



AGENDA

FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON

**16 NOVEMBER 2021 AT CONCLUSION OF INNOVATION AND BUSINESS
DEVELOPMENT COMMITTEE**

**IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY**

MEMBERS

Cr A Duncan (Chairman)
Mayor G Aldridge (ex officio)
Cr B Brug
Deputy Mayor, Cr C Buchanan (Deputy Chairman)
Cr D Hood
Cr P Jensen
Cr S Ouk
Cr J Woodman

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Community Development, Mrs A Pokoney Cramey
General Manager Business Excellence, Mr C Mansueto
Manager Governance, Mr R Deco
Team Leader Corporate Governance, Mr B Kahland
Governance Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Community Wellbeing and Sport Committee Meeting held on 19 October 2021.

REPORTS

Administration

5.0.1	Future Reports for the Community Wellbeing and Sport Committee.....	9
-------	---	---

For Decision

5.1.1	32/2021 - Lutheran Care Community Grant Application	13
5.1.2	Christmas and New Year Period 2021-2022 Operating Hours	71
5.1.3	Northern Health and Wellbeing Precinct	75
5.1.4	33/2021: Uniting in Care Salisbury Inc. Community Grant Application.....	79

For Information

5.2.1	Commonwealth Home Support Programme (CHSP) Payment In Arrears	87
-------	---	----

OTHER BUSINESS

CLOSE



**MINUTES OF COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING
HELD IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY ON**

19 OCTOBER 2021

MEMBERS PRESENT

Cr A Duncan (Chairman)
Mayor G Aldridge (ex officio)
Cr B Brug (*via Teams VC*)
Cr C Buchanan (Deputy Chairman)
Cr D Hood
Cr P Jensen
Cr S Ouk
Cr J Woodman

STAFF

Chief Executive Officer, Mr J Harry
General Manager Community Development, Mrs A Pokoney Cramey
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Ms M English
Manager Governance, Mr R Deco
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.42pm.

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

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr J Woodman
Seconded Mayor G Aldridge

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 21 September 2021, be taken as read and confirmed.

CARRIED

Moved Cr D Hood
Seconded Cr S Ouk

The Minutes of the Confidential Community Wellbeing and Sport Committee Meeting held on 21 September 2021, be taken as read and confirmed.

CARRIED

REPORTS

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Cr J Woodman
Seconded Mayor G Aldridge

That Council:

1. Notes the report.

CARRIED

For Decision

5.1.1 Review of the Community Recreational Facilities Signage Policy

Moved Cr J Woodman
Seconded Mayor G Aldridge

That Council:

1. Notes the report.
2. Adopts the Community Recreation Facilities Signage Policy as set out in Attachment 1 to this report (Governance and Compliance 19/10/2021, Item No. 5.1.1).

CARRIED

5.1.2 Review of the Community Recreational Facilities Sponsorship Policy

Cr J Woodman left the meeting at 6:45 pm.

Cr J Woodman returned to the meeting at 6:48 pm.

Moved Cr C Buchanan

Seconded Mayor G Aldridge

That Council:

1. This item be deferred for further discussion at a workshop with the Chairman and Deputy Chairman of this Committee and relevant staff.

CARRIED

5.1.3 State Emergency Services Community Sandbag Pod Proposal

Cr A Duncan declared a perceived conflict on the basis of the grant being processed through his place of employment. Cr Duncan managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr C Buchanan

Seconded Cr D Hood

That Council:

1. Approves the purchase and installation of four community sandbag pods at the following Council sites:
 - a. Salisbury East Neighbourhood Centre, Salisbury East
 - b. Bridgestone Reserve, Salisbury South
 - c. Kaurna Park Wetlands, Burton
 - d. St Kilda Community Hall, St Kilda
 - e. Paralowie Soccer Club, Yalumba Drive
2. Approves the purchase of five pods, sandbags and installation of the pods at a cost of approximately \$6,000.

CARRIED

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

Cr A Duncan voted IN FAVOUR of the MOTION.

5.1.4 Community Grants Program Applications for October 2021

Moved Cr C Buchanan
Seconded Cr P Jensen

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves funding for the October 2021 round of Community Grants as follows:
 - 1.1 Grant No. 29/2021: Globe Derby Pony Club Inc. be awarded the amount of **\$5,000** to assist with buying **dressage arena, jumping wings and poles equipment** for ongoing use as outlined in their Community Grant Application (Attachment 3).
 - 1.2 Grant No. 30/2021: Adelaide Tamil Association Inc. be awarded **\$5,000** to assist in purchasing **fireworks, decorations, traffic management, videography and a jumping castle** for their Deepavali Festival as outlined in their Community Grant Application (Attachment 4).
 - 1.3 Grant No. 31/2021: Group North Historical Wargames Society Inc. be awarded **\$2,000** to assist in purchasing a **defibrillator** for their clubroom as outlined in their Community Grant Application (Attachment 5).

CARRIED

5.1.5 Bridgestone Athletics Centre Update - Licence Agreements

Cr B Brug left the meeting (via VC) at 7.12 pm and did not return.

Cr S Ouk left the meeting at 7:27 pm.

Cr S Ouk returned to the meeting at 7:30 pm.

Cr C Buchanan left the meeting at 7:35 pm and did not return.

Moved Cr P Jensen

Seconded Mayor G Aldridge

That Council:

1. Authorises the Chief Executive or delegate to enter into a new Licence Agreement with the Northern Districts Athletics Club and Salisbury Little Athletics Centre reflecting the move from their current facility at Rundle Reserve and Creaser Park to Bridgestone Athletics Centre, commencing 1 November 2021 and expiring on 30 September 2023.
2. Authorises the Chief Executive or delegate to enter into a new Licence Agreement with the Ingle Farm Little Athletics Centre to enable their use of Bridgestone Athletics Centre commencing 1 November 2021 and concluding 30 September 2023.
3. Authorises the Manager Property and Buildings to accept a surrender of the existing leases held by the Northern Districts Athletics Club at Rundle Park and the Salisbury Little Athletics Centre at Creaser Park effective 1st January 2022. A further report will be presented to Council by the Manager Property and Buildings to determine the future use of these facilities once the Athletics Clubs have vacated.
4. Approves a waiver of fees at Rundle Reserve and Creaser Park for the period of 1st November to 31st December 2021 to allow Northern Districts Athletics Club and Salisbury Little Athletics Centre to relocate all equipment and vacate the premises, with a budget variation to reflect this loss of income.
5. Note that Ingle Farm Little Athletics Centre will maintain their head lease at Golding Oval with provision for a new sub-lease arrangement to provide Northern Districts Athletics Club and Salisbury Little Athletics Centre access to Golding Oval, at no additional charge, in the event Bridgestone Athletics Centre is not available for use due to maintenance/repair, capital works or event.
6. Notes that the recommended Licence expiry dates align with the City of Salisbury's expiry dates for all club lease agreements.

CARRIED

5.1.6 Age Friendly Strategy 2022-2027

Moved Cr S Ouk

Seconded Cr J Woodman

That Council:

1. Adopts the Age Friendly Strategy 2022-2027 as contained in Attachment 1 to this report (Community and Wellbeing Committees 19/10/2021, Item No. 5.1.6).
2. Notes that staff will report annually at the end of each financial year for the duration of the strategy.

