and equipment are carried at cost, independent of Association's valuation. All assets excluding freehold land, are depreciated over their useful lives to the business. Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

(f) **Income Tax**

Under current legislation, the business is not liable for income tax as its taxable income is recognised in the income tax returns of the business owner.

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conjunction with the attached Compilation Report.*

- 4 -

**Ingle Farm Junior Soccer Club Incorporated**  
**Notes to the Financial Statements**  
**For the Year ended 30 September 2019**

---

(g) **Leases**

Operating Leases

The minimum rental revenue of operating leases with fixed rental increases, where the lessor effectively retains substantially all of the risks and benefits of ownership of the leased item, are recognised on a straight line basis.

Revenue from other leases is recognised in accordance with the lease agreement, which is considered to best represent the pattern of service rendered through the provision of the leased asset.

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

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Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

Interest Revenue

Interest is recognised using the effective interest method.

Rendering of Services

Revenue in relation to rendering of services is recognised depends on whether the outcome of the services can be measured reliably. If this is the case then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably measured then revenue is recognised to the extent of expenses recognised that are recoverable.

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Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

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- 5 -

**Ingle Farm Junior Soccer Club Incorporated  
Notes to the Financial Statements  
For the Year ended 30 September 2019**

---

(j) **Impairment of Non-Financial Assets**

At the end of each reporting period the association determines whether there is an evidence of an impairment indicator for non-financial assets.

Where this indicator exists and regardless for goodwill, indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

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- 6 -

**Ingle Farm Junior Soccer Club Incorporated**  
**Statement by Members of the Committee**  
**For the Year ended 30 September 2019**

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

In the opinion of the committee the financial report as set out on pages 1 to 6:

1. Presents a true and fair view of the financial position of Ingle Farm Junior Soccer Club Incorporated as at 30 September 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Ingle Farm Junior Soccer Club Incorporated will be able to pay its debts as and when they fall due.

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

**President:**

\_\_\_\_\_  
Neville Binyon

**Treasurer:**

\_\_\_\_\_  
Prescilla Westall

**Dated this 25<sup>th</sup> day of October 2019**

**Ingle Farm Junior Soccer Club Incorporated  
Income and Expenditure Statement  
For the Year ended 30 September 2019**

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	\$	\$
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Domain Hosting	662	-
Utilities	8,113	9,262
Player Fees Refunded	985	-
General Expenses	1,245	118,619
Insurance	6,123	2,090
Purchases - Apparel	20,635	-
Purchases - Equipment	8,446	-
Purchases - Food and Beverage	19,156	-
Purchases - General	6,451	-
Trophies	8,302	-
Registration Fees	13,249	-
Photos	5,421	-
Pest Control	561	-
Postage	130	364
Printing & Stationery	-	416
Presentation Day	2,362	-
Referee Fees	10,698	-
Rent on land and building	7,279	2,584
	127,919	140,178
<b>Profit before Income Tax</b>	<b>13,666</b>	<b>2,292</b>



**Ingle Farm Junior  
Bank Reconciliation**

████████████████████

	<u>\$</u>
<b>Balance per bank statement 1 October 2019</b>	<b>\$ 76,628.21</b>
Add: Receipts	\$ 96,492.16
Less: Payments	\$ 67,839.51
<b>Total</b>	<b><u>\$ 105,280.86</u></b>
<b>Balance per bank statement 31 May 2020</b>	\$ 105,280.86
Discrepancy	0.00
<b>Profit Amount</b>	<b>\$ 28,652.65</b>



<b>ITEM</b>	7.2.9
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Puddle Jumpers Inc
<b>AUTHORS</b>	Charles Mansueto, General Manager Business Excellence, Business Excellence Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority. 1.4 We are proud of our strengths, achievements and cultural diversity. 4.4 We plan effectively to address community needs and identify new opportunities.
<b>SUMMARY</b>	The Puddle Jumpers Inc Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.

**RECOMMENDATION**

1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to Puddle Jumpers Inc to assist with the following COVID-19 related expenses – truck costs.

**ATTACHMENTS**

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

1. Puddle Jumpers Inc - Sports and Community Club Recovery Support Package Grant Application

**1. BACKGROUND**

- 1.1 The Puddle Jumpers Inc Application was received for consideration by the Sport, Recreation and Grants Committee in September 2020.

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 N/A
- 2.2 External
  - 2.2.1 Applicant

**3. REPORT**

- 3.1 An application has been submitted by Puddle Jumpers Inc for the Sports and Community Clubs COVID-19 Recovery Support Package

- 3.2 The application meets the Mandatory Criteria and is presented for consideration of the Sports Recreation and Grants Committee under the delegated authority to allocate the funds available and in line with the guidelines and criteria, including the scale which takes into consideration the revenue of the organization.
- 3.3 It is noted that Puddle Jumpers Inc. are not based in the City of Salisbury but do provide services to community members within the City of Salisbury through locations at Salisbury East (Girl Guide Hall) and Brahma Lodge Sports Oval. Consideration of this is sought from the committee.
- 3.4 The Application and supporting documentation is attached for further information with an summary of the application provided below:

- Annual Revenue - \$175,000
- Amount Requested: \$5,000
- Why is funding required:

The running costs for our services have increased massively with us now needed to cover the costs for food handling gloves, food containers, rubbish removal and petrol, which was originally supported by our three op shops and donations but has since stopped and/or drastically reduced due to them being closed down in response to the pandemic. This is very much an essential community service and food relief program, especially during the covid-19 and they need funding. Already, Puddle Jumpers operates so lean with all volunteers running the services it wouldn't be affordable to be a paid workforce.

For this grant we are seeking assistance to help cover the costs to fund the purchase of the truck (we've purchased a 3tonne truck).

