



AGENDA

FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON

18 JANUARY 2022 AT 6:30 PM

**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 14 December 2021.

Presentation of the Minutes of the Confidential Community Wellbeing and Sport Committee Meeting held on 14 December 2021.

REPORTS

Administration

5.0.1	Future Reports for the Community Wellbeing and Sport Committee.....	11
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For Decision

5.1.1	Chair and membership nominations for Burton and Para Hills Community Hub Precincts' Sub Committees	15
5.1.2	Grant no. 40/2021-22: Just Dance Community Grant Application.....	21
5.1.3	Grant No. 41/2021-22: Dheeyan Punjab Diyan South Australia Inc. Community Grant Application	55
5.1.4	Grant No. 42/2021-22: Northern Area Riding for Disabled Community Grant Application	79

For Information

5.2.1	Amendments to Community Event Sponsorship Program (CESP) Grant Applications.....	95
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OTHER BUSINESS

QUESTIONS WITHOUT NOTICE

MOTIONS WITHOUT NOTICE

CLOSE



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

14 DECEMBER 2021

MEMBERS PRESENT

Cr A Duncan (Chairman)
Cr B Brug (*via Teams VC*)
Deputy Mayor, Cr C Buchanan (Deputy Chairman)
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
Manager Governance, Mr R Deco
Governance Support Officer, Ms K Boyd

The meeting commenced at 7.28 pm.

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

APOLOGIES

Apologies were received from Mayor G Aldridge and Cr D Hood.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr P Jensen

Seconded Cr B Brug

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 16 November 2021, be taken as read and confirmed.

CARRIED

REPORTS

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Cr P Jensen

Seconded Cr J Woodman

That Council:

1. Notes the report.

CARRIED

For Decision

5.1.1 Establishment of Sub-Committees for Burton and Para Hills Community Hub Precincts - Nomination Process

Moved Cr C Buchanan

Seconded Cr P Jensen

That Council:

1. Approves the increase of external community representation on the Burton Community Hub Precinct Sub Committee from two to three members and amendments to the Terms of Reference to reflect this membership change.
2. Approves to seek external Sub Committee Members for the Burton Community Hub Precinct Sub Committee via a targeted process under the Terms of Reference being:
 - i. 1 x Community Centre (management committee)
 - ii. 1 x local sporting club representative
 - iii. 1 x local school representative
3. Approves to seek external Sub Committee Members for the Para Hills Community Hub Precinct Sub Committee via a targeted process under the Terms of Reference, being:
 - i. 1 x Community Centre (management committee)
 - ii. 1 x local school, sporting club or education representative

4. Approves the selection criteria as outlined in 3.4 of this report which requires that applicants:
 - i. live or work within the City of Salisbury, ideally in the relevant Precinct; and
 - ii. have relevant experience of working with community groups within the City of Salisbury and relevant Precinct; and
 - iii. are strategic and solutions focused with a collaborative, inclusive and evidence-based approach.
5. Authorises the General Manager Community Development to oversee the selection process and to assess and make recommendations to Council for the appointment of external Sub Committee Members of the Burton and Para Hills Community Hub Precincts.

CARRIED

5.1.2 Community Event Sponsorship Grant Applications - Round 8

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 Round Eight (8) of the Community Events Scholarship Program for Grant No. 1/2021 and Grant No. 2/2021 as follows:
 - a. Grant No. 1/2021: La Festa Di San Guiseppe Association, application for \$5,000 for their St Joseph Italian Festival 50th Anniversary.
 - b. Grant No. 2/2021: Northern Districts Athletics Club Incorporated, application for \$5,000 for their Salisbury.RUN.
2. Approves funding for Round Eight (8) of the Community Events Scholarship Program for Grant No. 3/2021 as follows:
 - a. Grant No. 3/2021: Punjab Aussie Association of SA Inc, application for \$10,000 for the Vaisakhi Mela Festival, is awarded on the proviso that the following information is received prior to the receipt of any funds:
 - Confirmation of insurance
 - Supporting letters
 - Minutes of Annual General Meeting
 - Certificate of Incorporation,
 - A letter from the Punjab organisation supporting the event itself
 - Evidence of cash support
 - Most recent annual financial statement certified by Treasurer or audited qualified accountant.

CARRIED

5.1.3 Grant No. 35/2021: Zomi United Adelaide Community Grant Application

Moved Cr J Woodman
Seconded Cr S Ouk

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 December 2021 round of Community Grants as follows:
 - a. Grant No. 35/2021 to the value of \$5,000 to the Zomi United Adelaide Inc. to assist with purchasing various soccer equipment and uniforms to launch their soccer club.

Cr C Buchanan declared an actual conflict of interest on the basis of the applicant being a potential sub-lessee of a Club for which he is an office bearer. Cr Buchanan left the meeting at 7:33 pm.

CARRIED

Cr C Buchanan returned to the meeting at 7:34 pm.

5.1.4 Grant No. 36/2021: AVV All Stars Millennium Social and Fundraising Committee Inc. Community Grant Application

Moved Cr J Woodman
Seconded Cr C Buchanan

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 December 2021 round of Community Grants as follows:
 - a. Grant No. 36/2021 to the value of \$5,000 for the AVV All Stars Millennium Social and Fundraising Committee Inc. to assist with purchasing tumbling and dance equipment for their organisation.

CARRIED

5.1.5 Grant No. 37/2021: Mawson Lakes Golf Club Inc. Community Grant Application

Moved Cr C Buchanan

Seconded Cr B Brug

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 December 2021 round of Community Grants as follows:
 - a. Grant No. 37/2021 to the value of \$5,000 for the Mawson Lakes Golf Club Inc. to assist with purchasing a new tractor.

CARRIED

5.1.6 Grant No. 38/2021: With Love Formal Wear Inc. Community Grant Application

Moved Cr P Jensen

Seconded Cr C Buchanan

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 December 2021 round of Community Grants as follows:
 - a. Grant No. 38/2021 to the value of \$2662: With Love Formal Wear to assist with purchasing furniture for their Parents Nook.

CARRIED

5.1.7 Grant No. 39/2021: The Gardens Over 50's Table Tennis Club Inc. Community Grant Application

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 December 2021 round of Community Grants as follows:
 - a. Grant No. 39/2021 to the value of \$3070 for The Gardens Over 50's Table Tennis Club Inc. to assist with purchasing table tennis equipment.

CARRIED

For Information

5.2.1 Community Development - Quarterly Service Update

Moved Cr A Duncan

Seconded Cr J Woodman

That Council:

1. Notes the report.

CARRIED

OTHER BUSINESS

Nil

CONFIDENTIAL ITEMS

5.4.1 Salisbury Aquatic Centre Redevelopment - Prudential Report

Moved Cr P Jensen

Seconded Cr S Ouk

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(d)(i) and (d)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non-disclosure of the matter and discussion of this item in confidence would protect confidential information relating to Council's commercial position.*

*On that basis the public's interest is best served by not disclosing the **Salisbury Aquatic Centre Redevelopment - Prudential Report** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CARRIED

The meeting moved into confidence at 7.38 pm.

The meeting moved out of confidence and closed at 7.44 pm.

CHAIRMAN.....

DATE.....

ITEM	5.0.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	18 January 2022
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 12.1 Due:	Motion without Notice: Upgrades to Current Sporting Facilities 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. February 2022	Andrew Hamilton
28/01/2020 1.1.2 Due:	Bridgestone Athletics Centre – Management Model Options 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. April 2022	Andrew Hamilton
24/02/2020 2.5.1 Due:	Indoor Sporting Facilities 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. February 2022	Andrew Hamilton
27/07/2020 1.1.2 Due:	Place Activation Strategy – Community Facilities 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. February 2022	Amy Pokoney Cramey
21/12/2020 2.4.1 Due:	Operating Savings Initiatives – Library Services Council has previously resolved this resolution to be confidential. August 2022	Amy Pokoney Cramey
25/01/2021 5.2.1 Due:	Bridgestone Athletics Centre – Construction Update 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. April 2022	Andrew Hamilton

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:	February 2022	
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:	February 2022	
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	
22/11/2021	Commonwealth Home Support Programme (CHSP) Payment In Arrears	Vesna Haracic
5.2.1	Notes that the Administration will provide a future report to Council as more information on CHSP Payment in Arrears becomes available.	
Due:	February 2022	
Deferred to:	July 2022	
Reason:	No significant updates have been provided to Council at this stage. Council is anticipating to have further information mid year.	

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	18 January 2022
HEADING	Chair and membership nominations for Burton and Para Hills Community Hub Precincts' Sub Committees
AUTHOR	Claudine Spinner, Team Leader, Community Learning and Development, Community Development
CITY PLAN LINKS	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 nominates the Chairs and external community representatives of the Burton and Para Hills Community Hubs Precincts' Sub Committees.
RECOMMENDATION	
<u>That Council:</u>	
<ol style="list-style-type: none">1. Approves the following nominations for appointment to the Burton Community Hub Precinct Sub Committee for a period commencing March 2022 until the remainder of the Council term (subject to their respective acceptance of the role):<ol style="list-style-type: none">a. Tony Dalwood (Salisbury United Football Club)b. Jennifer Cook (Burton Community Centre)c. Kelly Blandford (Burton Primary School)2. Approves the following nominations for appointment to the Para Hills Community Hub Precinct Sub Committee for a period commencing March 2022 until the remainder of the Council term (subject to their respective acceptance of the role):<ol style="list-style-type: none">a. Shaun St Alban (The Paddocks Centre)b. Karen Winter (Liberman Kindergarten)c. Robert Taylor (The Salvation Army)3. Appoints Deputy Mayor Councillor Chad Buchanan Chair of the Burton Community Hub Precinct Sub Committee for a period commencing March 2022 until the remainder of the Council term.4. Appoints Councillor Shiralee Reardon as Chair of the Para Hills Community Hub Precinct Sub Committee for a period commencing March 2022 until the remainder of the Council term.	
ATTACHMENTS	
There are no attachments to this report.	