CARRIED

Cr P Jensen left the meeting at 7:35 pm and did not return.

OTHER BUSINESS**CWS-OB1 Overuse of Soccer Pitches at Underdown Park**

Moved Cr D Hood

Seconded Cr A Duncan

1. That Council note increased participation of players for Salisbury Inter Soccer Club and the issue with overuse of soccer pitches at Underdown Park.
2. Council note that a number of sporting clubs within the City of Salisbury are experiencing overuse of their pitches and request staff to provide a report in the first instance on the business case and issues for the provision of synthetic soccer pitches at Underdown Park with a further report to follow later for further consideration.
3. That staff and ward councillors meet with representatives from Salisbury Inter Soccer Club to discuss requirements, including fencing of the reserve to meet Federation standards and a report be presented to the Urban Services Committee on the need and costing of fencing around Underdown Park.
4. Both reports to be presented to Council no later than February 2022.

CARRIED

The meeting closed at 7.48 pm.

CHAIRMAN.....

DATE.....

ITEM	5.0.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 November 2021
HEADING	Future Reports for the Community Wellbeing and Sport Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This item details reports to be presented to the Community Wellbeing and Sport 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.

RECOMMENDATIONThat Council:

1. Notes the report.

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.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Report authors and General Managers.
- 2.2 External
 - 2.2.1 Nil.

3. REPORT

3.1 The table below outlines the reports to be presented to the Community Wellbeing and Sport Committee as a result of a Council resolution.

Meeting Item	Heading and Resolution	Officer
24/06/2019	Motion without Notice: Upgrades to Current Sporting Facilities	Andrew Hamilton
12.1	That staff provide a report for costings for upgrades to our current major sporting centres, excluding Ingle Farm Recreation Centre, to support our community over the coming 40+ years.	
Due:	February 2022	
28/01/2020	Bridgestone Athletics Centre – Management Model Options	Andrew Hamilton
1.1.2	A Council managed approach for Bridgestone Athletics Centre for an initial period up to three (3) years, subject to annual review through the Works and Services Committee.	
Due:	April 2022	
24/02/2020	Indoor Sporting Facilities	Andrew Hamilton
2.5.1	1. A further report be brought back to the Works and Services Committee upon completion of the condition and fit for purpose audit, patron feedback surveys, and the Sport and Recreation Infrastructure Plan being developed by the Office for Recreation, Sport and Racing.	
Due:	February 2022	
27/07/2020	Place Activation Strategy – Community Facilities	Amy Pokoney Cramey
1.1.2	2. Staff prepare a further report to the Asset Management Sub-Committee regarding a condition and fit for purpose audit of Council owned community facilities with consideration to the hierarchy.	
Due:	February 2022	
21/12/2020	Operating Savings Initiatives – Library Services	Amy Pokoney Cramey
2.4.1	Council has previously resolved this resolution to be confidential.	
Due:	August 2022	
25/01/2021	Bridgestone Athletics Centre – Construction Update	Andrew Hamilton
5.2.1	2. A periodic report be provided on a six (6) monthly basis to the Community Wellbeing and Sport Committee regarding the performance of, and recommendations for, the management of Bridgestone Athletics Centre, commencing 6 months from the opening of the Centre.	
Due:	April 2022	

27/09/2021	Future Reports for the Community Wellbeing and Sport Committee	Andrew Hamilton
5.0.1	2. That the report on the Upgrade to Current Sporting and Recreational Facilities (i.e. Parafield Gardens Recreation Centre) (12.1 24/06/2019), Indoor Sporting Facilities report (2.5.1 24/02/2020), the Regional Indoor Sporting Facilities report (June 2020) and the Place Activation Strategy – Community Facilities report (1.1.2 27/7/20) be merged into one report and reported to Council by February 2022 Due: February 2022	
25/10/2021	Review of the Community Recreational Facilities Signage Policy	Lavinia Morcoase
5.1.1	1. This item be deferred for further discussion at a workshop with the Chairman and Deputy Chairman of this Committee and relevant staff. Due: December 2021	
25/10/2021	Review of the Community Recreational Facilities Sponsorship Policy	Lavinia Morcoase
5.1.2	1. This item be deferred for further discussion at a workshop with the Chairman and Deputy Chairman of this Committee and relevant staff. Due: December 2021	
25/10/2021	Age Friendly Strategy 2022-2027	Myfanwy Mogford
5.1.6	2. Notes that staff will report annually at the end of each financial year for the duration of the strategy. Due: October 2022	

4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Community Wellbeing and Sport Committee have been reviewed and are presented to Council for noting.

ITEM	5.1.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 November 2021
HEADING	32/2021 - Lutheran Care Community Grant Application
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	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
SUMMARY	The Lutheran Care Community Grants Application is submitted to the Community Wellbeing and Sport Committee for consideration.

RECOMMENDATION

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves funding for the October 2021 round of Community Grants as follows:
 - a. Grant No. 32/2021: Lutheran Care be awarded the amount of \$5,000 to assist with hosting a 'Family Fun Day' to be held at Ingle Farm.

ATTACHMENTS

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

1. Grant No. 32/2021: Lutheran Care Community Grant Application
2. Community Grant Program Guidelines & Eligibility

1. BACKGROUND

- 1.1 Lutheran Care have applied for the November 2021 round of Community Grants to assist with hosting a 'Family Fun Day' to be held at Ingle Farm.
- 1.2 Lutheran Care have not received any prior Community Grants funding.

2. REPORT

- 2.1 Lutheran Care is a non-profit organisation with Deductive Gift Recipient status.
- 2.2 The Lutheran Care Application meets the eligibility criteria for the requested Community Grants Program funding.
- 2.3 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$59,976 remaining to date.
- 2.4 The money committed to this application for the November 2021 round, if approved, is \$5,000.
- 2.5 The remaining balance of the grant funding if this application is approved is \$54,976.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from Lutheran Care for \$5,000 to assist with hosting a 'Family Fun Day' to be held at Ingle Farm.

This form can be completed, printed, signed and posted; OR completed, signed (p12/13 by hand) then submitted via the email button along with the signed, scanned page(s) & relevant attachments.



check the application before printing or submitting

Community Grants Program Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (providing the eligibility criteria is met).