Puddle jumpers was successful in 2019 to gain \$25,000 to help fund the costs of a truck to expand to the northern suburbs and despite looking and researching with local suppliers we were unable to purchase one here in SA. We recently were successful in purchasing one for NSW and have had it transported here to SA, the cost of the truck however was \$32,000 and then on top of that we have had to pay an additional \$2,500 for registration and an additional \$1600 in insurance for the truck.

We are seeking support for \$5000 towards the truck costs to enable us to run own services including the added areas of the northern suburbs - this would help us recover very much needed costs.

- Number of Members – 1000 (30% reside in CoS)
- Breakdown of funding requested:  
Truck costs - \$5,000

- 3.5 It is recommended that funding is provided at \$5,000 to cover costs requested.

#### 4. CONCLUSION / PROPOSAL

- 4.1 The Puddle Jumpers Inc Application is submitted to the Committee for consideration.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 07/09/2020



# Sports and Community Clubs COVID-19 Recovery Support Package Grant Application Form



Submission date: 16 August 2020, 6:27PM

Receipt number: 41

Related form version: 16

Question	Response
<b>Mandatory Criteria</b>	
Non Government, Incorporated community organisation or group?	Yes
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 Sports and Community Clubs COVID-19 Recovery Support Package grant is acquitted and evidence must be provided with the Sports & Community Clubs COVID-19 Recovery Support Package grant application	No
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.	Yes
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 Sports and Community Clubs COVID-19 Recovery Support Package grant must have their bank account in the same name).	Yes
A copy of the previous years financial statements and the current financial statements showing any financial impact.	Yes

1 of 7


Can provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments even though revenue has dropped, or loss of revenue, for example cessation of competition that has seen membership fees or canteen/bar revenue drop	Yes
<b>Eligibility and Funding Available</b>	
<b>Applicant Organisation Information</b>	
Organisation Name	Puddle Jumpers Incorporated
Organisation Address	52 Pleasant Avenue
Organisation Suburb	Glandore SA
Organisation Postcode	5037
Prefix	Ms
Contact First Name	Melanie
Contact Surname	Tate
Contact Title	CEO & Founder
Contact Address	52, Pleasant, Avenue
Contact Suburb	Glandore
Contact Postcode	5037
Contact Telephone	
Contact Email	mtate@puddlejumper.org.au
Name of Person Responsible for the Grant	Melanie Tate
Title of Person Responsible for the Grant	CEO & Founder
a) Is The Organisation Incorporated?	Yes - Go to question (c)
Incorporated Organisation ASIC Registration Number	Puddle Jumpers Inc
b) Is The Organisation Operated Under a Parent Organisation?	
Parent Organisation Name	
Parent Organisation ASIC Registration Number	
c) Is The Organisation Community / Non-Profit	Yes
Is The Organisation Endorsed With Deductible Gift Recipient (DGR) Status by The Australian Taxation Office or Australian Charities And Not For Profits Commission?	Yes - (evidence must be attached to this application)
Upload Deductible Gift Recipient Endorsement Evidence Here	<a href="#">DGR Puddle Jumpers.jpg</a>
d) Is The Organisation Government Funded	Yes - Go to question (e) and (f)

2 of 7



e) Organisation Funding Source/s	Puddle Jumpers has received a small grant of \$5000 from DHS for hampers at the beginning of COVID period and another \$10,000 grant has just been awarded towards rent for the warehouse. Other Income is received through our op shops (retail income), fundraising and private and public grants and donations. There is also a small amount of income generated for the work for the dole supervisory payments.
f) Organisation Purpose	Puddle Jumpers Inc (PJs) is a non profit, non-government organisation committed to responding to the social development needs of society's most vulnerable children and young people; priority of our work is reserved for children who do not live with their birth parents. We believe all kids matter, and deserve the right to engage in happy and fun experiences in their life.
Evidence must be provided by way of meeting minutes that the Group / Organisation's Committee has endorsed submission of the Sports & Community Clubs COVID-19 Recovery Support Package Grant Application. Please upload here	<a href="#">PJ214Aug2020.doc</a>
Please provide a copy of the previous years financial statements and the current financial statements showing any financial impact. Please upload here	<a href="#">Puddle_Jumpers_Inc_-_Balance_Sheet.pdf</a>
Please provide the Annual revenue of your Group / Organisation	\$175,000
Please provide evidence that the application for grant funding is associated with the club experiencing financial difficulties associated with the impact of COVID-19 through either increased expenditure, inability to reduce a cost, eg rental payments, loss of revenue, etc. Please upload here	<a href="#">Letter for Salisbury.docx</a>
Full Bank / Credit Union Account Name	[REDACTED]
Financial Institution Name	[REDACTED]
Financial Institution Branch Location	[REDACTED]
GST Declaration	
Is Your Group / Organisation Registered For GST?	Yes
Does The Group Organisation Have an ABN?	Yes - Please quote the ABN below
If Your Organisation Has an ABN Enter it Here	[REDACTED]
I am providing my services as a private recreational pursuit or hobby	

3 of 7



I am providing my services as an individual without a reasonable expectation of profit or gain	
Group / Organisation	Puddle Jumpers Inc
Name / Position	Melanie Tate
Declaration Where No ABN is Required Signature	 <a href="#">Uploaded signature image: mel signature.png</a>
Signature Date	16/08/2020
Why Funding is Required?	