1. BACKGROUND

- 1.1 In September 2021 Council resolved (1107/2021) regarding the Community Hubs Management Model and Community Centre's Collaboration Agreement Review that:
 - 1.1.1 *Under section 41(7) of the Local Government Act 1999 the establishment of Community Hub Precinct Sub Committees for Burton and Para Hills Community Hubs by March 2022, with governance model as set out in paragraph 5.2 to this report (Innovation and Business Development 16/03/2021, Item No.6.1.1), and Terms of Reference as contained in Attachments 3 & 4 to this report (Innovation and Business Development 16/03/2021, Item No.6.1.1).*
- 1.2 On 20 December 2021 Council resolved (1195/2021) regarding the nomination process for the Burton and Para Hills Community Hubs' Precinct Sub Committees.
 - 1.2.1 *Approves the increase of external community representation on the Burton Community Hub Precinct Sub Committee and Para Hills Community Hub Precinct Sub Committee from two to three members and amendments to the Terms of Reference to reflect this membership change.*
 - 1.2.2 *Approves to seek external Sub Committee Members for the Burton Community Hub Precinct Sub Committee via a targeted process under the Terms of Reference being:*
 - i 1 x Community Centre (management committee)*
 - ii 1 x local sporting club representative*
 - iii 1 x local school representative*
 - 1.2.3 *Approves to seek external Sub Committee Members for the Para Hills Community Hub Precinct Sub Committee via a targeted process under the Terms of Reference, being:*
 - i 1 x Community Centre (management committee)*
 - ii 1 x local school, sporting club or education representative*
 - iii 1 x local sporting club or precinct representative*

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Manager Governance
 - 2.1.2 Team Leader Corporate Governance
 - 2.1.3 Elected Members
- 2.2 External
 - 2.2.1 Tony Dalwood
 - 2.2.2 Kelly Blandford

- 2.2.3 Jennifer Cook
- 2.2.4 The Paddocks Centre Board
- 2.2.5 Shaun St Alban
- 2.2.6 Karen Winter
- 2.2.7 Robert Taylor

3. REPORT

- 3.1 The Burton Community Hub Precinct Sub Committee Terms of Reference were adopted by Council in September 2021 (1107/2021). Membership is outlined in part 4 of the Terms of Reference which state that:
 - 3.1.1 The membership of the Sub Committee will consist of five members as nominated and appointed by Council.
 - 3.1.2 Membership is to consist of two Elected Members, the Mayor (ex-officio), one Community Centre (past management committee) representative and one local sporting club or school or education representative.
- 3.2 The Para Hills Community Hub Precinct Sub Committee Terms of Reference were adopted by Council in September 2021 (1107/2021). Membership is outlined in part 4 of the Terms of Reference which state that:
 - 3.2.1 The membership of the Sub Committee will consist of five members as nominated and appointed by Council.
 - 3.2.2 Membership is to consist of two Elected Members, the Mayor (ex-officio), one Community Centre (management committee) representative and one local sporting club or school or education representative.
- 3.3 On 20 December 2021 (1195/2021), it was resolved by Council that the Terms of Reference for both the Burton and Para Hills Community Hub Precincts Sub Committees would be amended to increase the external community representation from two to three members.
- 3.4 A process has been undertaken to seek the external Sub Committee Members through a targeted approach and has identified one representative from each of the sectors outlined in the Terms of Reference.
- 3.5 The criteria for selection to the Sub Committees are as follows:
 - 3.5.1 live or work within the City of Salisbury, and ideally in the relevant precinct; and
 - 3.5.2 have relevant experience or involvement in working with community groups within the City of Salisbury and relevant precinct; and
 - 3.5.3 are strategic and solutions focused with a collaborative, inclusive and evidence-based approach.
- 3.6 The overall selection process has been managed by the General Manager Community Development. As part of this process, recommended appointments have been assessed against the selection criteria before making suitable recommendations to the Committee and Council.

- 3.7 The timing of this process is proposed to be concluded by February 2022 to provide sufficient time for the new Sub Committee Members to be inducted and provided governance training in readiness for commencement of the Sub Committee in March 2022.
- 3.8 The following external community representatives are now nominated for appointment to the Burton Community Hub Precinct Sub Committee for a period commencing March 2022 until the remainder of the Council term subject to their respective acceptance of the role:
 - 3.8.1 Tony Dalwood (Salisbury United Football Club)
 - 3.8.2 Jennifer Cook (Burton Community Centre)
 - 3.8.3 Kelly Blandford (Burton Primary School)
- 3.9 The following external community representatives are now nominated for appointment to the Para Hills Community Hub Precinct Sub Committee for a period commencing March 2022 until the remainder of the Council term subject to their respective acceptance of the role:
 - 3.9.1 Shaun St Alban (The Paddocks Centre)
 - 3.9.2 Karen Winter (Liberman Kindergarten)
 - 3.9.3 Robert Taylor (The Salvation Army)
- 3.10 The Mayor is appointed as an ex-officio member of both the Burton and Para Hills Community Hub Precincts Sub Committees in accordance with the Terms of Reference.
- 3.11 It is proposed that Deputy Mayor Councillor Chad Buchanan is appointed as Chair of the Burton Community Hub Precinct Sub Committee for the remainder of the Council term.
- 3.12 It is proposed that Councillor Shiralee Reardon is appointed as Chair of the Para Hills Community Hub Precinct Sub Committee for the remainder of the Council term.
- 3.13 In accordance with the adopted Terms of Reference, the Deputy Chair, being a Council Member, is to be elected at the first meeting of each Sub Committee.

4. CONCLUSION / PROPOSAL

- 4.1 The process for nomination of external members to the Burton Community Hub Precinct and the Para Hills Community Hub Precinct Sub Committees has been undertaken via a targeted approach using the following criteria:
 - 4.1.1 they live or work within the City of Salisbury and ideally in the relevant Precinct; and
 - 4.1.2 have relevant experience of working with community groups within the City of Salisbury and relevant Precinct; and
 - 4.1.3 are strategic and solutions focused with a collaborative, inclusive and evidence-based approach.

- 4.2 The overall selection process has been managed by the General Manager Community Development. As part of this process, recommended appointments have been assessed against the selection criteria before making suitable recommendations to the Committee and Council.
- 4.3 The external community representatives are now nominated for appointment to the Burton Community Hub Precinct Sub Committee and the Para Hills Community Hub Precinct Sub Committee for a period commencing March 2022 for the remainder of the Council term subject to their respective acceptance of the roles.
- 4.4 Deputy Mayor Chad Buchanan be appointed as Chair of the Burton Community Hub Precinct Sub Committee for a period commencing March 2022 for the term of Council and that a Deputy Chair be elected at the first meeting of the Sub Committee.
- 4.5 Councillor Shiralee Reardon be appointed Chair of the Para Hills Community Hub Precinct Sub Committee for a period commencing March 2022 for the term of Council and that a Deputy Chair be elected at the first meeting of the Sub Committee.
- 4.6 The selection process and required governance training of all members will be completed by February 2022.

ITEM	5.1.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	18 January 2022
HEADING	Grant no. 40/2021-22: Just Dance 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 Just Dance Community Grant 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 January 2022 round of Community Grants as follows:
 - a. Grant No. 40/2021-22 to the value of \$2270: Just Dance to assist with purchasing new sound equipment and a microphone.

ATTACHMENTS

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

1. Grant No. 40/2021-22: Just Dance Community Grant Application
2. Community Grant Guidelines and Eligibility Criteria

1. BACKGROUND

- 1.1 Just Dance have applied for the January 2022 round of Community Grants to assist with purchasing new sound equipment and a microphone to assist them providing free dance lessons.
- 1.2 Just Dance have not received any prior Community Grant funding.


2. REPORT

- 2.1 Just Dance is a not-for-profit organisation and its application meets the eligibility criteria for the requested Community Grants Program funding.
- 2.2 Just Dance conduct programs at the Salisbury RSL Sub Branch approximately 2-3 times a month, providing free dance lessons to the elderly and wider community. Just Dance aims to reduce isolation among the elderly and provide a safe environment to socialise and dance.

- 2.3 This grant application is requesting funds to purchase a new sound system and a microphone, as its current sound system is broken and Just Dance is struggling to cater for the 30-40 people who are attending the free dance lessons.
- 2.4 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$29,044 remaining to date.
- 2.5 The money committed to this application for the January 2022 round, if approved, is \$2,270.
- 2.6 The remaining balance of the grant funding if all grant applications received (3 in total) for the January round is \$19,774.

3. CONCLUSION / PROPOSAL


- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from Just Dance for \$2,270 to assist with purchasing new sound equipment and a microphone.