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



live it up

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name:	Lutheran Care Family Zone	
Address:	2 Belalie Road	
Suburb:	Ingle Farm	Postcode: 5098
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	Ms Nicole Feetham	
Title (your role with the group/organisation):	Manager, Family Zone	
Address:	2 Belalie Road	
Phone:	Landline: 08 8349 6099 Mobile: 0436 294 096	
Email:	nfeetham@lutherancare.org.au	
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	Ms Nicole Feetham	
Title (role with the group/organisation):	Manager, Family Zone	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	Incorporated community organisation	
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)
Parent Organisation		
Name:		
ASIC Registration Number:		

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input checked="" type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input checked="" type="checkbox"/> (go to question e & f)	No <input type="checkbox"/>
e) Funding source/s:	Department of Social Services	
f) Purpose:	Communities for Children	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. BANKING INFORMATION		
Your organisation must have its own Bank/Credit Union Account or similar		
Full Account Name: <i>Lutheran Care</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <i>Beyond Bank</i> Branch Location: <i>Adelaide</i>	
6. REFEREE INFORMATION		
Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)		
Referee's Name:	<i>Jane Swansson</i>	
Referee's Contact Information:	<i>00457 608 431 or 08 8397 9333</i>	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i> 2 6 7 3 5 0 7 0 6 9 2 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (enter '0' dollar amounts below)
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 0
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	\$ 0 0
Income received from sponsors: (list sponsor(s) and their contribution)	\$ 0 0
Donations: (please specify the source, product or service and estimated amount of funding requested)	\$ 0 0
Have you sought any other funding for the project/event: (please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$ 0 0
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Labour, time, venue, toilet facilities, COVID-19 marshall/plans, volunteers, tables, chairs, donated baked goods
EXPENSES (specify the proposed expense budget by item:)	\$ AMOUNT
Drinks	\$ 499
Food	\$ 645
Children Activities / Entertainers	\$ 3,300
Raffle Prizes	\$ 556
TOTAL (including GST):	\$ 5,000

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

Community Grant Application - Page 6 of 13

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

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	
Group/Organisation Description	
Group/Organisation Registered Address	Number/Street: Suburb: Postcode:
Is the Club Incorporated?	
Number of Members	
% of Membership that reside in the City of Salisbury	%
Project/Event Details	
Project/Event Name	<i>Family Fun Day</i>
Project/Event Summary	<i>An event to link community members to different organisations</i>
Date(s) of Project/Event	<i>11th December 2021 (Saturday) 11 AM to 2 PM</i>
Location of Project/Event:	Number/Street: <i>2 Belalie Rd</i> Suburb: <i>Ingle Farm</i> Postcode: <i>5098</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>Social and cultural engagement alongside connection in the community</i>
How many individuals will benefit from the Project/Event?	<i>200 Estimated for between 200-300 to attend</i>
% of project/event participants that reside in the City of Salisbury	<i>90 % The event is located in the City of Salisbury (Ingle Farm)</i>
If it is an Event, is it open to the public?	<i>Yes Community members/public welcome to enter but must scan in</i>
How will the Project/Event be promoted?	<i>Our partners, banners, flyers, and Luthern Care social media</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	\$ 5,000
Itemised Breakdown of Costs: <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Kirks Cans (assorted flavours)	\$ 310
Spring Water Bottles	\$ 189
Brown Onions	\$ 30
Wholemeal Soft Sandwich Bread	\$ 88
Plant Based Burger	\$ 171
Crumbed Chicken Burger	\$ 114
Beef Sausages	\$ 99
Tomato Sauce	\$ 9
BBQ Sauce	\$ 3
Mustard Sauce	\$ 4
Vegetable Oil	\$ 11
Serviettes	\$ 5
Paper Plates	\$ 35
Ice Blocks	\$ 75
Animal Experience	\$ 550
Face Painting	\$ 1,000
Live Entertainer / Roving Character	\$ 1,200
TOTAL (including GST):	\$ 3,893
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Community Grant Application - Page 9 of 13

Project or Event Scope

Provide a description of the proposed project or event:

We, Lutheran Care, are incredibly passionate about hosting a Family Fun Day event. The proposed event date is the 11th December 2021 (Saturday) from 11 AM to 2 PM. This local event is to provide our community members the opportunity to peruse, learn and connect up with various support organisations and to enjoy the event. We have a focus on supporting vulnerable families and we also welcome the local community to join in. An array of support organisations will be invited to share information and chat with community members. Food and drink will be provided alongside vendors for the attending community members. Family friendly activities are being run to create a warm, inviting and festive atmosphere for families and children to relax and enjoy themselves.

Attachments

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

Benefits and Outcomes of the Project or Event

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

A benefit to the openness of the event is a wide range of diverse community members will be able to attend and this would foster community cohesion and participation. Furthermore, the relaxed atmosphere provides a safe space for families to spend time together. This experience would be important, as it has been a tough time for the community and families due to COVID-19.

Residents of the City of Salisbury and the wider community will have increased knowledge and understanding of available support services. It will also promote an awareness of mental health and wellbeing. The event will provide community members the opportunity to link up with different organisations and receive access to support for education, socioemotional needs, and physical assistance.

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><i>Lutheran Care Family Zone: We provide support for the community in several ways, such as running parenting groups, playgroups, educational groups, mental health social worker, and homes visiting services.</i></p> <p><i>Ingle Farm Primary School: The site of the community event and our organisation's location.</i></p> <p><i>Salvation Army / Communities for Children: To provide use of marquee free of charge.</i></p> <p><i>Australian Refugee Association</i> <i>Relationships Australia South Australia</i> <i>Autism SA</i></p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. <i>Support letter from Ingle Farm Primary School</i> 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>The team will develop a communication plan which outlines the timeline of the event, advertisement material, the COVID-19 management plan, and contact with vendors and organisations.</i></p> <p><i>An event plan and brief will be created and distributed to volunteers, vendors, and organisations. A meeting/induction will be run for volunteers. A map will be organised to allocate different areas for the vendors to be set up.</i></p> <p><i>Facilities: Toilet facilities will be open and easily visible through signage. Rubbish collection will be arranged to ensure the event is cleaned. A first aid kit will be on site. There is a designated evacuation area if required.</i></p> <p><i>Measuring the success of community participation in the Family Fun Day event will be through observational research. Lutheran Care workers will be observing how many participants attended and engaged in the event. This feedback would be provided back to the organisation and manager of the site.</i></p> <p><i>Token boxes will be set up at the entrance/exit of the event. Various boxes will be displayed with different faces from green to red. Community participants will be given a piece of paper with a symbol on entering the event. They will be invited to place their piece of paper in one of the boxes before exiting, and this paper will be used to describe their experience of the event. After the event, the paper tokens will be counted to identify the overall enjoyment of the community members.</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 _____ (Group/Organisation)

(Name/Position) / and (Name/Position) /

(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 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)

[Click Here to Complete Application](#)

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

Application Declaration	
<p>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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that I am authorised to make this application on behalf of the Organisation.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that the information provided in this application is true and correct.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.	
<p>On behalf of <u>Lutheran Care</u> (Group/Organisation)</p>	
<p><u>Nicole Feetham, Manager</u> (Name/Position)</p>	<p>and <u>Stephenie McGarrigah, Senior Manager</u> (Name/Position)</p>
<p><u>[Signature]</u> (Signature 1)</p>	<p><u>[Signature]</u> (Signature 2)</p>
<p><u>20/10/21</u> (Date)</p>	<p><u>20/10/21</u> (Date)</p>
<p>Contact (phone number): <u>0436 294 096</u></p>	<p>Contact (phone number): <u>0490 248 506</u></p>

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

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

Community Grant Application - Page 12 of 13



Meeting Minutes

Call to order

A meeting of Lutheran Care Family Zone was held at Ingle Farm on 06/10/2021 from 10:30 AM to 11 AM.