Details of Why Funding is Required	<p>The running costs for our services have increased massively with us now needed to cover the costs for food handling gloves, food containers, rubbish removal and petrol, which was originally supporting by our three op shops and donations but has since stopped and/or drastically reduced due to them being closed down in response to the pandemic.</p> <p>This is very much an essential community service and food relief program, especially during the COVID-19 and they need funding. Already, Puddle Jumpers operates so lean with all volunteers running the services it wouldn't be affordable to be a paid workforce.</p> <p>For this grant we are seeking assistance to help cover the costs to fund the purchase of the truck (we've purchased a 3tonne truck. Puddle Jumpers was successful in 2019 to gain \$25,000 to help fund the costs of a truck to expand to the Northern suburbs and despite looking and researching with local suppliers we were unable to purchase one here in SA. We recently were successful in purchasing one for NSW and have had it transported here to SA, the cost of the truck however was \$32,000 and then on top of that we have had to pay an additional \$2,500 for registration and an additional \$1600 in insurance for the truck.</p> <p>We are seeking support for \$5000 towards the truck costs to enable us to run own services including the added areas of the northern suburbs - this would help us recover very much needed costs.</p>
<b>Amount Requested</b>	
Amount of Grant Funding Requested	\$5000
Upload Any Other Relevant Information to The Application	<a href="#">testimonial from covid 19 family.pdf</a>
Which Category Best Describes What You Are Applying For?	<p>Any operating cost associated with the running of the club</p> <p>Equipment to improve hygiene practices</p> <p>Any other cost associated with the impact of COVID-19</p>
<b>Further Details</b>	
Number of Members	1000
Percent of Membership That Reside in The City of Salisbury	30

5 of 7

Item Cost 1 - Name And Amount (\$)	Truck \$5000
Item Cost 2 - Name And Amount (\$)	
Item Cost 3 - Name And Amount (\$)	
Item Cost 4 - Name And Amount (\$)	
Item Cost 5 - Name And Amount (\$)	
Item Cost 6 - Name And Amount (\$)	
Item Cost 7 - Name And Amount (\$)	
Item Cost 8 - Name And Amount (\$)	
Item Cost 9 - Name And Amount (\$)	
Item Cost 10 - Name And Amount (\$)	
Item Cost 11 - Name And Amount (\$)	
Item Cost 12 - Name And Amount (\$)	
Item Cost 13 - Name And Amount (\$)	
Item Cost 14 - Name And Amount (\$)	
Item Cost 15 - Name And Amount (\$)	
Itemised Cost TOTAL (Including GST) (\$)	
Quote Upload (If Applicable)	<a href="#">ss truck invoice.pdf</a>
<b>Application Declaration</b>	
I acknowledge that I am authorised to make this application on behalf of the Organisation.	Signer 1 Signer 2
I acknowledge that the information provided in this application is true and correct.	Signer 1 Signer 2
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury.	Signer 1 Signer 2
I acknowledge that, should this Application be successful in obtaining Sports & Community Clubs COVID-19 Recovery Support Package Grant funding, our Organisation will complete an acquittal if requested, as set out in the Acceptance of Sports & Community Grant.	Signer 1 Signer 2
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury may request further information.	Signer 1 Signer 2
On behalf of	Puddle Jumpers Inc
Signer 1 Name / Position	Melanie Tate

6 of 7

Signer 1 Signature	 <a href="#">Uploaded signature image: mel signature.png</a>
Signer 1 Signature Date	16/08/2020
Signer 2 Name / Position	Bailee Phillips, Project Manager
Signer 2 Signature	 <a href="#">Link to signature</a>
Signer 2 Signature Date	16/08/2020

**Notice of the Meeting of the Management Committee ('Board') of  
Puddle Jumpers Incorporated  
Held Via Circular Email  
Friday 14<sup>th</sup> August 2020**

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**Members**

This notice is sent to: Christopher Miller (Chairman), Melanie Tate (CEO and Secretary), Corey Tavella (Deputy Chairman), Chantha Lake, and Jodie Taylor. Members are to sign below each resolution of which they are in favour.

**Item 1: Salisbury Council Sports and Community Clubs COVID19 Recovery Support Package**

**Resolution:** That Puddle Jumpers applies for the funding application to help us continue the food relief currently being offered in the northern suburbs of Salisbury and Brahma Lodge.

Signed .....

**Item 2: Northern Op Shop**

In an effort to increase funding and presence in the Northern suburbs Puddle Jumpers as time (and current funding) can allow to open a northern opshop

**Resolution:** Puddle Jumpers to seek to open a Northern Op Shop (Salisbury or surrounding suburbs)

Signed .....

**Item 3: Any Other Business**

No other business

**Item 8: Date of Next Meeting**

To be advised

**Signed as a True and Correct Record of this Meeting by the Chairman on**

.....

Christopher Miller

Sports and Community Clubs COVID-19 Recovery Support Package Grant

14<sup>th</sup> August 2020

**Seeking Funds for Essential Service Helping thousands of SA Children and Families**

I am writing to you to ask for your help.



52 Pleasant Avenue  
GLANDORE SA 5037  
www.puddlejumpers.org.au  
T: 08 7071 5270  
E: puddlejumper@jumpinallthepuddles.org

Puddle Jumpers Inc. is a South Australian (volunteer run) NGO that provides essential food relief and welfare services to families and people in need during crisis, and should be given some funding for this, as it is a vital service.

Puddle Jumpers Inc is an essential service and vital for our community. During this pandemic alone, Puddle Jumpers Inc has handed out over *thousands* of food hampers to families and individuals doing it tough.

I founded Puddle Jumpers in 2012 from my kitchen table as I wanted to support South Australia's most vulnerable. As the needs of our clients evolved, our services evolved with them. This included our Award winning weekly Community Food Nights, which expanded to a city reach program in our Adelaide CBD in Hurtle Square, and their (currently postponed) Food Nights in Salisbury East.