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



City of Salisbury
The Living City

live it up

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Just Dance
Address:	19 park terrace
Suburb:	Salisbury Postcode: 5108
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mr. Gerry Niesen
Title (your role with the group/organisation):	Organizer/ Instructor
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: Gerry Niesen
Title (role with the group/organisation):	Organizer/ Instructor
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	Manual books/ All planning sessions are held with whole group.
Is your organisation:	
a) Incorporated:	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div>
Parent Organisation	
Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <small>(evidence must be attached to this application)</small>	No <input checked="" type="checkbox"/>
d) Government Funded: <small>(If Yes, please list funding source/s and purpose in part e & f)</small>	Yes <input type="checkbox"/> <small>(go to question e & f)</small>	No <input checked="" type="checkbox"/>
e) Funding source/s:	Nil	
f) Purpose:	Provide free dancing lessons for the elderly within our community.	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. BANKING INFORMATION		
Your organisation must have its own Bank/Credit Union Account or similar		
Full Account Name: RSL Salisbury Sub-branch *do not provide account or BSB numbers*	Financial Institution Name: Commonwealth Bank Branch Location: Salisbury	
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:	[REDACTED]	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN (If Yes - Please Quote ABN) (If No, the ABN Declaration Form attached must be signed)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		
<p>to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered</p> <p>Community Grant Application - Page 5 of 13</p>		

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
Income received from sponsors: (list sponsor(s) and their contribution)	\$ 0
Donations: (please specify the source, product or service and estimated amount of funding requested)	\$ 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
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Ongoing instructors and organization of the Dance group.
EXPENSES (specify the proposed expense budget by item)	\$ AMOUNT
All in one portable PA system 1000w class D	
and accessories	\$ 2,270
TOTAL (including GST):	\$ 2,270

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <small>(please tick which is applicable)</small>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Replacement of sound equipment vital for the group to continue.</i>
Date(s) of Project/Event <small>(if ongoing or one-off please state 'ongoing' / 'one-off')</small>	<i>Ongoing 1st, 3rd and 5th Friday at the RSL Salisbury Sub Branch Hall</i>
Total cost of Project/Event	<i>\$ 2,270</i>
Amount of Community Grant Funding Requested	<i>\$ 2,270</i>
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments. <input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Just dance history</i> 2. <i>Quote</i>	
Which category best describes your project/event? <small>(please check all that apply)</small>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <small>(If Yes, when was it granted and what the grant was for)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	Just Dance
Group/Organisation Description	Provide free dancing lessons to the elderly and wider community
Group/Organisation Registered Address	Number/Street: 16 James Road Suburb: Lewiston Postcode: 5501
Is the Club Incorporated?	no
Number of Members	40
% of Membership that reside in the City of Salisbury	85 %
Project/Event Details	
Project/Event Name	Purchase of equipment to allow dancing education to continue
Project/Event Summary	
Date(s) of Project/Event	Ongoing
Location of Project/Event:	Number/Street: 19 Park Terrace Suburb: Salisbury Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	This group is open to all members of the Salisbury and surrounding communities
How many individuals will benefit from the Project/Event?	40
% of project/event participants that reside in the City of Salisbury	85 %
If it is an Event, is it open to the public?	Yes <input type="checkbox"/>
How will the Project/Event be promoted?	Promoted on facebook of RSL and Salisbury Business association facebook

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 2,270
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
All in one portable PA system 1000w class D	\$ 2,270
and accessories	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 2,270
Quote Attached: <i>A detailed, current quote must 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:

Please see sheet attached

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. *Just dance*
2. *Quote*
- 3.

Benefits and Outcomes of the Project or Event

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



The ongoing ability for the elderly to socialise, move and dance is beyond words for this group. Our group teaches those who attend if they wish to learn and encourages them to attend our social functions also. Our numbers are growing and have slowly increased even with the restrictions faced over the past year.

The RSL Salisbury Sub Branch provides a venue for a very low cost, most members donate a gold coin to cover this cost. the RSL Salisbury Subg Branch secretary has allowed us to use their bank account as our 3rd person assist.

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

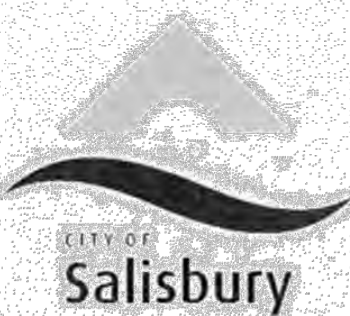
Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support)</i></p> <p>N/A</p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <p>1</p> <p>2</p> <p>3</p>
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>This funding will allow us to continue running the dance classes into the future.</i></p>
<p><i>to avoid delay, please ensure that your application form is completed in its entirety. all questions must be answered</i></p>

Application Declaration	
Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)	
Please read, tick the S1 and S2 boxes and sign:	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that I am authorised to make this application on behalf of the Organisation.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that the information provided in this application is true and correct.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.	
On behalf of <u>Just Dance</u> (Group/Organisation)	
GERRY NIESEN, ORGANIZER (Name/Position)	and James Stegell, Instructor (Name/Position)
 (Signature 1)	 (Signature 2)
25-11-2021 (Date)	25/11/2021 (Date)
Contact (phone number): [REDACTED]	Contact (phone number): [REDACTED]

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

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

Community Grant Application - Page 12 of 13



Declaration Where No Australian Business Number is Required

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

I am providing my services as:


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

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

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

Just Dance
(Group/Organisation)

Gerry Niesen/ Organizor
(Name/Title)


(Signature)

25/11/2021
(Date)

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

Community Grant Application - Page 13 of 13

JUST DANCE

Gerry Niesen 0417833709
Spokesperson / Organizer / Teacher

Sue Stead 0418898807
Jim Stead
Maria Niesen 0438833709
Organizers / Teachers

Group Motto:
NO ONE SHOULD HAVE TO PAY TO LEARN HOW TO DANCE

FREE DANCE LESSONS, PARTNER, LINE DANCE AND
SLOW ROCK AND ROLL

Venue / Hall
RSL Salisbury
19 Park terrace Salisbury 5108

Just Dance, started about 7 years ago by a small group of people from the rock and roll club "Lost in the 50s and they had the motto,

"You shouldn't have to pay to learn how to rock and roll"

Our aim is to promote an ongoing free learning dancing nights, at least twice a month for all

We encourage the elderly within our community to participate, with dancing and or just to socialize within our group. (More than 2/3 of our dancers are residents within the Salisbury council area and the average age of these is about 70 years of age).

Dancing creates exercise for the body and keeps the mind younger

Our aim is also to stop isolation especially among the elderly within the community, and also create a safe environment to socialize and dance in.

Our dance nights are open to the public. 1st 3rd and 5th Friday night of each month. And we are catering for about 30 to 40 persons on the night and growing.

Just Dance is set-up to make dancing easy, with one on one teaching if required.

Just Dance main function is to teach anyone who wishes to dance to dance

Some within our group had said that they had gone elsewhere and they had just wished to revisit dancing in their later years, and found it very difficult without a partner, others find it far too costly for long extended periods of dancing lessons and then they give up.

We are giving them the chance to dance with people that are like minded.

I myself have been involved with Just Dance for most of these 7 years, first as a student learning the dances, then as a teacher and now as one of the organizers and teachers.

All of our teachers get great enjoyment, as our student's blossoms and they get better and better.

Just Dance is mainly partner dancing and Line dancing with some slow rock and roll sequences, we don't ask for payment, as all our teacher's and organisers volunteer their time and knowledge, our group just wish to give back to the community. (Plus we love to dance every chance we get).

As I mentioned before JUST DANCE started teaching partner dancing for free about 7 years ago, every fortnight on the Friday night, at first we were able to use the dance floor from the PARAFIELD GARDENS COMMUNITY CLUB at no charge to the group.

About 3 years ago PARAFIELD GARDENS COMMUNITY CLUB decided that they were going to have live bands on the Friday and Saturday nights, and we had to find another venue for dancing.

RSL SALISBURY was approached and after hearing what we were about, (teaching for free) they were only too happy for us to use their facilities to carry on,

BUT A HIRE FEE HAD TO BE PAID, this is to cover insurance and music license).

As the RSL Salisbury believed in what we were doing, and were doing a community service, they allowed us the use of the dance floor hire at a low fee.

But this putting us in a precarious position as our motto is that we do not ask for payment for anyone to be able to learn how to dance.

With this in mind, a tin is placed on the table on our dance nights, and if one wishes, a VOLUNTARY donation of a gold coin can be made to cover the cost of dance floor hire, all money's that's remaining at the end of each year is donated to the RSL SALISBURY for its continuing of their work for our community. At no time is any money used for personal use.

The music that is purchased on the internet for our dancing classes is paid by myself.

REASON FOR OUR APPLICATION FOR A GRANT

The PA Sound System that we were able to use was about 20 years old and was donated to us by the Rock And Roll Club "Lost in the 50s", as it was surplus to their requirements. It had no microphone and all dance steps are require to be called over the sound of the music. In the 7 years that we have had it, it's been repaired a couple of times and we have been lucky enough to have Lost in the 50s cover the cost of its repairs, now our SOUND SYSTEM is broken and beyond repair.

And we are in dire need for a replacement, as without a decent PA SOUND SYSTEM we find it very difficult to do our dance nights, (at this moment we are using my small unit that I use for personal learning at home, but it's not really suited for use for lessons in a big hall.)

We hope that if we do get a grant for a new PA Sound System that it would make it easier for us to carry on for many years to come.