Attendees

Saba Hadera and Katarina Lim

Members not in attendance

Nicole Feetham

Agenda Items

1. Saba and Katarina contacted Salisbury Events Team re Community Grant application. Sara Howley is organiser of Salisbury Events Team @ D: 08 8406 8352 E: SHowley@salisbury.sa.gov.au
2. Community Grant Application due 15/10/2021.

Unfinished business

Nil

New business

To organise meeting with Nicole, Saba, and Katarina to discuss the grant application process.

Two handwritten signatures in blue ink, one above the other, representing the attendees.

Attendees

06 / 10 / 2021

Date of Approval



Meeting Minutes

Call to order

A meeting of Lutheran Care Family Zone was held at Ingle Farm on 08/10/2021 from 3 PM to 4:30 PM.

Attendees

Nicole Feetham, Saba Hadera and Katarina Lim

Members not in attendance

Nil

Agenda Items

1. Team to complete Community Grant application form.
2. Committee determined Family Fun Day event to be held on 11th December (Saturday) at 2 Belalie Rd, Ingle Farm, 5098 at 11 AM to 2 PM.
3. Lutheran Care committee to organise food and drink to cater for 200-300 people
Katarina and Saba to contact vendor(s).
4. Nicole to determine portion of n options for sausage sizzle/burger patties.
5. Saba to calculate cost of bread (Woolworths), soft drinks (Woolworths), and sausage/patty combined.
6. Nicole to contact Ingle Farm Primary School for support letter for community event.
7. Nicole to discuss with church volunteers to bake desserts/cakes for stall.
8. Katarina to contact Jane at Salvation Army for free hire marquee.
9. Saba and Katarina to contact animal activities, and face painting activities for quote and date/time availability.
10. Nicole stated communication plan to entail timeline, flyers, emails, and brochures to be advertise and shared at shopping centres, local schools, council sites, partners, online, and Facebook.

Unfinished business

1. Tax invoice for Lutheran Care.
2. Enquire Support letters from vendors / organisations / Salvation Army.



New business

To organise meeting to send information.

A large, stylized handwritten signature in black ink, likely belonging to one of the attendees.

Attendees

Two smaller handwritten signatures in black ink, positioned below the main signature line, representing the other attendees.

8/10/2021

Date of Approval



Meeting Minutes

Call to order

A meeting of Lutheran Care Family Zone was held at Ingle Farm on 14/10/2021 from 4 PM to 4:30 PM.

Attendees

Saba Hadera and Katarina Lim

Members not in attendance

Nicole Feetham

Agenda Items

1. Saba and Katarina to finalise vendor and activities.
2. Katarina to complete itemised list and quotes.

Unfinished business

1. Waiting for Ingle Farm Primary School to send support letter.
2. Application to be signed off and scanned.

New business

1. Extension of application to 21/10/2021.

Two handwritten signatures in black ink, one above the other, positioned above a horizontal line.

Attendees

14 / 10 / 2021

Date of Approval



Meeting Minutes

Call to order

A meeting of Lutheran Care Family Zone was held at Ingle Farm on 21/10/2021 from 10:30 AM to 11 AM.

Attendees

Saba Hadera and Katarina Lim

Members not in attendance

Nicole Feetham

Agenda Items


1. Saba and Katarina to go over application.
2. Saba and Katarina to send application to Sara.


Unfinished business

Nil

New business

Nil


Attendees


21/10/2021
Date of Approval

GPO Box 1003, HOBART TAS 7001



Australian Taxation Office

LUTHERAN COMMUNITY CARE
PO BOX 83
KENT TOWN SA 5071

Date of Issue
14 July 2000

Client Enquiries
Telephone: 13 24 78

Notification for endorsement as a deductible gift recipient

You have recently applied for endorsement as a deductible gift recipient (DGR).

Please find enclosed your DGR notification. The fact that you have been endorsed as a DGR, together with the date or period of effect, will be shown on the Australian Business Register. This information will be publicly available.

Your endorsement is based on the information you have supplied. You are required to notify the Commissioner of Taxation should you cease to be entitled to endorsement as a DGR. This is a requirement of section 30-160 of the *Income Tax Assessment Act 1997*. The Australian Taxation Office (ATO) publication entitled *GiftPack* explains the conditions for entitlement to endorsement.

Should you require any further information the ATO has available a range of publications to assist you. You can obtain a copy of the *GiftPack* and other publications by calling the business Tax Reform Infoline on 13 24 78 or from our website at www.taxreform.ato.gov.au. You should contact the Tax Reform Infoline if you need further assistance.

A handwritten signature in black ink, reading 'Michael Carmody'.

Michael Carmody
Commissioner of Taxation and
Registrar of the Australian Business Register

C_ADV162-GDG-0001197



Australian Taxation Office

Date of Issue
14 July 2000**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	LUTHERAN COMMUNITY CARE
Australian Business Number	26 735 070 692
Endorsement date of effect	1 July 2000
Provision for gift deductibility	item 1 of the table in section 30-15 of the <i>Income Tax Assessment Act 1997</i>
Item(s) in Subdivision 30-B of the <i>Income Tax Assessment Act 1997</i>	4.1.1 public benevolent institution

The fact that you have been endorsed, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar.

Endorsement imposes certain obligations on the endorsed entity. The obligations include the maintenance of a gift fund, advising the ATO when entitlement to endorsement ceases, and inclusion of certain details on receipts. Each of these is explained in the ATO publication *Giftpack*. These obligations are imposed by sections 30-125, 30-160 and 30-228 of the *Income Tax Assessment Act 1997*.

Michael Carmody
Commissioner of Taxation and
Registrar of the Australian Business Register

C_ADV162-GDG-0001197



Ingle Farm
Primary School

8262 4864 

dl.1162.info@schools.sa.edu.au 

2 Belalie Road, Ingle Farm 

PO Box 423, Ingle Farm SA 5098 

20 October 2021

City of Salisbury
Community Grants program

To whom it may concern

Re: Lutheran Care: Family Fun Day Grant application

On behalf of Ingle Farm Primary School, I am writing to provide our full support for the Lutheran Care Family Fun Day event scheduled for 11 December 2021 to be held at Family Zone, Ingle Farm. Family Zone is located on the Ingle Farm Primary School site and this event is scheduled for the first Saturday at the end of school term.