Since the news of COVID-19, I (and my team) have been working to meet the demands of our community's needs. As Puddle Jumpers works with societies most vulnerable children, we have been inundated with calls for help all around South Australia from children and families in such terrible situations. We have had single mothers come to us, starved for their children to have food on the table, individuals going without the basic necessities and some stuck in terrible situations such as domestic violence due to isolation. These please for help have not come just from families themselves but also from Government Schools and Departments. This includes the Department for Child Protection, who just last week sought from them, 50 hampers for families and children at risk.

***All for no cost to the families, as this work is vital to saving children and families at this time.***

The messages and calls are constant, and it has seen the children's charity quickly adapt and expand its services to help more children and families by expanding Central, North and South of Adelaide with its unique 'drive-by food collections'. And now at more than 9 locations a week, we are providing access to free essential food parcels to those in need.

All other food relief organisations that are providing food relief to our community offer it at a cost – approximately \$20 a hamper – which is not affordable for many of the families or individuals in isolation that need this food relief. My team of volunteers were quick to respond to the unprecedented increase in food relief across South Australia. So much so that in the past 4 weeks, we have provided roughly 3000 food relief parcels / hampers to people in desperate need.



In light of this, the running costs for our services have increased massively with us now needed to cover the costs for food handling gloves, food containers, rubbish removal and petrol, which was originally supporting by our three op shops and donations but has since stopped and/or drastically reduced due to them being closed down in response to the pandemic.

Each day Puddle Jumpers is helping single parents, children, families and isolated individuals to put food on the table and connect with them in a way like no other agency has or is with the demand for their service growing daily. They are the front line; they stand in the rain; they stand through heat; they work through public holidays; and when other agencies have not been able to. Puddle Jumpers is known to many children, families and people; they know the staff names; they are trusted and are known to help. For many families and children, Puddle Jumpers is the place they will come to seeking help. They are the place that is there for you at your breaking point or when you need a hand during a turning point, they help keep families together, and they help by making them stronger; but more importantly, they help keep children out of needing the statutory agencies help.



This is very much an **essential** community service and food relief program, especially during the COVID-19 and they **need** funding. Already, Puddle Jumpers operates so lean with all volunteers running the services it wouldn't be affordable to be a paid workforce.

For this grant we are seeking assistance to help cover the costs to fund the purchase of the truck (we've purchased a 3tonne truck. Puddle Jumpers was successful in 2019 to gain \$25,000 to help fund the costs of a truck to expand to the Northern suburbs and despite looking and researching with local suppliers we were unable to purchase one here in SA. We recently were successful in purchasing one for NSW and have had it transported here to SA, the cost of the truck however was \$32,000 and then on top of that we have had to pay an additional \$2,500 for registration and an additional \$1600 in insurance for the truck.

We are seeking support for \$5000 towards the truck costs to enable us to run own services including the added areas of the northern suburbs - this would help us recover very much needed costs.

The truck was purchased to enable us to get more food supplies to the Northern Suburbs and for the last few weeks of it's use we've been able to increase the food items we're supplying as a direct result of the purchase of the truck, it's also assisted the volunteers with manual handling as well as reduced the costs of fuel instead of multiple vehicles needing to attend one truck is needed. Therefore additionally the

Currently we are providing;

Monday	Edwardstown (Castle Plaza Shopping centre) 120 households of food & cooked meals Plympton South (Forbes Primary School) 100 households of food Adelaide City (Hurtle Square) 60 homeless / rough sleepers food and meals Seaton OSHC (Seaton) 60-80 families to access basic food supplies Aldinga (Children's Centre & Various Locations) 100+ families to access basic food supplies
Tuesday	Delivering to families and people isolated, unable to leave homes etc 30 hampers Department for Child Protection received hampers for wellbeing checks (50 additional) Schools including DECD Schools received hampers for at risk families (20 additional)
Wednesday	Salisbury East (Girl Guides Hall) 120 households of food Brahma Lodge (Sports Oval) 120 households of food
Thursday	Delivering to families and people isolated, unable to leave homes etc 30 hampers
Friday	Hackham (Community Centre) 120 households of food Christie Downs (Community House) 120 households of food





Saturdays and Sundays – food collections, cooking meals and additional food hampers delivered.

Additionally supplies of Toiletries, stay at home activity packs and other essential items (tea towels, etc) is also being handed out directly to families (currently around 5000 toiletries packs made and distributed).

Weekly that is approximately 1000+ households being given a life line for food on the table. \$5000 will help us continue this vial

Please contact Melanie Tate via phone 08 7071 5270 or 0400 999 349 or email [mtate@puddlejumper.org.au](mailto:mtate@puddlejumper.org.au).

Your support is as essential as this service is to families & children in SA

Yours faithfully,



Melanie Tate  
CEO & Founder



52 Pleasant Avenue  
GLANDORE SA 5037  
[www.puddlejumper.org.au](http://www.puddlejumper.org.au)  
T: 08 7071 5270  
E: [puddlejumper@jumpinallthepuddles.org](mailto:puddlejumper@jumpinallthepuddles.org)





### TAX INVOICE

**Southern Star Truck Centre Pty Ltd**  
 ABN: 84613788248 Dealer Lic: MD061355  
 Unit 6, 87-91 Kirkham Road, Bowral NSW 2576  
 02 4872 3434