Our wish list)

A new pa music sound system that delivers a good and clean sound with a strong bass, so that our people with hearing impairments can find it easier to participate

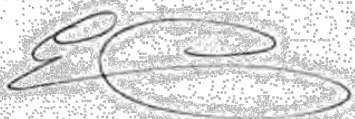
Would also like but not critical, a head microphone for making the calling out of dance steps easier on the teachers. (As we are not getting any younger)

We hope that you please give our applications your sincere consideration

Yours Gerry Niesen

Spokesperson / Organizer / Teacher

25 NOVEMBER 2021



Effective 23 August 2021



Community Grants Program

Guidelines and Eligibility Criteria



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.

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.*

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.

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.

ITEM	5.1.3
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	18 January 2022
HEADING	Grant No. 41/2021-22: Dheeyan Punjab Diyan South Australia 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 Dheeyan Punjab Diyan South Australia Inc. Community Grant 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 January 2022 round of Community Grants as follows:
 - a. Grant No. 41/2021-22 to the value of \$5,000: Dheeyan Punjab Diyan South Australia Inc. to assist with purchasing various materials and equipment to commence a project titled 'Soan Chirhi (The Golden Bird) - Keeping Culture Alive'.

ATTACHMENTS

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

1. Grant No. 41/2021-22: Dheeyan Punjab Diyan South Australian Inc. Community Grant Application

1. BACKGROUND

- 1.1 Dheeyan Punjab Diyan South Australia Inc. have applied for the January 2022 round of Community Grants to assist with purchasing materials and equipment to commence a project titled 'Soan Chirhi (The Golden Bird) - Keeping Culture Alive'.
- 1.2 This project will provide Punjabi language lessons and cultural awareness lessons to children of the Punjabi community. In addition, classes teaching basic English skills will be provided to elderly community members who are in Australia visiting their children.

- 1.3 The cultural awareness classes will include dance, music and arts and crafts relating to the Punjabi culture. In addition, classes teaching basic English skills will be provided to elderly community members who are in Australia visiting their children.
- 1.4 Also proposed in this project is a multilingual library and the creation of a book club.
- 1.5 Dheeyan Punjab Diyan South Australia Inc. have not received any prior Community Grant funding.

2. REPORT

- 2.1 Dheeyan Punjab Diyan South Australia Inc. is a not-for-profit organisation and its application meets the eligibility criteria for the requested Community Grants Program funding.
- 2.2 Formed in 2014, Dheeyan Punjab Diyan South Australia Inc. is a women's association based in South Australia.
- 2.3 Previously Dheeyan Punjab Diyan South Australia Inc. has organised a large event titled 'Adelaide Mela Teeyna Da'. In 2019, this event was held at the Adelaide Showgrounds and had more than 4000 attendees. The purpose of this event was to educate new migrant women regarding careers, women's health and domestic violence.
- 2.4 Due to COVID-19, Dheeyan Punjab Diyan South Australia Inc. have decided to focus on smaller projects, rather than a big yearly event. As such, this grant application is requesting funds to assist with purchasing materials and equipment for a project called 'Soan Chirhi (The Golden Bird) - Keeping Culture Alive'.
- 2.5 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$29,044 remaining to date.
- 2.6 The money committed to this application for the January 2022 round, if approved, is \$5,000.
- 2.7 The remaining balance of the grant funding if all grant applications received (3 in total) for the January round is \$19,774.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from Dheeyan Punjab Diyan South Australia Inc. for \$5,000 to assist with purchasing materials and equipment for their 'Soan Chirhi (The Golden Bird) - Keeping Culture Alive' project.



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.



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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	<i>Dheeyan Punjab Diyan South Australia Incorporated</i>
Address:	<i>19 ulaka road</i>
Suburb:	<i>Ingle Farm</i> Postcode: <i>5098</i>
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mrs <input checked="" type="checkbox"/> <i>Gurpreet Kaur Bhangu</i>
Title (your role with the group/organisation):	<i>Secretary</i>
Address:	
Phone:	Landline: Mobile:
Email:	
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	<i>Other: Gurpreet Kaur Bhangu</i> <i>Gurpreet Kaur Bhangu</i>
Title (role with the group/organisation):	<i>Secretary</i>
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	<i>Meetings are held quarterly</i>
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/></div> <div>(go to question c)</div> <div>No <input type="checkbox"/></div> <div>(go to question b)</div>
ASIC Registration Number:	<i>A43861</i>
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<div>Yes <input type="checkbox"/></div> <div>(go to question c)</div> <div>No <input checked="" type="checkbox"/></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 type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input type="checkbox"/> (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify): <i>Sponsorships and members contributions</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>Dheeyan Punjab Diyan SA INC</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <i>Bendigo Bank</i> Branch Location: <i>Modbury</i>	
6. REFEREE INFORMATION		
<i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	[REDACTED]	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN)</i> 7 7 1 2 3 2 5 6 0 5 1 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>(enter '0' dollar amounts below)</i>
<i>If Yes, provide details:</i>	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 1,500
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$ 0
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$ 2,000
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	<i>Books, Dvds and teaching and management services</i>
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 3,500
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>The organisation will provide volunteer teachers and helpers for language classes, cultural activities, dance classess, music classes and mobile multilingual classes. Books have already been donated by volunteers.</i>
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT
<i>Music system (for music and dance classes)</i>	<i>\$ 1,495</i>
<i>Portable projector</i>	<i>\$ 1,495</i>
<i>Screen for projector</i>	<i>\$ 699</i>
<i>Laptop</i>	<i>\$ 1,149</i>
<i>Ethnic costumes</i>	<i>\$ 1,200</i>
<i>Camera</i>	<i>\$ 800</i>
<i>Sationary and printer</i>	<i>\$ 500</i>
<i>microphone</i>	<i>\$ 698</i>
TOTAL (including GST):	\$ 8,036

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Soan Chirhi (The Golden Bird) -Keeping Culture Alive</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>ongoing</i>
Total cost of Project/Event	<i>\$ 8,036</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<i>Our organisation Dheeyan Punjab Diyan SA Inc has been working towards women empowerment since 2014. Further information attached.</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Organistaion information</i> 2. <i>previous year event pictures</i>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	<i>Dheeyan Punjab Diyan South Australia Incorporated</i>
Group/Organisation Description	<i>Multicultural women organisation</i>
Group/Organisation Registered Address	Number/Street: <i>19 Ulaka road</i> Suburb: <i>Ingle Farm</i> Postcode: <i>5098</i>
Is the Club Incorporated?	<i>yes</i>
Number of Members	<i>100</i>
% of Membership that reside in the City of Salisbury	<i>95 %</i>
Project/Event Details	
Project/Event Name	<i>Soan Chirhi (The Golden Bird)- Keeping Culture Alive</i>
Project/Event Summary	<i>Multilingual language and cultural classes, multilingual mobile library</i>
Date(s) of Project/Event	<i>January 2022 onwards (weekly)</i>
Location of Project/Event:	Number/Street: <i>Wilkinson Road</i> Suburb: <i>Para hills</i> Postcode: <i>5096</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>The project will contribute significantly to physical, cultural and mental well being of residents of Salisbury of CALD community.</i>
How many individuals will benefit from the Project/Event?	<i>500</i>
% of project/event participants that reside in the City of Salisbury	<i>80 %</i>
If it is an Event, is it open to the public?	<i>No</i>
How will the Project/Event be promoted?	<i>Social media (facebook, instagram, word of mouth)</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

Item 5.1.3 - Attachment 1 - Grant No. 41/2021-22: Dheeyan Punjab Diyan South Australian Inc. Community Grant Application

Community Grant Application -- Page 9 of 13

Project or Event Scope

Provide a description of the proposed project or event:

Our organisation Dheeyan Punjab Diyan SA inc is a women's association working in South Australia. Our organisation was formed in 2014 and in 2019 it became incorporation. In past we have organised Adelaide's biggest ladies event "Adelaide Mela Teeyan Da" (It is a celebration of rainy season). In our last event in 2019 we there were more than 4000 women from all communities. Our event venue was Adelaide Show grounds. We used our big event to educate new migrant women. We had Australian Defence women there to educate about recruitment in defence. We had information about swinging and where to learn as it is very important here in Australia. We had stalls to educate women about their personal health and well-being, e.g cancer awareness and mental health issues. There was a separate stall with information about domestic violence and violence against women.

This used to be a full day of fun and education together. Women in Adelaide used to wait for our event eagerly. Unfortunately due to COVID we are unable to host one big event for last two years. As COVID situation isn't changing in Australia in our last meeting our organisation decided to focus on small projects instead of one big event until the situation changes.

Our proposed project details are described below:

A new project where we'll teach punjabi language and cultural awareness to children. The cultural awareness classes will include dance, music and art craft oriented towards culture awareness.

We'll also teach basic English language skills to elderly people who are here to visit their children.

A mobile multilingual library and book club is in the proposal too.

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. *Project plan - Soan chirhi (The Golden Bird)-Keeping Culture Alive*
- 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:

City of Salisbury hosts a multicultural community including CALD.

Research indicated that multiculturalism plays vital role in economic and social growth.

The changing demographic composition of City of Salisbury have indicated that its becoming South Australia's most multicultural council area. To support the multiculturalism and culturally and linguistically diverse community, there is arising need of community activities that will promote physical, mental and social wellbeing of the participants. This project will satisfy above needs by acting as a platform for multilingual community and bringing them more closer and confident in wider community.