Kind regards



Vanessa Mortimer
Principal
Ingle Farm Primary School

RESPECT • HONESTY • PERSISTENCE

Itemised Breakdown of Costs - Lutheran Care.xlsx [Protected View] - Excel

File Home Insert Draw Page Layout Formulas Data Review View Add-ins Help Acrobat Tell me what you want to do

PROTECTED VIEW Be careful—email attachments can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

G30 5000

	A	B	C	D	E	F	G
	ITEM LIST			COST	AMOUNT OR TIME	PROVIDER	
1							
2	Kirks Cans (Assorted flavours)	6.20 / 10 per pack	\$6.20 x 50	\$310	500 cans	Woolworths	
3	Spring Water Bottles	9 / 24 per pack	\$9 x 21	\$189	504 bottles	Woolworths	\$499
4							
5	Brown Onions	2 kg per pack	\$5 x 6	\$30.00	12 kg	Woolworths	
6	Wholemeal Soft Sandwich Bread	1.60 / 10 per pack	\$1.60 x 55	\$88	550 bread	Woolworths	
7	Plant Based Burger	9 / 4 per pack	\$9 x 19	\$171	75 patties	Woolworths	
8	Crumbed Chicken Burger	6 / 4 per pack	\$6 x 19	\$114	75 patties	Woolworths	
9	Beef Sausages	11 / 24 per pack	\$11 x 9	\$99	216 sausages	Woolworths	
10	Tomato Sauce	1 per bottle	\$1.50 x 6	\$9	3 L	Woolworths	
11	BBQ Sauce	1 per bottle	\$1.50 x 2	\$3.00	1 L	Woolworths	
12	Mustard Sauce	1 per bottle	\$2 x 2	\$4	500 g	Woolworths	
13	Vegetable Oil	11 / 4L	\$11 x 1	\$11	4 L	Woolworths	
14	Serviettes	0.95 / 100 per pack	\$0.95 x 5	\$5	500 napkins	Woolworths	
15	Paper Plates	5 / 80 per pack	\$5 x 7	\$35	560 plates	Woolworths	
16	Ice Blocks	3 / 20 per pack	\$3 x 25	\$75	500 Ice Blocks	Woolworths	\$645.00
17							
18	Animal Experience	550 / per event	\$550 x 1	\$550	3 hours	Animal Capers	
19	Face Painting	500 / per person	\$500 x 2	\$1,000	3 hours	Adelaide Children's Entertainment	
20	Live Entertainer / Roving Character	600 / per person	\$600 x 2	\$1,200	3 hours	Adelaide Children's Entertainment	
21	Jumping Castle Hire	190 (4 hours)	\$190 + \$10 d + \$60 fee	\$260	3 hours	Jump Easy	
22	Giant Games	220 (4 hours)	\$220 + \$10 d + \$60 fee	\$290	3 hours	Jump Easy	\$3,300
23							
24	Raffle Prizes			\$545		to be decided/gift baskets	\$556
25							
26	Coffee Truck	making own sales	FREE	\$0	3 hours	Bean There Drank That	\$0
27	Baked Goods	donated	FREE	\$0	3 hours	Lutheran Care	\$0
28	Marquee	2 available	FREE	\$0	3 hours	Salvation Army / Communities For Children	\$0
29							
30							\$5,000
31							
32							

Drinks and Food



Kirk's Pasito Cans 375ml X10 Pack

X

- 1 +

\$620



Woolworths Spring Water Bottles 600ml X24 Pack

X

- 1 +

\$900



Woolworths Brown Onions 2kg

X

- 1 +

\$500



Woolworths Wholemeal Soft Sandwich Bread 650g

X

- 1 +

\$160



V2 Plant Based Burgers 4 Pack

X

- 1 +

\$900





















Woolworths Crumbed Chicken Burgers 440g

X

- 1 +

\$600

	Woolworths Market Value Thin Sausage 1.8kg	×
		\$1100
	Woolworths Tomato Sauce Squeeze 500ml	×
		\$150
	Woolworths Barbecue Sauce Squeeze 500ml	×
		\$150
	Woolworths Mild American Mustard 250g	×
		\$200
	Woolworths Blended Vegetable Oil 4l	×
		\$1100
	Essentials Serviettes White 1 Ply 100 Pack	×
		\$095

	Essentials Paper Plates Uncoated 80 Pack	
		\$500
	Woolworths Ice Blocks 20 Pack	
		\$300

Animal Experience

From: Animal Capers <animalcapers@aapt.net.au>
Sent: Wednesday, 20 October 2021 9:14 PM
To: Saba Hadera <shadera@lutherancare.org.au>
Subject: RE: Animal Capers Booking for the 11th of December 2021 - Ingle Farm Primary School

Hi Saba,

All booked in at my end from Saturday 11th December from 11am until 2pm for a Animal Encounter Display.
 Total cost for the 3 hours will be \$550 no GST charged. I will invoice you closer to 11th.

I have attached a copy of my insurance and WWCC for your records.
 Look forward in seeing you on 11th Dec

Regards
 Jodie - Animal Capers
 Mobile 0423106580
www.animalcapers.com.au
 email: animalcapers@aapt.net.au
 ABN: 72304508033

Face Painting



Daniela Borg

Katerina Lim

FW: Silvia: 83496099..... 11th Dec 2021 Adelaide Childrens Entertainment

You replied to this message on 12/10/2021 4:07 PM.



3112 - 000

FACE PAINTER - See attached PDF

1hr - 200. (up to 10 kids)
 2hr - 350 (20 - 25 kids)
 3hr - 500 (35 Kids)

Live Entertainer / Roving Character



Daniela Borg

Katerina Lim

FW: Silvia: 83496099..... 11th Dec 2021 Adelaide Childrens Entertainment

You replied to this message on 12/10/2021 4:07 PM.



ROVING CHARACTERS- [See attached PDFs](#)

ELSA
ANA
SPIDERMAN
BATMAN

FEE + GST

1hr - 200
2hr - 400
3hr - 600

Jumping Castle Hire

JUMPEASY
Castle & Party Hire Made Easy

BOOK ONLINE OR CALL TODAY
Date: Sat 11 December 2021

Hire Equipment (x1):	\$190
Hard Outdoors Surcharge	\$60
Delivery to :	\$10
Total:	\$260

FAQs & T/Cs Special Deals! Indoor Venues Custom Booking Request Contact Us

Toy Story Bouncer

Details Size Suitability

Our Toy Story Bouncer is an awesome option for the little ones! They're a step above the standard bouncers. Great for smaller yards and an affordable option to make your kids party a huge hit.

Features: Bounce area, inflated pop ups and a basketball ring*

Suitable for: Up to 6-8 kids of up to 8 years of age. Maximum Individual rider weight is 65kg.

4 Hour Price: **From \$190**
7 Hour Price: **From \$230**

Suitable for: **Children Only**

Giant Games

JUMPEASY
Castle & Party Hire Made Easy

BOOK ONLINE OR CALL TODAY
Date: Sat 11 December 2021

Yard Games Package:	\$220
Hard Outdoors Surcharge	\$60
Delivery to :	\$10
Total:	\$290

FAQs & T/Cs Special Deals! Indoor Venues Custom Booking Request Contact Us

GIANT GAMES DEAL 5 x Games

Details Size Suitability

Yard Games Package

Price: **From \$220**

Yard Games have been a massive hit, and with loads of customers wanting to combine their favourite games we have come up with this Yard Game Package where you can select between a range of small, medium and large yard games. 5

Effective 23 August 2021



Community Grants Program

Guidelines and Eligibility Criteria



live it up

Contents

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

City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

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

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

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

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

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

1. Introduction

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

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

2. Submitting an Application

- 2.1. A new application form is required every funding round and the **current** *Community Grant Application Form* must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:
- www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 2.2. The application form can be completed by:
- Downloading the *Current Community Grant Application Form - Print & Complete [Handwriting Version]* form, print the form and complete by hand; **or**
 - Downloading the *Current Community Grant Application - Fillable PDF Form [Electronic Version]* form, save to your computer, complete electronically and print the completed form for submission or email direct using the email button.
- 2.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 2.4. Applicants are encouraged to submit their completed application via email to: city@salisbury.sa.gov.au.
- 2.5. Where email is not possible applications can be:
- | | |
|-------------------------|--|
| Faxed to: | 8281 5466 |
| Posted to: | City of Salisbury
Community Grants Program
PO Box 8
SALISBURY SA 5108 |
| Delivered in Person to: | City of Salisbury
34 Church 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.