**INVOICE TO**  
**Puddle Jumpers Inc**  
 52 Pleasant Avenue,  
 Glandore SA 5037  
 ABN: 48946051199  
 m: 0870715270

**DELIVER TO**  
**Puddle Jumpers Inc**  
 52 Pleasant Avenue,  
 Glandore SA 5037  
 ABN: 48946051199  
 m: 0870715270

<b>Invoice #</b>	2988
<b>Date</b>	29/07/2020
<b>Amount Due</b>	\$ 0.00

Vehicle Details			
Make of Vehicle	FUSO	Engine No	██████████
Model Designation	CANTER	VIN or Chassis No	██████████
Variant & Series	515 4X2	Colour	WHITE
Date of Manufacture	2014/03	Distance Travelled	██████████
Compliance Date	2014/03	Registration Expiry	28/10/2020
Body Type	PANTECH	Stock #	██
Transmission	AUTOMATIC	Registration No	██████

Item	Description	Price inc GST	Quantity	Total inc GST
1	VEHICLE SALE FOR STOCK #3451 FUSO CANTER 515 4X2 UNREG	\$31,888.00	1	\$31,888.00
2	STANDARD DELIVERY COST TO GLANDORE, SA	\$2,000.00	1	\$2,000.00
3	DISCOUNT	\$-1,888.00	1	\$-1,888.00

**Payment Instructions**

Bank Name: **NAB**

Acc. Name: **Southern Star Truck Centre PL**

BSB: ████████

Acc. Number: ██████████

<b>Total inc GST</b>	\$32,000.00
<b>Amount Paid</b>	\$32,000.00
<b>Balance Due</b>	\$0.00
<b>GST Amount</b>	\$2,909.09

**ADDITIONAL NOTES**

To be supplied with a NSW Roadworthy Certificate. If tyres on unit are found to be unsatisfactory for SA Roadworthy clearance, we agree to replace as necessary for compliance.

Item 7.2.9 - Attachment 1 - Puddle Jumpers Inc - Sports and Community Club Recovery Support Package Grant Application



**Testimonial/letter received from Dee & Stuart (a family receiving food support throughout Covid 19):**

Dear Mel & Puddle Jumpers, It's a hard reality when you have to face the inability to feed your kids, it's even harder to ask for help. Being able to put dinner on the table for my whole family is one of the best feelings I have. During these tough times there were days when this didn't happen. Until a friend of mine sent me to you guys. It was very hard to admit what I call defeat and take a 'hand out' but without the bread, milk, cuppa soups I wouldn't have eaten some days. You are doing a tough job in a hard time but know it is appreciated. I was taught to work for everything I got, and I have done that until I couldn't. I have grown up in poverty and vowed never to let my kids know what that's like. Every week when we go to the line up my son is so excited to see what goodies the next brilliant character will bring (his favourites were cookie monster & elmo) He was so excited one week when he got strawberry milk and a full bag of grapes, I mean full we normally only get a small bunch if means allow it. I have been able to send him to school lunches & fruit thanks to you guys. He doesn't understand that we are in a charity line or that I didn't have money to get food and the new shoes he needed. Of that I wasn't able to get presents for his brothers birthday or pay the rego or the water bills that were due. Because of you brilliant wonderful people I was able to keep things relatively normal. I am so grateful to all of you who went out into the cold and rain so I could feed my family. You will never understand how much I appreciate it.