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

Community Grant Application - Page 10 of 13

Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>Word of mouth discussions have been carried out with the resident's of Salisbury regarding the need of project. It has been supported by the residents as at the moment there are no free cultural/ language classes in this city of Salisbury related to punjabi language.</i></p> <p><i>Letter of supports have been attached</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. letter of support from a resident 2. letter of support from MACSA 3. Letter of support from Ekam Groceries (sponsor and major grocery store in Adelaide)

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

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

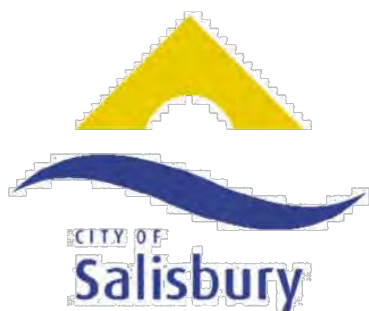
Community Grant Application - Page 11 of 13

Application Declaration		
<p style="color: red; font-weight: bold;">Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</p>		
<p>Please read, tick the S1 and S2 boxes and sign:</p>		
S1	S2	
<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>Dheeyan Punjab Diyan SA Inc</u> <small>(Group/Organisation)</small></p>		
<p style="color: red; font-weight: bold;">Navneet Kaur Dhillon / President</p> <p style="color: red; font-size: small;">(Name/Position)</p>	<p>and</p>	<p style="color: blue; font-weight: bold;">Surpreet Kaur Bhangu / Secretary</p> <p style="color: blue; font-size: small;">(Name/Position)</p>
<p>_____</p> <p style="color: red; font-size: small;">(Signature 1)</p>		<p>_____</p> <p style="color: blue; font-size: small;">(Signature 2)</p>
<p style="color: red; font-weight: bold;">16 November 2021</p> <p style="color: red; font-size: small;">(Date)</p>		<p style="color: blue; font-weight: bold;">16 November 2021</p> <p style="color: blue; font-size: small;">(Date)</p>
<p style="color: red; font-size: small;">Contact (phone number):</p> <p style="background-color: black; color: black;">[REDACTED]</p>		<p style="color: blue; font-size: small;">Contact (phone number):</p> <p style="background-color: black; color: black;">[REDACTED]</p>

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

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

Community Grant Application - Page 12 of 13



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

(Group/Organisation)

(Name/Position)

(Signature)

(Date)


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

Community Grant Application - Page 13 of 13


Dheeyan Punjab Diyan SA incorporated meeting minutes (July 2021)

Agenda items

1. Discussed about starting a new project (Soan Chirhi-Keeping Culture Alive). This project will include hosting of weekly multilingual language and cultural classes for children and adults. A mobile multi language library is proposed as well, members have agreed to donate 5 books each.
2. Navneet Dhillon is appointed project manager for project Soan Chirhi-Keeping Culture Alive
3. DPDSA will apply for a council grant in order to meet the initial establishment expenses for new project Soan Chirhi-Keeping Culture Alive
4. Gurpreet Kaur is appointed to contact city of Salisbury regarding grant paperwork.


PRESIDENT
DPDSA INC.


SECRETARY
DPDSA INC.



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 Dheeyan Punjab Diyan SA Inc. (Group/Organisation)

NAANDEET KAUR
PR
(Name/Position)

1. PRESIDENT

GURPREET KAUR
SECRETARY
(Name/Position)

and

Nanwala
(Signature 1)

GK
(Signature 2)

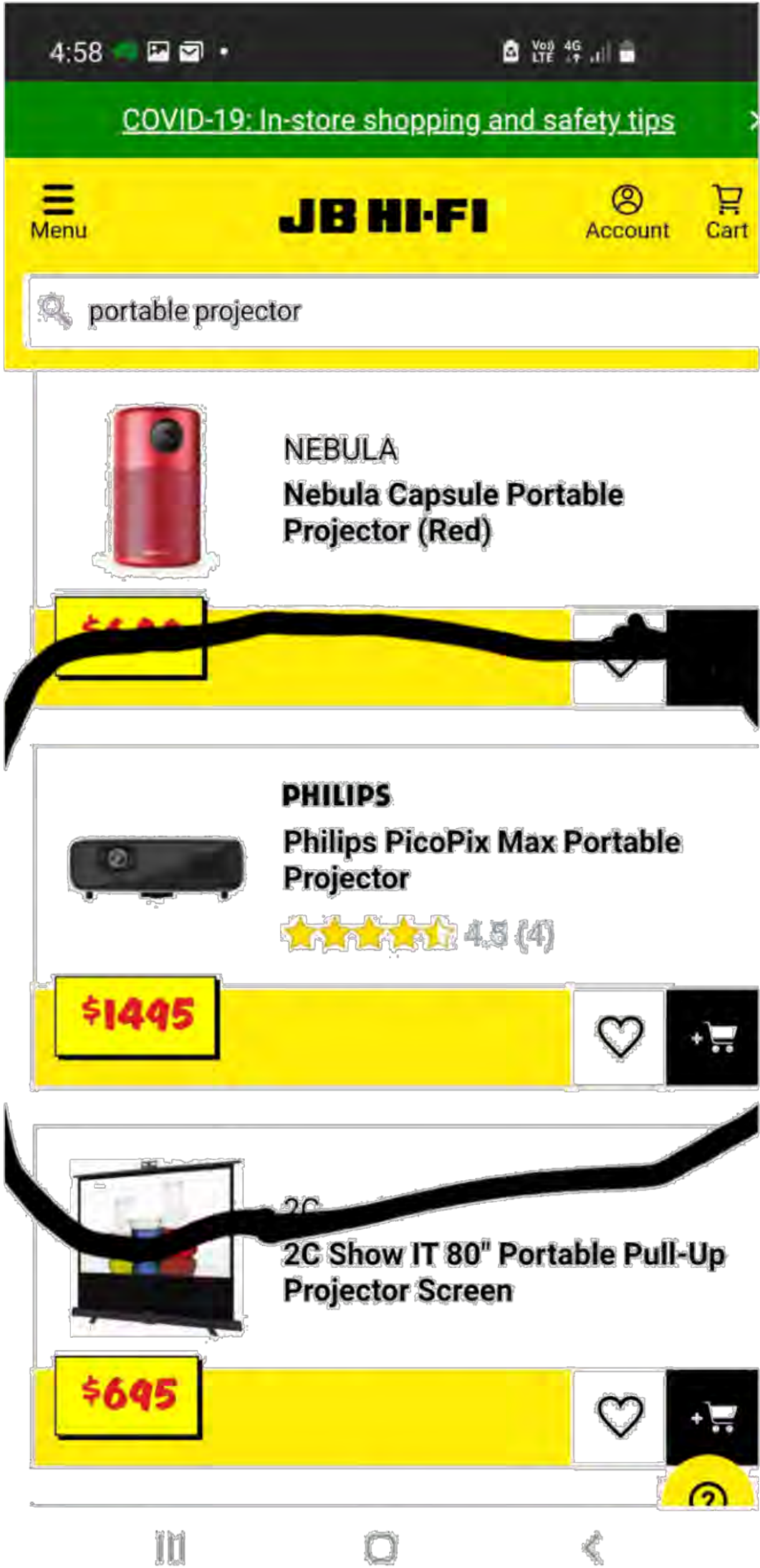
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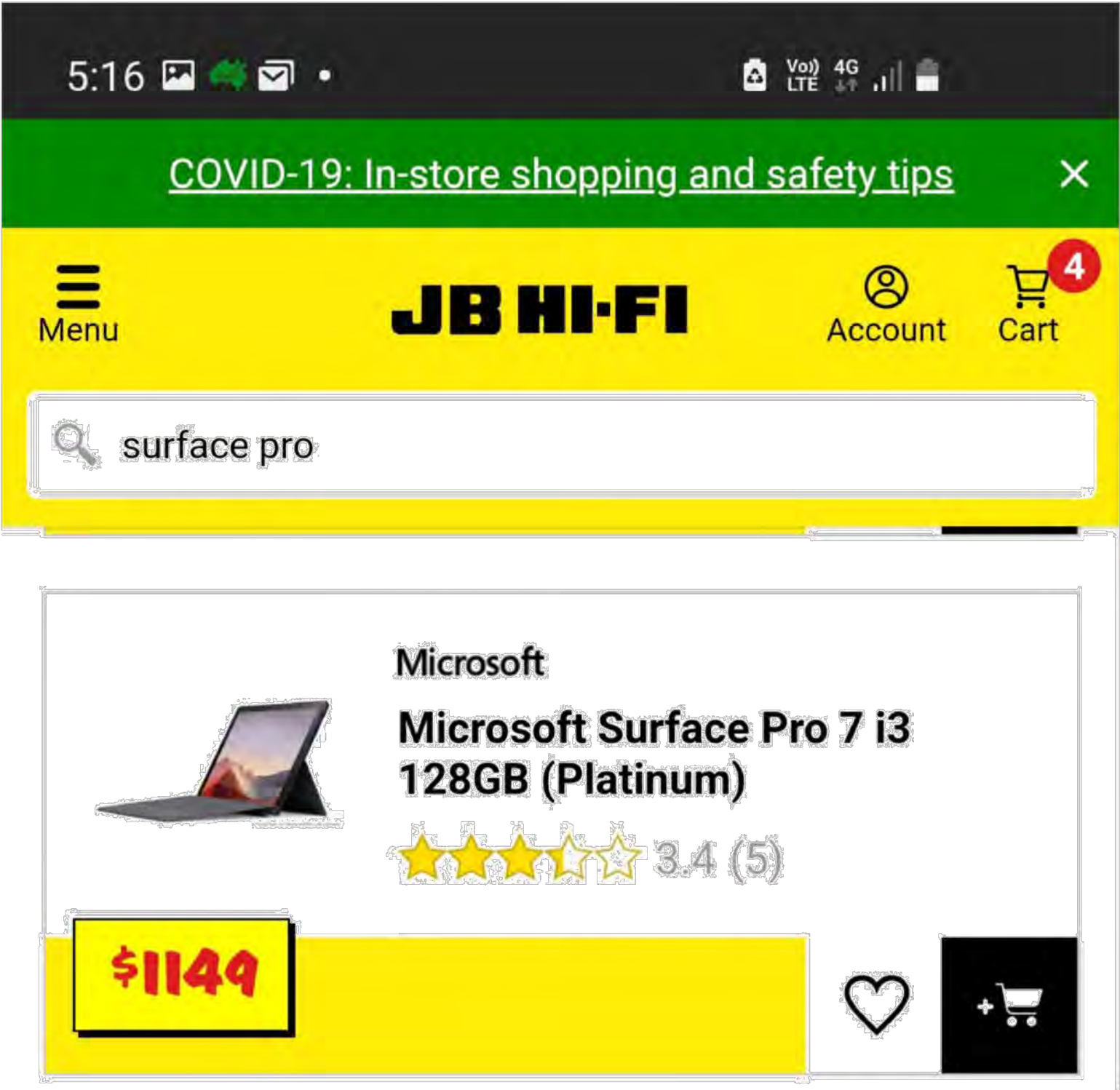
16/11/21
(Date)