Community Grants Program Guidelines and Eligibility Criteria - Page 4 of 18

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 Community Wellbeing and Sport 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 are encouraged to apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;
- It is recommended that organisations register the availability of their AEDs to increase public awareness and availability of AEDs in emergency situations. SA Ambulance and St John Ambulance Australia manage separate voluntary registration platforms that organisations can utilize to register their AEDs availability for public use.
- The SA Ambulance register is only used by 000 emergency operators during suspected SCA episode to direct callers to the nearest public use AED location. The registration website can be accessed via <http://www.saambulance.com.au/NewsPublications/AEDRegister.aspx> The St John AED registration website can be accessed via <https://data.aed.stjohn.org.au/registration.aspx> and will be made available to the public via a website map or phone app.

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.

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 Community Wellbeing and Sport Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Community Wellbeing and Sport 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 Community Wellbeing and Sport 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 Community Wellbeing and Sport Committee for information. A copy of the application and any other relevant document(s) is presented to the Community Wellbeing and Sport 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 Community Wellbeing and Sport 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.

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

18. Goods and Services Tax (GST)

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

ABN Declaration

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

19. Presentation of Community Grants Program Cheques

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

- 1. Documents relating to the Community Grants Program**
 - 1.1. Application form for the City of Salisbury Community Grants Program;
 - 1.2. A Guide to completing the City of Salisbury Community Grant Application;
 - 1.3. The Acceptance of Community Grant Offer – Form 1 letter
- 2. Documents relating to the Acquittal of successful Community Grant funding**
 - 2.1. Acquittal – Form 2
 - 2.2. Tax Invoice/Receipt
 - 2.3. Project Evaluation Report (refer to Attachment D).

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

ATTACHMENT B – Likely Funded Project and Event Examples

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

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

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

ATTACHMENT C – Unlikely Funded Project and Event Examples

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

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

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

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

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

ATTACHMENT D - Project Evaluation Requirements

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

ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

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

Delivered in
Person to: City of Salisbury
34 Church 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 Community Wellbeing and Sport 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 Community Wellbeing and Sport Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Community Wellbeing and Sport Committee have delegation to authorise funding and make the final decision on offering grants.

10. How are the Community Grants Program Applications assessed?

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

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

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

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

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

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

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

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

ITEM	5.1.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 November 2021
HEADING	Christmas and New Year Period 2021-2022 Operating Hours
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	4.1 Members of our community receive an exceptional experience when interacting with Council 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	This report outlines the proposed operating hours for Council library and customer services during the Christmas and New Year period for 2021-2022.

RECOMMENDATION

That Council:

1. Approves the proposed operating hours as outlined in paragraph 3.1 in this report (Community Wellbeing and Sport Committee 16 November 2021, item 5.1.2).
2. Notes that notice will be provided to the community regarding the opening hours during the Christmas and New Year period for 2021-2022 by 26 November 2021.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 During the period between Christmas and New Year, Council experiences a steep decrease of demand for services, particularly in relation to the community centres and libraries.
- 1.2 There are multiple public holidays which occur during the Christmas and New Year period.

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 General Manager – Community Development
- 2.1.2 Community Experience Lead
- 2.1.3 Coordinator Security Services
- 2.1.4 Manager – Property and Buildings
- 2.1.5 Team Leader – Community Learning North
- 2.1.6 Team Leader – Community Learning South

3. REPORT

- 3.1 For the Salisbury Community Hub and Salisbury Library Service the following hours are recommended for the 2021-2022 Christmas and New Year period:

DAY	DATE	OPERATING HOURS
Christmas Eve	Friday, 24 December 2021	Open with early closure at 3.00pm
Christmas Day	Saturday, 25 December 2021	Closed
Boxing Day / Proclamation Day	Sunday, 26 December 2021	Closed
Christmas Day Public Holiday Observed	Monday, 27 December 2021	Closed
Boxing Day / Proclamation Day Public Holiday Observed	Tuesday, 28 December 2021	Closed
	Wednesday, 29 December 2021	Business as Usual
	Thursday, 30 December 2021	Business as Usual
New Year's Eve	Friday, 31 December 2021	Open with early closure at 4.00pm
New Year's Day	Saturday, 1 January 2022	Closed
	Sunday, 2 January 2022	Closed
New Year's Day Public Holiday Observed	Monday, 3 January 2022	Closed
	Tuesday, 4 January 2022	Business as Usual

- 3.2 Customer Service delivered at Salisbury Community Hub and other centres would also adopt the proposed operating hours for the Christmas and New Year period for 2021-2022.
- 3.3 Community Centres are closed over the Christmas and New Year period; decisions regarding dates varies according to the conclusion of programs for the year and volunteer availability. These dates will be communicated widely closer to the date.
- 3.4 Operations Centre and other Council services operating hours during this period are determined by demand, and local area agreements. On call services are provided as required.
- 3.5 In 2020-2021, a similar reduction in operation hours was implemented and Council did not receive any negative feedback regarding this.
- 3.6 In order to put Christmas and New Year operating hours in place, it is recommended that this information is published by Friday, 26 November 2021, being a period of 4 weeks to inform the community of service level changes.

4. CONCLUSION / PROPOSAL

- 4.1 That the proposed operating hours outlined in 3.1 be approved and implemented.
- 4.2 That the community are notified of the altered opening hours as soon as practicable through social media and information at the various centres, hubs and libraries.

ITEM	5.1.3
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 November 2021
HEADING	Northern Health and Wellbeing Precinct
AUTHOR	Amy Pokoney Cramey, General Manager Community Development, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	This report seeks approval for financial contribution towards the development of a Northern Health and Wellbeing Precinct.

RECOMMENDATIONThat the Community Wellbeing and Sport Committee

1. Approves \$10,000 in 2021/22 and \$10,000 in 2022/23 as the City of Salisbury's financial contribution towards the development of a Northern Health and Wellbeing Precinct that meets the needs of our community.
2. Include in the 3rd Quarter Budget Review

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Northern Precinct roundtables were held on 16 February and 10 June 2021 with key partners (including local councils, universities, other governance agencies and private industries) to create a health precinct surrounding the Lyell McEwin Hospital.
- 1.2 At the last roundtable, members agreed to the establishment of a formal Northern Precinct Executive Steering Committee to look at various considerations in the development of a vibrant community precinct. The purpose of the Northern Precinct Executive Steering Committee is to attract and increase research, health and wellbeing opportunities, as well as economic benefit and future growth in the North.
- 1.3 The inaugural meeting of the Northern Precinct Executive Steering Committee was held on 02 September 2021 and attended by the Deputy Mayor Cr Chad Buchanan and CEO John Harry.
- 1.4 At its meeting on Wednesday 03 November 2021, attended by Deputy Mayor Chad Buchanan and at which CEO John Harry was an apology, the Northern Precinct Executive Steering Committee members agreed that further consideration

is required to recruit a resource to develop a masterplan and scoping document for the Northern Health and Wellbeing Precinct, including consultation with key parties, mapping out a planned approach and developing various strategies.