thank you

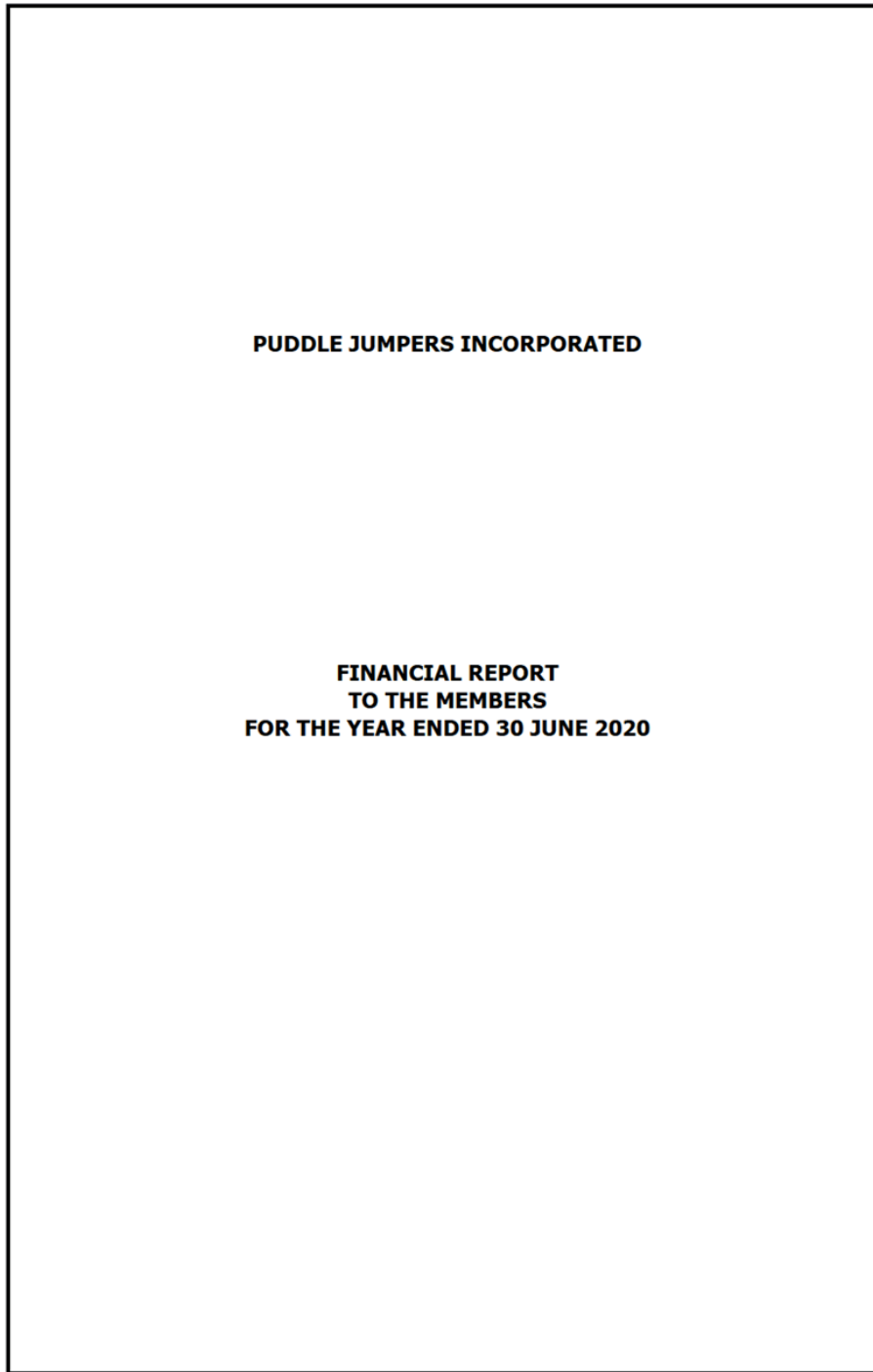


## Balance Sheet

### Puddle Jumpers Inc As at 31 July 2020

	31 JUL 2020	30 JUN 2020	31 MAY 2020	30 APR 2020	31 MAR 2020
<b>Assets</b>					
<b>Bank</b>					
Society Cheque Acct	45,757.60	86,194.57	75,142.17	73,175.17	60,543.83
<b>Total Bank</b>	<b>45,757.60</b>	<b>86,194.57</b>	<b>75,142.17</b>	<b>73,175.17</b>	<b>60,543.83</b>
<b>Current Assets</b>					
Accounts Receivable	2,005.00	(9,425.00)	(4,315.00)	2,588.33	6,425.00
Fund My Community BS	77,472.76	77,472.76	77,472.76	77,472.76	77,472.76
SOS loans made	-	-	6,146.22	6,146.22	6,146.22
<b>Total Current Assets</b>	<b>79,477.76</b>	<b>68,047.76</b>	<b>79,303.98</b>	<b>86,207.31</b>	<b>90,043.98</b>
<b>Fixed Assets</b>					
Less Accumulated Depreciation on Office Equipment	(2,758.24)	(2,758.24)	(854.81)	(854.81)	(854.81)
Motor Vehicles at Cost	31,351.38	31,351.38	-	-	-
MV Accumulated Depn	(23,716.13)	(23,716.13)	-	-	-
Office Equipment	7,952.07	7,952.07	7,257.19	7,257.19	7,257.19
<b>Total Fixed Assets</b>	<b>12,829.08</b>	<b>12,829.08</b>	<b>6,402.38</b>	<b>6,402.38</b>	<b>6,402.38</b>
<b>Total Assets</b>	<b>138,064.44</b>	<b>167,071.41</b>	<b>160,848.53</b>	<b>165,784.86</b>	<b>156,990.19</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accounts Payable	(2,368.00)	(2,368.00)	-	-	(6,927.00)
GST	(3,921.41)	(514.38)	(1,997.76)	(781.73)	-
<b>Total Current Liabilities</b>	<b>(6,289.41)</b>	<b>(2,882.38)</b>	<b>(1,997.76)</b>	<b>(781.73)</b>	<b>(6,927.00)</b>
<b>Non-current Liabilities</b>					
Loan - Related parties	1,597.82	1,597.82	1,597.82	1,597.82	1,597.82
<b>Total Non-current Liabilities</b>	<b>1,597.82</b>	<b>1,597.82</b>	<b>1,597.82</b>	<b>1,597.82</b>	<b>1,597.82</b>
<b>Total Liabilities</b>	<b>(4,691.59)</b>	<b>(1,284.56)</b>	<b>(399.94)</b>	<b>816.09</b>	<b>(5,329.18)</b>
<b>Net Assets</b>	<b>142,756.03</b>	<b>168,355.97</b>	<b>161,248.47</b>	<b>164,968.77</b>	<b>162,319.37</b>
<b>Equity</b>					
Current Year Earnings	(25,599.94)	(41,055.13)	(32,791.01)	(29,070.71)	(31,720.11)
Retained Earnings	168,355.97	209,411.10	194,039.48	194,039.48	194,039.48
<b>Total Equity</b>	<b>142,756.03</b>	<b>168,355.97</b>	<b>161,248.47</b>	<b>164,968.77</b>	<b>162,319.37</b>

Balance Sheet | Puddle Jumpers Inc



**PUDDLE JUMPERS INCORPORATED  
FINANCIAL REPORT  
TO THE MEMBERS  
FOR THE YEAR ENDED 30 JUNE 2020**

**Committee of Management**

Melanie Tate (Founder and Chief Executive Officer)  
Christopher Miller (Chairman)  
Corey Tavella (Deputy Chairman)  
Chanthe Lake  
Jodie Taylor

**Public Officer**

Melanie Tate  
52 Pleasant Avenue  
Glandore  
South Australia 5037

**Registered Office and Postal Address**

52 Pleasant Avenue  
Glandore  
South Australia 5037

Phone: (08) 7071 5270  
E-Mail: puddlejumpers@puddlejumpers.org.au

**Incorporation**

Puddle Jumpers Incorporated was incorporated effective 27 August 2012 pursuant to the South Australian Associations Incorporation Act 1985, Section 20(1). The Incorporation Number is A41481.