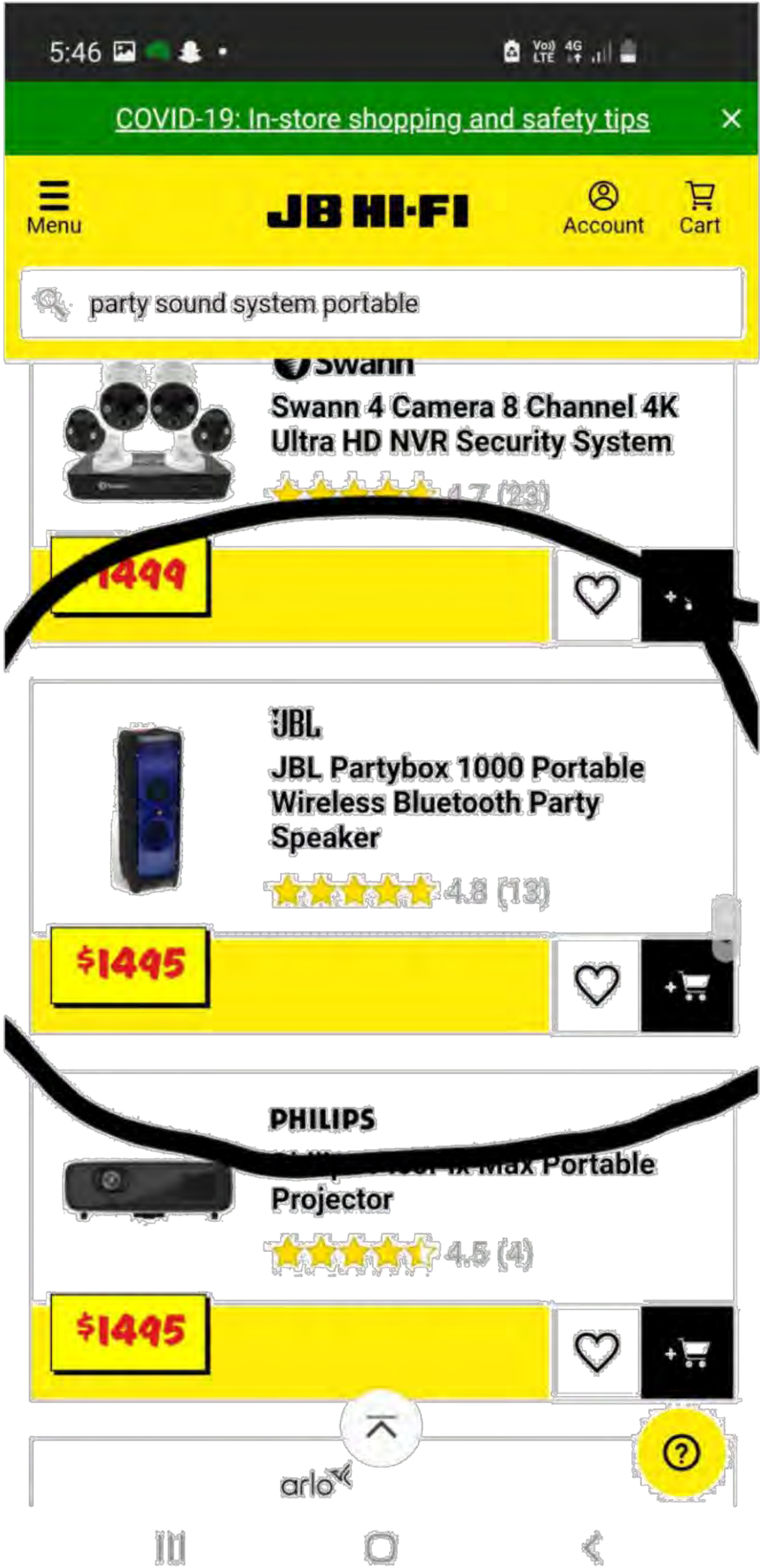
Contact (phone number):

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.







Document Set ID: 5478199



23 August 2021

To whom it may concern

I am pleased to write a support letter for the organisation, Dheeyan Punjan Diyan SA Inc. The management team of this organisation is working tirelessly since 2014 to provide ongoing support, social connections to empower women of various ages.

The have been holding the biggest women' multicultural festival every year hosting about 3000-4000 women and kids. This event provides a safe and welcoming environment and platform to women from different Multicultural backgrounds and cultures to form social, friendship and business connections to improve their social, emotional and mental wellbeing and reduce their social Isolation.

The organisation also engage in providing various culturally appropriate services during their festival including booths from various services providers for women that I believe greatly contribute towards women growth, empowerment and build their confidence and resilience.

Now Organisation have planned to organise weekly ongoing multicultural language learning, cultural and community awareness classes in the city of Salisbury. The organisation will also organise session of basic English language skills for survival, focusing more at elderly and middle aged immigrants who are struggling to speak and understand every day basic English to improve their confidence and also provide the opportunities to form social and friendships to reduce their social Isolation.

Multilingual Mobile Library is being organised to encourage reading and help people to cope with ongoing mental stresses and health issues faced in the community due to being in a different environment and living in covid-19 restrictions.

The organisation is also planning to organise to invite guest speakers in near future to address common community issues. I believe their project will contribute towards the growth of a healthy, mentally strong multicultural community.

For further enquiries I can be contacted on the contact details given below.

Kind Regards,

Nasir Hussain
President
Muslim Australian Connections of South Australia (MACSA)

nasir.h@macsa.com.au





September 03, 2021

To whom it may concern

I am pleased to write a support letter for the organisation, Dheeyan Punjab Diyan SA Inc. The management team of this organisation has been working tirelessly since 2014 to provide ongoing support, social connections to empower women of various ages.

They have been holding the biggest women' multicultural festival every year hosting about 3000-4000 women and kids. This event provides a safe and welcoming environment and platform to women from different Multicultural backgrounds and cultures to form social, friendship and business connections to improve their social , emotional and mental wellbeing and reduce their social Isolation.

The organisation also engages in providing various culturally appropriate services during their festival including booths from various services providers for women that I believe greatly contribute towards women growth, empowerment and build their confidence and resilience .

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Multilingual Mobile Library is being organised to encourage reading and help people to cope with ongoing mental stresses and health issues faced in the community due to being in a different environment and living in covid-19 restrictions.

The organisation is also planning to organise to invite guest speakers in near future to address common community issues I believe their project will contribute towards the growth of a healthy, mentally strong multicultural community. For further enquiries I can be contacted on the contact details given below.

Kind Regards

Gagan Charaya

Gagandeep Singh Charaya
Director
Ekam Indian Groceries
[Redacted]
e ekamindiagroceries@gmail.com



ITEM	5.1.4 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	18 January 2022
HEADING	Grant No. 42/2021-22: Northern Area Riding for Disabled 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 Northern Area Riding for Disabled Community Grant 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 January 2022 round of Community Grants as follows:
 - a. Grant No. 42/2021-22 to the value of \$2,000: Northern Area Riding for Disabled to assist with purchasing a wall-mounted defibrillator
2. Approves the grant on the proviso that the defibrillator is publicly accessible and not locked.

ATTACHMENTS

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

1. Grant No. 42/2021-22: Northern Area Riding for Disabled Community Grant Application

1. BACKGROUND

- 1.1 Northern Area Riding for Disabled have applied for the January 2022 round of Community Grants to assist with purchasing a wall-mounted defibrillator and lockable, alarmed cabinet.
- 1.2 Northern Area Riding for Disabled have not received any prior Community Grant funding.

2. REPORT

- 2.1 Northern Area Riding for Disabled is a not-for-profit organisation which is operated under the Parent Organisation 'Riding for Disabled South Australia Inc.'.