- 1.5 Further to this, Precinct partners would also need to consider providing funding towards this process.
- 1.6 It was suggested that the Adelaide Primary Health Network could hold the funds and be the employer, while the day to day operations would be led through the North Adelaide Local Health Network (NALHN).

2. CITY PLAN CRITICAL ACTION

- 2.1 Implement the regional public health plan and wellbeing agenda.
- 2.2 Programs and services to address mental health, housing and income inequality issues.

3. CONSULTATION / COMMUNICATION

- 3.1 Internal
 - 3.1.1 Community Development Department
- 3.2 External
 - 3.2.1 Northern Precinct Executive Steering Committee

4. REPORT

- 4.1 The Northern Precinct Executive Steering Committee agreed to developing a job description and role outline for a Director of the Northern Health and Wellbeing Precinct. It was identified that project partners would be required to assist in resourcing the role.
- 4.2 The key outcomes of such a resource included (but not limited to):
 - Develop a shared vision and common language for the north.
 - Build trust and commitment from all parties to improve the health and wellbeing of the communities in the north.
 - Ability to map the complex activities of the health and wellbeing ecosystem.
 - Co-design services with the community that are needed and wanted.
 - Leverage opportunities for partnerships across the system.

5. CONCLUSION / PROPOSAL

- 5.1 Overall, it was acknowledged that the physical Precinct by the Lyell McEwin Hospital is only one component of a wider opportunity to develop a whole of Northern Precinct that meets the wellbeing and community needs of our population.
- 5.2 These priorities cannot be achieved by NALHN alone and will require a shared vision and framework co-designed by the region and with our local communities.
- 5.3 A 6 month review of progress of the initiative to be undertaken and a determination to be made regarding our continued involvement.

ITEM	5.1.4 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 November 2021
HEADING	33/2021: Uniting in Care Salisbury Inc. Community Grant Application
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	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
SUMMARY	The Uniting in Care Salisbury Inc. Community Grants Application is submitted to the Community Wellbeing and Sport Committee for consideration.

RECOMMENDATION

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves funding for the November 2021 round of Community Grants as follows:
 - a. Grant No. 33/2021: Uniting in Care Salisbury Inc. to provide ‘Parcels of Love’ to the community.

ATTACHMENTS

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

1. Uniting in Care Salisbury Inc. Grant Application

1. BACKGROUND

- 1.1 Uniting in Care Salisbury Inc. have applied for the November 2021 round of Community Grants.
- 1.2 Uniting in Care submitted their grant application in September 2021, however due to staff changeover, their application was missed, and as such needs to be included into the November 2021 round of Grant Applications.
- 1.3 Uniting in Care Salisbury Inc. have received previous grant funding in December 2020. This grant funding (\$5,000) went towards their 2020 ‘Parcels of Love’ project.

2. REPORT

- 2.1 Uniting in Care Salisbury Inc. is a non-profit organisation with Deductive Gift Recipient status.
- 2.2 The Uniting in Care Salisbury Inc. application meets the eligibility criteria for the requested Community Grants Program funding.
- 2.3 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$59,976 remaining to date.
- 2.4 The money committed to the two applications received for the November 2021 round (Lutheran Care and Uniting in Care Salisbury Inc.), if approved, is \$9,940.
- 2.5 The remaining balance of the grant funding if this application and the Lutheran Care Grant Application are both approved is \$49,036.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from Uniting in Care Salisbury Inc. for \$4,940 to provide 'Parcels of Love' to the community.



Community Grants Program Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (providing the eligibility criteria is met).

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



live it up

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Uniting in Care Salisbury Inc
Address:	59-61 Park Terrace
Suburb:	Salisbury Postcode: 5108
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mrs Cheryl Sachse
Title (your role with the group/organisation):	Chairperson
Address:	15 Yarle Street, Mawson Lakes SA 5095
Phone:	Landline: Mobile: 0415 098 364
Email:	uicsalisbury@bigpond.com
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Mrs Cheryl Sachse
Title (role with the group/organisation):	Chairperson
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	Managed by elected committee.
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/></div> <div>No <input type="checkbox"/></div> <div>(go to question c)</div> <div>(go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<div>Yes <input type="checkbox"/></div> <div>No <input checked="" type="checkbox"/></div> <div>(go to question c)</div> <div>(go to question c)</div>
Parent Organisation	
Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input checked="" type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input checked="" type="checkbox"/> (go to question e & f)	No <input type="checkbox"/>
e) Funding source/s:	Department of Social Services	
f) Purpose:	Emergency Relief provider to the Salisbury City Council area.	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. BANKING INFORMATION		
Your organisation must have its own Bank/Credit Union Account or similar		
Full Account Name: <i>Uniting In Care Salisbury Inc</i> *do not provide account or BSB numbers*	Financial Institution Name: <i>Westpac</i> Branch Location: <i>Salisbury</i>	
6. REFEREE INFORMATION		
Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)		
Referee's Name:	<i>Lynette Brewker</i>	
Referee's Contact Information:	<i>0409 130956</i>	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN)</i> 1 4 0 1 6 4 7 9 5 0 0 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 0
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	Nil
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	Nil
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	Christmas items
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	We will provide grocery supplies for the project.
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
260x \$20.00 Woolworths Essential Cards	\$ 4,940
TOTAL (including GST):	\$ 4,940

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

ITEM	5.2.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 November 2021
HEADING	Commonwealth Home Support Programme (CHSP) Payment In Arrears
AUTHOR	Vesna Haracic, Manager Community Health & Wellbeing, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	<p>Following the review and recommendations of the Aged Care Royal Commission on 11 May 2021, the Australian Government announced changes to the Commonwealth Home Support Programme (CHSP) to help reposition the sector as it moves towards a new Support at Home Program commencing in July 2023. The new program will replace the CHSP, Home Care Packages, Short-Term Restorative Care, and residential respite programs. The City of Salisbury receives approximately \$2.5 Million annually to support the delivery of CHSP services to approximately 2,200 members of our community. To prepare for these reforms, CHSP grant agreements will be extended for one year from 1 July 2022 to 30 June 2023. During this period the Commonwealth Department of Health is encouraging providers to transition to payment in arrears. During this transition, the Department of Health will also review unit pricing for all service types.</p>
RECOMMENDATION	
<u>That Council:</u>	
1.	Notes that Council will continue to collaborate with the Local Government Association and the broader sector, to advocate that all providers, including Local Governments, maintain operational viability under the payment in arrears model.
2.	Notes that the Administration will provide a future report to Council as more information on CHSP Payment in Arrears becomes available.
ATTACHMENTS	
	There are no attachments to this report.