**Income Tax Status**

Puddle Jumpers Incorporated holds endorsement as a **tax concession charity** and, accordingly, is income tax exempt. The endorsement certificate under item 50-5 of the Income Tax Assessment Act 1997 has been effective from 1 September 2012. The classification is 1.1 **Charitable Institution**.

**Deductible Gift Recipient Status**

Puddle Jumpers Incorporated holds endorsement as a **deductible gift recipient**. The endorsement certificate under item 30-B of the Income Tax Assessment Act 1997 has been effective from 1 September 2012. The classification is 4.1.1 **Public Benevolent Institution**.

**Australian Business Number**

Puddle Jumpers Inc holds **Australian Business Number** ("ABN") 48 946 051 199 and is registered for the purposes of the Goods and Service Tax ("GST").  
Industry Code: 87290  
GST Accounting Method: Cash

**PUDDLE JUMPERS INCORPORATED  
FINANCIAL REPORT  
TO THE MEMBERS  
FOR THE YEAR ENDED 30 JUNE 2020**

	Page
<b>DIRECTORY</b>	
<b>OPERATING STATEMENT</b>	1
<b>BALANCE SHEET</b>	2
<b>STATEMENT OF CASH FLOWS</b>	3
<b>NOTES TO THE ACCOUNTS</b>	
<b>OPERATING STATEMENT</b>	4-6
<b>BALANCE SHEET</b>	7

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**PUDDLE JUMPERS INCORPORATED  
OPERATING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2020  
(Expenses in Brackets)**

	Notes	Year Ended 30 June 2020	Year Ended 30 June 2019
<b>FUNDRAISING</b>			
General Purposes	2	\$154,404	\$27,882
Op Shops and Other Activities	3	\$19,854	(\$4,021)
Specific Purposes	4	\$0	\$34,939
		<u>\$174,258</u>	<u>\$58,800</u>
<b>PROGRAMS</b>			
Camps	5	(\$71,337)	(\$60,644)
Work for the Dole	6	(\$40,706)	(\$38,468)
		<u>(\$112,043)</u>	<u>(\$99,112)</u>
<b>OVERHEADS</b>			
	7	<u>(\$103,271)</u>	<u>(\$63,571)</u>
<b>NET DEFICIT FOR THE YEAR</b>			
		<u>(\$41,055)</u>	<u>(\$103,883)</u>
<b>ASSOCIATION FUNDS BROUGHT FORWARD</b>			
		\$209,411	\$313,294
<b>ASSOCIATION FUNDS CARRIED FORWARD</b>			
		<u>\$168,356</u>	<u>\$209,411</u>
		0.00	

This Operating Statement Should be Read in Conjunction with the Accompanying Notes



**PUDDLE JUMPERS INCORPORATED**  
**BALANCE SHEET**  
**AS AT 30 JUNE 2020**  
**(Credit Balances in Brackets)**

	Notes	As At 30 June 2020	As At 30 June 2019
<b>CURRENT ASSETS</b>			
Bank		\$86,195	\$94,270
Accounts Receivable		\$2,368	\$4,214
GST Refund Receivable		\$514	\$8,332
		<u>\$89,077</u>	<u>\$106,816</u>
<b>NON-CURRENT ASSETS</b>			
Fixed Assets	8	\$90,302	\$104,195
<b>TOTAL ASSETS</b>		<u>\$179,379</u>	<u>\$211,011</u>
<b>CURRENT LIABILITIES</b>			
Accounts Payable	9	(\$11,023)	(\$1,600)
<b>NET ASSETS</b>		<u>\$168,356</u>	<u>\$209,411</u>
<b>ASSOCIATION FUNDS</b>		<u>\$168,356</u>	<u>\$209,411</u>
		0.00	0.00

**This Balance Sheet Should be Read in Conjunction with the Accompanying Notes**

**PUDDLE JUMPERS INCORPORATED**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2020**  
**(Outflows in Brackets)**

	Year Ended 30 June 2020	Year Ended 30 June 2019
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Net Deficit for the Period	(\$41,055)	(\$103,883)
Add Back/(Deduct):		
Depreciation	\$14,789	\$11,032
Increase in Trade and Other Creditors	\$9,423	\$0
Decrease/(Increase) in GST Receivable	\$7,817	(\$5,668)
Decrease in Accounts Receivable	\$1,846	\$55,343
	<u>(\$7,179)</u>	<u>(\$43,176)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Capital Expenditure	<u>(\$897)</u>	<u>(\$31,351)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
	<u>\$0</u>	<u>\$0</u>
<b>Net Cash Out-Flow</b>	<b>(\$8,076)</b>	<b>(\$74,528)</b>
<b>Cash at Bank at Beginning of the Year</b>	<b>\$94,270</b>	<b>\$168,798</b>
<b>Cash at Bank at End of the Year</b>	<b><u>\$86,195</u></b>	<b><u>\$94,270</u></b>
<b>RECONCILIATION OF CASH</b>		
Cash at Bank at End of the Year as shown in the Statement of Cash Flows above is reconciled to the related item in the Balance Sheet thus:		
<b>Bank</b>	<u><u>\$86,195</u></u>	<u><u>\$94,270</u></u>
	0.00	0.00

This Statement of Cash Flows Should be Read in Conjunction with the Accompanying Notes

**PUDDLE JUMPERS INCORPORATED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

**1 Basis of Preparation**

This is a special purpose financial report prepared for the members and management committee of Puddle Jumpers Incorporated. It has not been audited. It reflects the trial balance as at 30 June 2020 e-mailed by the bookkeeper, Steve White, on Saturday, 25 July 2020, adjusted by journal entries by the chairman, Christopher Miller, who prepared it.