- 2.2 This grant application meets the eligibility criteria for the requested Community Grants Program funding. However, the amount requested exceeds the amount outlined in the Eligibility Criteria and Guidelines (section 1.2 states the limit of a defibrillator community grant is \$2,000).
- 2.3 Northern Area Riding for Disabled were advised that the community grant for defibrillators is limited to \$2,000, however they have requested the additional \$252 be considered for approval by the Community Wellbeing and Sport Committee.
- 2.4 Northern Area Riding for Disabled provides weekly activities for approximately 40 members with a disability and is supported by volunteers.
- 2.5 This grant application is requesting funds to purchase a wall-mounted defibrillator and a lockable, alarmed cabinet. This defibrillator would service the Globe Derby Pony Club also, and in an emergency would be of benefit to the elderly volunteers as well as the various members who attend monthly rallies and competitions, with members of the club being provided the access code to the locked cabinet.
- 2.6 SA Ambulance Service maintain a record of South Australian publicly accessible Automated External Defibrillators (AED). According to the SA Ambulance website (<https://saambulance.sa.gov.au/what-we-do/aed-register/>), the chance of surviving an out-of-hospital cardiac arrest is significantly higher when a person receives early life support in the form of CPR and the use of an AED.
- 2.7 Having a lockable cabinet, with the code only provided to members of the Northern Area Riding for Disabled and Globe Derby Pony Club Inc. would limit the number of people who could benefit from a defibrillator in an emergency. As such, it is recommended that this grant be approved, but on the provision that the defibrillator be accessible to the public (not in a lockable, alarmed cabinet).
- 2.8 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$29,044 remaining to date.
- 2.9 The money committed to this application for the January 2022 round, if approved, is \$2,000.
- 2.10 The remaining balance of the grant funding if all grant applications received (3 in total) for the January round is \$19,774.00

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from Northern Area Riding for Disabled for \$2,000 to assist with purchasing a wall-mounted defibrillator and cabinet, however this cabinet is to be made available to the public (not locked).



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.



Application Eligibility Checklist		
Is the Funding For:	Yes	No
<input type="checkbox"/> Money already spent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input 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"/>
<input type="checkbox"/> Recurrent administration costs or Public Liability Insurance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input 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"/>
<input type="checkbox"/> Upgrading facilities which belong to Local, State or Commonwealth Governments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Application from Public / Private Schools?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> An organisation trading as a sole trader/individual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input 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"/>
<input type="checkbox"/> Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months (with the exception of Defibrillator funding).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Northern Area Riding for Disabled
Address:	Corner Whites Rd & Ryans Rd
Suburb:	Globe Derby Park Postcode: 5110
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mrs <input type="checkbox"/> Jillian Shelton
Title (your role with the group/organisation):	Vice President
Address:	
Phone:	Landline: Mobile:
Email:	northernared@rdasa.org.au
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: Jodee O'Leary
Title (role with the group/organisation):	Program Delivery Officer
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	monthly committe meetings
Is your organisation:	
a) Incorporated:	<div>Yes <input type="checkbox"/></div> <div>No <input checked="" 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 checked="" type="checkbox"/></div> <div>No <input type="checkbox"/></div> <div>(go to question c)</div> <div>(go to question c)</div>
Parent Organisation	
Name:	Riding for Disabled South Australia
ASIC Registration Number:	A3892

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

Community Grant Application - Page 3 of 13

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

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes: Please Quote ABN:)</i> 22 6 7 6 6 5 0 4 2 4 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
If Yes, provide details:	
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>	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	St John Discounted price \$2,252
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.?	ongoing maintenance
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
Wall mounted alarm cabinet-outdoor	\$ 2,252
CR2 Essential Defibrillator	
TOTAL (including GST):	\$ 2,252

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input checked="" type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Defibrillator Unit
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	one off
Total cost of Project/Event	\$ 2,252
Amount of Community Grant Funding Requested	\$ 2,252
Is there any other information that you may feel is relevant to your application?	<p>Northern RDA provides weekly activities for approx 40 clients with a disability, supported by approx 30 volunteers, most of whom are over 50 years of age. The venue also has monthly Ponycub meetings with approx 25 horse riders and 40 supporters. In addition the venue is sometimes hired out to other users.</p>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. DGR certificate, quote, 2. Minutes & letter of support
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? (If Yes - when, amount granted and what the grant was for)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	Northern Area Riding For Disabled
Group/Organisation Description	(Horse) Riding for Disabled- and carriage driving
Group/Organisation Registered Address	Number/Street: PO Box 261 Suburb: Ingle Farm Postcode: 5098
Is the Club Incorporated?	no
Number of Members	90
% of Membership that reside in the City of Salisbury	30 %
Project/Event Details	
Project/Event Name	Defibrillator and lockable cabinet
Project/Event Summary	Defibrillator and lockable cabinet
Date(s) of Project/Event	one off
Location of Project/Event:	Number/Street: Cnr Whites rd & Ryans Rd Suburb: Globe Derby Park Postcode: 5110
How will the Project/Event benefit the residents of the City of Salisbury?	Defib recommended for our site- risk management
How many individuals will benefit from the Project/Event?	100
% of project/event participants that reside in the City of Salisbury	30 %
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	Posters noting location of Defib unit

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	\$ 2,252
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
see quote	\$ 2,252
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 2,252
Quote Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>
<i>A detailed, current quote must be provided with the application.</i>	

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

Community Grant Application - Page 9 of 13

Project or Event Scope	
Provide a description of the proposed project or event:	
Defib Unit in Wall mounted alarmed cabinet with keypad access to allow number to be shared among users.	
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <p>1.</p> <p>2.</p> <p>3.</p>	

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:	
Defib unit - to protect the disabled participants and senior volunteers regularly using the facility.	

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

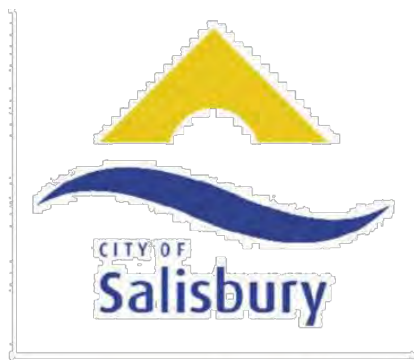
Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><u>Describe how the proposed project or event will be managed into the future:</u></p> <p><i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p>
<p><u>One-off Projects or Events</u></p> <p><u>Describe how the proposed project or event will be managed:</u></p> <p><i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>Many of our existing coaches and volunteers already are required to have training in use of Defib unit.</i></p> <p><i>On going training of volunteers in its use will be provided. St John is offering this as an additional free service.</i></p> <p><i>Noted that batteries will need replacing every 4 years.</i></p>

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

Application Declaration	
<p style="color: red; font-weight: bold;">Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
S1	S2
<input type="checkbox"/>	I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input type="checkbox"/>	I acknowledge that the information provided in this application is true and correct.
<input 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 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 type="checkbox"/>	I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.
<p>On behalf of <u>Northern Area Riding for Disab</u> (Group/Organisation)</p>	
<p>(Name/Position)</p>	<p>and</p>
<p>(Name/Position)</p>	<p>(Name/Position)</p>
<p>(Signature 1)</p>	<p>(Signature 2)</p>
<p>(Date)</p>	<p>(Date)</p>
<p>Contact (phone number):</p>	<p>Contact (phone number):</p>

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

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



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

(Group/Organisation)

(Name/Position)

(Signature)

(Date)

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

Community Grant Application - Page 13 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 Northern Area (Group/Organisation)

Michael Sztekel
(Name/Position)
President
(Signature 1)
11th Dec 2021
(Date)
Contact (phone number):

and

Jill Shelton / Vice President
(Name/Position)
Jill Shelton
(Signature 2)
11th Dec 2021
(Date)
Contact (phone number):

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

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

Community Grant Application - Page 12 of 13

ITEM	5.2.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	18 January 2022
HEADING	Amendments to Community Event Sponsorship Program (CESP) Grant Applications
AUTHOR	Michelle Dagger, Team Leader Events, Place Activation and Curation, Business Excellence
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 4.5 We engage meaningfully and our community is aware of Council initiatives
SUMMARY	This report identifies the current process in awarding our two community grants programs, ie the Community Event Sponsorship Program, and the Community Development Grants Program and seeks approval to remain with the current approach for both grants for reasons outlined below.

RECOMMENDATION

That Council:

1. Notes that the Community Development Grants Program is available for a range of community requirements, requests and needs with a budget \$120,000 allocated per annum.
2. Notes additionally, the Community Events Sponsorship Program (CESP) is available for community events (exclusively), at two levels - \$5,000 and \$10,000 per annum respectively.
3. Notes the Administration is flexible and able to consider smaller community focused event grant applications on a more frequent basis under the Community Development Grants Program and therefore, these applications are able to be considered monthly as per that program's current Guidelines.

ATTACHMENTS

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

1. Guidelines and criteria for the Community Event Sponsorship Program

1. BACKGROUND

- 1.1 Currently applications for the CESP are open twice a year, April and October. We offer grants at two levels for either \$5,000 or \$10,000 with a budget of \$30,000 per round, with a total annual budget allocation of \$60,000.

- 1.2 These grants are to assist non-for-profit organisations and community groups fund their community events.
- 1.3 Council resolved (Decision 1161/2021) that staff bring back a report with proposed amendments to the CESP application process which would enable applications to be received more frequently, ie monthly.
- 1.4 The City of Salisbury's Community Development division currently offers community grants for a range of services, requests and events to our community members on a monthly basis (total \$120,000 pa).
- 1.5 The Community Development Grants Program accepts submissions of up to \$5,000 per organisation for a range of community needs and requests.