1. BACKGROUND

- 1.1 Currently, as part of each grant agreement, Commonwealth Home Support Programme (CHSP) providers agree to deliver a set number of activities at a mutually agreed unit price. This model has been based on meeting identified community need with providers, then applying for growth or new program funding. The unit costs are varied due to the differences in service delivery methods eg. utilising volunteers or providing a transport service.
- 1.2 The City of Salisbury presently receives funding from the Department of Health for the delivery of the following services:

Service	CHSP Funding 2021-21
Domestic Assistance	\$ 382,557.65
Social Support Group	\$ 934,628.40
Home Maintenance	\$ 202,286.22
Home Modifications	\$ 109,343.86
Meals	\$ 256,958.12
Social Support Individual	\$ 98,956.21
Transport	\$ 186,895.03
Assistance with Care & Housing	\$ 164,735.49
Sector Support & Development	\$ 118,372.27
TOTAL	\$ 2,454,733.25

- 1.3 Presently CHSP providers receive upfront quarterly payments also known as block funding. The Department of Health anticipates that from 1 July 2022, most providers will be able to invoice at the end of each month, based on actual services delivered and receive payment (CHSP funds), in arrears. The Department of Health is still working through the specific details of how providers will transition to the payment in arrears model. To help with this work, the Commonwealth Department of Health established a CHSP 2022-23 Extension Working Group in June 2021.
- 1.4 The working group has members from all States and Territories, CHSP service types, private and not-for-profit organisations, Commonwealth Government, Aboriginal and Torres Strait Islander organisations, multicultural, rural/remote, large and small providers and peak body representatives. Disappointingly, no South Australian Local Government/Councils were included or represented in this working group, despite many applying to be involved.

2. CONSULTATION / COMMUNICATION

- 2.1 External
- 2.1.1 LGA
- 2.1.2 Ageing Well LG group

3. REPORT

- 3.1 The new Support at Home Program is seeking to improve the availability of services. In most cases funding will be allocated to the individual client, rather than in a block to a provider. This will be similar to the National Disability Insurance Scheme (NDIS) and also the Aged Care Packages which allocate funding individuals. The flexibility of the new program will allow consumers to move across levels of care as required. It is thought that the payment in arrears model will best facilitate this and ensure a consistent consumer experience across lower and higher-levels of in-home aged care.

Payment in Arrears Model

- 3.2 Payment for services delivered is designed to encourage a more direct relationship between the services available and what consumers want. It also hopes to ensure clients can access services in a timely manner. Paying for services that have been delivered is considered by the Commonwealth to be a more accurate and accountable use of government funds but the process will impact reporting and administration requirements for providers. For some service types, seasonal impacts have not been considered and will result in peaks and troughs which may impact Council's income and expenditure. An example would be gutter cleaning services delivered in winter, compared to summer.
- 3.3 The Department of Health considers that paying for services delivered will reduce unspent grant funds, which must be recouped through an acquittal process and returned to Government, rather than spent on services to clients. Payment in arrears will mean Government can anticipate the underspend early and reallocate the funding to where it is needed most, as quickly as possible.
- 3.4 The Department of Health recognises that there will be support required to assist providers during the transition to payment in arrears.

The Department of Health will:

- 3.4.1 Work with smaller providers with limited cash returns, or limited capacity to access capital markets to transition to payment in arrears;
- 3.4.2 Work with providers who may not have business systems in place to report on services delivered on an individual basis;
- 3.4.3 Consider whether financial support may be available in particular circumstances to support providers with increased administrative activities.
- 3.5 It has been identified that not all CHSP service types may be suitable for a full transition to payment in arrears. The Department of Health is working through this with the CHSP Extension 2022-23 Working Group and will analyse the feedback from CHSP providers to inform their discussions.

Unit Pricing

- 3.6 The Department of Health recognises that unit prices across the different CHSP service types are nationally inconsistent and do not reflect the actual cost of delivering services (net of fees contributed by consumers). Furthermore, some service types have different outputs (e.g. time in hours) and others like Social

Support Group and Transport have varying group/client sizes, which also affect unit prices. There will be a real challenge in addressing this when transitioning CHSP to the payment in arrears model and in advance of the new support at home program.

- 3.7 In June 2021, the Department of Health contracted ACIL Allen Consulting to support the development of a National Unit Pricing Policy for CHSP. As a part of this work, ACIL Allen Consulting may contact individual CHSP providers to help inform the development of this policy. They will also be connecting with HealthConsult, who are contracted to support the development of the funding model under the new Support at Home Program.
- 3.8 There is a risk with this approach that unit costs will actually be set lower than what many providers are presently charging, resulting in possible reduction in staffing levels and service delivery. At the very worst, it will see smaller agencies and providers not being financially viable resulting in less choice to consumers, especially those who may be seeking particular individualised services e.g. Culturally and Linguistically Diverse consumers.
- 3.9 Another possible unintended outcome as a result of a reduction in unit costs, is an increase in client contribution fees to make up the shortfall. Larger Agencies who also offer Home Care Packages and Residential Care, will be better placed to manage financially, but this may result in less choice and competition in the sector.

Resource Implications

- 3.10 The Department of Health undertook a survey to explore how ready providers are for the transition to payment in arrears and better understand any issues or challenges. Community Health and Wellbeing division, with the support of the Finance Team, responded to the survey outlining our readiness to transition and all issues and concerns. The survey results found that 64% of respondents currently receive payment in arrears for services provided outside of CHSP and 54% of respondents have a service delivery model to track individual consumer services and the amount spent on each individual client.
- 3.11 The City of Salisbury uses a client management system to record services delivered, however this is not configured to manage invoicing and will most likely need to be upgraded with a specific module provided by the vendor to enable processing of payment in arrears.
- 3.12 The majority of staff in the Salisbury Home and Community Services are funded FTEs in line with our CHSP contract. If the transition to payment in arrears negatively impacts our overall financial viability this may result in a reduction in services and staffing levels. Resource modelling will occur as more specific financial information on CHSP Payment in Arrears becomes available including reviewed unit pricing for all service types.

Risk Management/Legislative Implications

- 3.13 A risk to Council reputation may occur if CHSP services were at risk of no longer being delivered or there is a decrease in the volume of services able to be delivered. Council will need to do its due diligence to ensure that any agreement that it enters into with the Commonwealth is financially viable and that we are

able to deliver on agreed outcomes to the standards set out in the highly regulated and legislative framework of the aged care sector.

4. CONCLUSION / PROPOSAL

- 4.1 In conclusion, the impending changes that have been outlined by the Commonwealth will have an impact on all CHSP providers.
- 4.2 The Payment in Arrears model will require changes to our client management system, financial processes, data reporting and general administration. Service providers including Local Governments, have limited information at this stage regarding the changes and their introduction. Further information is expected by the end of November 2021.
- 4.3 The uniformity to unit costing may be challenging, as the Department of Health works towards the new Support at Home Program.
- 4.4 Staff will remain actively involved in any opportunities to gather information and provide feedback to remain informed, so that timely consideration can be made regarding ongoing service delivery and financial changes. A future report will be presented to Council in due course.