<b>OPERATING STATEMENT</b> <b>(Expenses in Brackets)</b>	<b>Year Ended</b> <b>30 June 2020</b>	<b>Year Ended</b> <b>30 June 2019</b>
<b>FUNDRAISING</b>		
<b>2 General Purposes</b>		
Donations Received	\$73,383	\$22,004
Activity Day Fees	\$53,614	\$0
Fundraising		
Income	\$57,117	\$20,933
Expenses	(\$29,890)	(\$17,656)
	\$27,227	\$3,278
Other Revenue	\$160	\$0
Interest Income	\$21	\$0
Government Grants	\$0	\$2,600
	<u>\$154,404</u>	<u>\$27,882</u>
<b>3 Op Shops and Other Activities</b>		
<b>Port Road</b>		
Income	\$42,329	\$10,839
Expenses	(\$25,238)	(\$28,019)
	<b>\$17,091</b>	<b>(\$17,180)</b>
<b>South Road</b>		
Income	\$34,740	\$39,881
Expenses	(\$23,026)	(\$23,800)
	<b>\$11,714</b>	<b>\$16,081</b>
<b>Henley Beach Road</b>		
Income	\$9,049	\$0
Expenses	(\$22,047)	\$0
	<b>(\$12,998)</b>	<b>\$0</b>
<b>Sub-Total: Op Shops</b>	<u><b>\$15,807</b></u>	<u><b>(\$1,099)</b></u>
Club 100	\$3,660	\$364
Rewards and Recognition	\$696	(\$2,010)
Pyjama Parties		
Income	\$1,032	\$0
Expenses	(\$1,340)	(\$1,276)
	(\$309)	(\$1,276)
<b>Sub-Total: Other Activities</b>	<u><b>\$4,047</b></u>	<u><b>(\$2,922)</b></u>
	<u><b>\$19,854</b></u>	<u><b>(\$4,021)</b></u>

**PUDDLE JUMPERS INCORPORATED  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2020**

<b>OPERATING STATEMENT (Expenses in Brackets)</b>	<b>Year Ended 30 June 2020</b>	<b>Year Ended 30 June 2019</b>
<b>4 Specific Purposes</b>		
Private Grants	<u>\$0</u>	<u>\$34,939</u>
<b>PROGRAMS</b>		
<b>5 Camps</b>		
Camp Fees and Revenue	\$28,257	\$25,534
Accommodation	(\$30,109)	(\$36,118)
Fuel and Transport	(\$26,483)	(\$22,721)
Food and Catering	(\$25,595)	(\$11,482)
Activities	(\$12,082)	(\$8,972)
Mentoring	(\$5,325)	(\$5,026)
Campsite Purchases and Maintenance	\$0	(\$1,859)
	<u>(\$71,337)</u>	<u>(\$60,644)</u>
<b>6 Work for the Dole</b>		
Work for the Dole - Supervisors and Training	\$6,545	\$13,258
Host Agreements Expense	(\$43,682)	(\$50,145)
Volunteer Travel Reimbursements	(\$3,570)	(\$1,580)
	<u>(\$40,706)</u>	<u>(\$38,468)</u>

**PUDDLE JUMPERS INCORPORATED  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2020**

<b>OPERATING STATEMENT (Expenses in Brackets)</b>	<b>Year Ended 30 June 2020</b>	<b>Year Ended 30 June 2019</b>
<b>7 OVERHEADS</b>		
Training and Professional Development	(\$25,077)	(\$4,567)
Depreciation	(\$14,789)	(\$11,032)
Honorary Payments	(\$14,091)	(\$761)
Resources and Equipment	(\$6,457)	(\$2,629)
Telephone and Internet	(\$6,123)	(\$4,553)
Travel - National	(\$5,340)	(\$2,844)
Cleaning	(\$5,045)	(\$3,064)
Promotions and Marketing	(\$4,243)	(\$1,503)
Warehouse	(\$4,168)	\$0
Subscriptions	(\$3,116)	(\$1,755)
Petty Cash	(\$2,900)	(\$950)
Office Supplies	(\$2,502)	(\$345)
Bank Fees	(\$2,246)	(\$1,942)
Insurance	(\$2,051)	(\$13,238)
Office Expenses	(\$1,876)	(\$121)
Repairs and Maintenance	(\$1,311)	(\$1,240)
Printing and Stationery	(\$1,092)	(\$2,448)
Postage and Courier	(\$790)	(\$913)
Power and Electricity	(\$157)	(\$1,563)
Donations	\$102	(\$1,957)
Bad Debt	\$0	(\$6,146)
	<b><u>(\$103,271)</u></b>	<b><u>(\$63,571)</u></b>

**PUDDLE JUMPERS INCORPORATED**  
**NOTES TO THE ACCOUNTS**  
**AS AT 30 JUNE 2020**

	<b>As At 30 June 2020</b>	<b>As At 30 June 2019</b>
<b>BALANCE SHEET</b>		
<b>(Credit Balances in Brackets)</b>		
<b>8 Fixed Assets</b>		
Mercedes-Benz Food Van and Nissan Navara Utility	\$107,928	\$107,928
Accumulated Depreciation	( <u>\$23,063</u> )	( <u>\$9,572</u> )
	\$84,865	\$98,356
Office Equipment	\$9,050	\$8,154
Accumulated Depreciation	( <u>\$3,613</u> )	( <u>\$2,315</u> )
	\$5,437	\$5,839
	<u><b>\$90,302</b></u>	<u><b>\$104,195</b></u>
<b>9 Accounts Payable</b>		
Accounts Payable	(\$9,425)	\$0
Loan - Melanie Tate	(\$1,598)	(\$1,598)
Rounding	\$0	(\$2)
	<u><b>(\$11,023)</b></u>	<u><b>(\$1,600)</b></u>