Alternatively, the CESP funds community events (exclusively) at amounts of either \$5,000 or \$10,000, which allows community groups and organisations the opportunity to apply for the higher level of \$10,000 if appropriate and substantiated.

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 Divisional Manager, Community Experience & Relationships

3. REPORT

- 3.1 The CESP is a City of Salisbury grant program available for our community to enable them to host events within the Salisbury region.
- 3.2 Currently the grants are offered twice a year, each April and October.
- 3.3 A process is followed when reviewing the applications to ensure they meet the requirements of the grant's criteria, guidelines and timelines which are published on our website.
- 3.4 Successful applicants are supplied with our 'Proudly Sponsored by' marquee (if required), a pull up banner, corflute triangular signage (4) to support them with their events and to acknowledge the City of Salisbury.
- 3.5 We recommend we continue to maintain the CESP as it is currently conducted, at 2 rounds per year at \$30,000 each round, which allows community groups to apply for higher amounts of funding (ie grants up to \$10,000 each) should they require. The increased level of funding assists organisations host larger events.

Note that increasing the rounds per year to monthly as per Council Decision 1161/2021 could result in funds being exhausted before the year is complete as has been seen with the Community Development Grants Program. Some months may receive higher volumes of applications, thus expending the available funds faster. Alternatively, we restrict the amount of available funding to a set \$5,000 per month which excludes community groups and organisations who would otherwise request the higher amount of \$10,000 for a larger event.

Advantages of remaining at 2 rounds per year are noted below:

- The beginning of each year is traditionally the busiest time for holding events, which in all likelihood takes advantage of summer weather.
- The April round has traditionally funded events staged in June to December.

- The October round funds the period January to June.
 - Each round has \$30,000 available, allowing organisations and community groups the ability to apply for two levels of funding, i.e. \$5,000 and \$10,000. Staging two rounds per annum at \$30,000 each round provides us an opportunity to receive more applications per round and make a selection from the most beneficial events for the community.
- 3.5 Prior to COVID we often received up to 10 applications per round which provided a good variety of events to choose from. Being unable to fund all applications per round has allowed us the opportunity to better scrutinise each proposal, and ensure true value to the community as we are unable to fund them all.
- 3.6 Understandably at present, our applications are lower due to the public health situation and associated restrictions.

4. CONCLUSION / PROPOSAL

The Community Event Sponsorship Program to remain at 2 rounds of applications per annum.



ABOUT THE PROGRAM

The City of Salisbury, through its Community Event Sponsorship Program (CESP), aims to encourage, develop and support the organisation of community events within the City of Salisbury, including one-off celebrations that generate community participation.

The CESP aims to deliver outcomes in alignment with the Salisbury City Plan 2020. By applying for eligible projects you are helping Salisbury to achieve the vision of "excellence in building a community of opportunity and spirit in a quality environment."

Applicants are invited from non-profit organisations that are planning to hold events within the City.

Sponsorship will be considered for costs directly incurred in the organisation of an event e.g. general revenue, infrastructure, publicity / advertising and security. Community groups may run more than one event per financial year; however the maximum sponsorship per event is \$10,000.

The guidelines contained within this document outline the types of projects that can be considered for sponsorship.

BEFORE YOU BEGIN

Before commencing your application please contact the Events Team who will:

- Assess the eligibility of your event;
- Run through the event checklist / permit process with you;
- Assist in linking the event with potential Local, State and Federal Planning goals;
- Advise you of the CESP application process and timelines; and
- Advise you of potential community groups and businesses you may be able to link with.

Applications must be made using the Community Event Sponsorship Program Application Form.

You can download a CESP Application Form from Council's website at: salisbury.sa.gov.au/grants or request a hard copy application form to be sent to you by telephoning 8406 8222.

Submit your completed application via:

Email:

city@salisbury.sa.gov.au

Fax: 8281 8222

Post: Community Event Sponsorship
Program City of Salisbury
PO Box 8
Salisbury SA 5108

If you require any assistance in completing your application, please call 8406 8222 and a City of Salisbury staff member will be happy to help you.

WHO CAN APPLY?

The CESP is open to all community organisations that meet all of the following criteria:

- Are an incorporated not-for-profit community organisation and/or auspiced by an incorporated body;
- Are hosting the event within the City of Salisbury boundaries;
- Are you able to meet repayments for any existing Council debt;
- Have completed all relevant sections of the application form; and
- Have supplied all essential documentation.

Please note the number of applications received through the CESP is likely to exceed the funds available therefore meeting the criteria does not guarantee success.

If you are unsure of the eligibility of your project or which category to apply for, please contact the Events Team on 8406 8222.

WHO CAN'T APPLY?

The following are ineligible for CESP funding:

- Individuals or unincorporated groups;
- Groups/organisations that have previously received sponsorship or funding and not fulfilled reporting obligations, including provision of, post event evaluation/report and financial acquittal.

If you relate to any of the above, your event is ineligible for sponsorship.

The CESP will close to applications when the budget has been fully allocated and will not reopen until the adoption of budget in the new financial year. Council will provide advice on its website when all funds have been allocated.

In some instances successful applications may not receive the full amount of requested sponsorship, but a percentage of the amount sought. If your event can not proceed without full sponsorship then this should be indicated in your application.

TIMING

ROUND 7	
1 April 2021	Call for applications for the CESP
20 April 2021	Information session for potential CESP applicants
10 May 2021	Applications for CESP close at 5pm
Late May 2021	Information and reports prepared for Sport Recreation and Grants Committee
22 June 2021	Sport Recreation and Grants Committee meet to consider
ROUND 8	
1 October 2021	Call for applications for the CESP
14 October 2021	Information session for potential CESP applicants
13 November 2021	Applications for CESP close at 5pm
Mid November 2021	Information and reports prepared for Sport Recreation and Grants Committee
14 December 2021	Sport Recreation and Grants Committee meet to consider

Due to the timing and assessment process applications will take a minimum of five (5) weeks and applicants will be notified of the outcome following the decision of the Committee.

WHAT EVENTS CAN BE FUNDED?

The following list provides examples of eligibility associated with CESP funded events and is a guide only to assist in the preparation of your application.

Applicants are required to demonstrate that the event will:

- Add to the community and cultural life of the City of Salisbury;
- Demonstrate broad community support / involvement, with 90% of the target population residing in the City of Salisbury;
- Attract local media coverage;
- Be scheduled to avoid conflicts with local and state wide activities;
- Be held within the City of Salisbury.

WHAT EVENTS CANNOT BE FUNDED?

The following list provides examples of ineligibility associated with CESP funded events and is a guide only to assist in the preparation of your application.

- Money is already spent;
- Retrospective sponsorship or funding of budget deficits;
- Salaries / Tutor fees (initial or on-going);
- Commercial activities aimed at making private profit;
- Events that are not open to the general public;
- Events that are not held within the City of Salisbury area.

ESSENTIAL DOCUMENTATION

All applicants must provide the following supporting documentation:

- Most recent annual financial statement certified by the President / Treasurer or audited by a qualified accountant as presented at an AGM;
- Current certificate of currency for Public Liability Insurance to the value of \$10 million;
- A copy of Event Checklist;
- Evidence of cash support (where applicable);
- Letters of support for the event (where applicable);
- Letter or email from the head of the organisation supporting the application (where applicable);
- Certificate of incorporation demonstrating not-for-profit status;
- Signed copy of committee minutes endorsing the event, authorising an application to the CESP and documenting the authorised project contact.

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. You will receive written feedback requesting you to supply missing information. When complete the application will be submitted to the Sport, Recreation and Grants Committee for assessment. It is not possible to approve all requests for sponsorship, therefore sponsorship should not be deemed automatic or anticipated.

ASSESSMENT CRITERIA

For events up to \$5,000

All eligible applications will be assessed against the following criteria:

- Completion of the application in full;
- Demonstrated need for the event;
- Stakeholder endorsement and support for the event;
- Consideration of, and fit with, existing events calendar and events;
- Demonstrated multiple community, organisation or association benefit;
- Extent to which the project addresses strategic objectives and community needs;
- Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;
- Adequate, comprehensive and value for money of event budget;
- Extent to which the event meets the purpose of the CESP;
- Alignment with the priorities of the CESP;
- Risk management considerations;
- Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and
- Number of other events that have been funded for the financial year (noting only eight events will be sponsored for an amount up to \$5,000 each financial year).

For events up to \$10,000

In addition to the above criteria, events seeking sponsorship over \$5,000 and up to \$10,000 will also be assessed against the following criteria:

- Demonstrated ability for the event to attract over 3,000 patrons;
- Regional or state wide significance of the event;
- Extent to which the event addresses City of Salisbury strategic objectives;
- Long term sustainability of the event in the City of Salisbury;
- Demonstrated ability for the event organisers to deliver an event of significant scale and size;
- Profile of the event and ability to raise the profile of the City of Salisbury;
- Number of other events that have been funded for the financial year (noting only two events will be sponsored for an amount between \$5,000 and \$10,000 each financial year).

SPONSORSHIP CONDITIONS

All applications are administered according to the following conditions.

1. CESP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of sponsorship must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during event planning and implementation or in relation to the completed event.
4. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
5. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
6. Organisations that are not registered for the GST will not have the grant grossed up.
7. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
8. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future sponsorship and grant funding.
9. Unspent funds are to be returned to City of Salisbury.
10. The City of Salisbury will be recognised as a major sponsor of the event in all media, speeches, MC notes and programming (noting any use of logos must be approved by the City of Salisbury communications and customer relations team).

