



## **AGENDA**

### **FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON**

**17 MAY 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  
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  
Team Leader Council Governance, Ms J O'Keefe-Craig

#### **APOLOGIES**

#### **LEAVE OF ABSENCE**

#### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Community Wellbeing and Sport Committee Meeting held on 20 April 2022.

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## **REPORTS**

### *Administration*

5.0.1	Future Reports for the Community Wellbeing and Sport Committee.....	7
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### *For Decision*

5.1.1	Grant No. 53/2021-22: Philippine Fiesta of South Australia Community Grant Application .....	11
5.1.2	Grant No. 54/2021-22: Para District Obedience Dog Club Inc. Community Grant Application .....	55

## **QUESTIONS ON NOTICE**

*There are no Questions on Notice.*

## **MOTIONS ON NOTICE**

*There are no Motions on Notice.*

## **OTHER BUSINESS**

*(Questions Without Notice, Motions Without Notice, CEO Update)*

## **CLOSE**



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

**20 APRIL 2022**

**MEMBERS PRESENT**

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

**OBSERVERS**

Cr K Grenfell and Cr M Blackmore

**STAFF**

A/Chief Executive Officer, Mr J Devine  
General Manager Community Development, Mrs A Pokoney Cramey  
General Manager Business Excellence, Mr C Mansueto  
A/Manager Governance, Mr B Kahland  
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.32 pm.

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

**APOLOGIES**

An apology was received from Cr P Jensen.

**LEAVE OF ABSENCE**

Leave of absence for this meeting was previously granted to Cr J Woodman.

## PRESENTATION OF MINUTES

Moved Cr B Brug  
Seconded Mayor G Aldridge

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 22 March 2022, be taken as read and confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **5.0.1 Future Reports for the Community Wellbeing and Sport Committee**

Moved Cr B Brug  
Seconded Cr S Ouk

That Council:

1. Notes the report.

**CARRIED**

### *For Decision*

#### **5.1.1 Grant No. 49/2021-22: Para Hills East Soccer Club Inc. Community Grant Application**

Moved Cr A Duncan  
Seconded Mayor G Aldridge

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

1. Approves the request for funding for the April 2022 round of Community Grants as follows:
  - a. Grant No. 49/2021-22 to the value of \$5,000: Para Hills East Soccer Club Inc. to assist with purchasing uniforms for its Senior Men's and Women's Teams.

**CARRIED**



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**5.1.2 Grant No. 50/2021-22: Salisbury City Band Community Grant Application**

Moved Cr D Hood  
Seconded Mayor G Aldridge

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

1. Approves the request for funding for the April 2022 round of Community Grants as follows:
  - a. Grant No. 50/2021-22 to the value of \$5,000: Salisbury City Band to assist with purchasing jackets (with the Salisbury City Band logo), Christmas carols and hymn books and Salisbury City Music Stand Band Banners.

**CARRIED**

**5.1.3 Grant No. 51/2021-22: Military Vehicle Preservation Society of SA Inc. Community Grant Application**

Moved Mayor G Aldridge  
Seconded Cr D Hood

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

1. Approves the request for funding for the April 2022 round of Community Grants as follows:
  - a. Grant No. 51/2021-22 to the value of \$5,000: Military Vehicle Preservation Society of SA Inc. to assist with hosting an Emergency Services Day event to honour and celebrate all involved in the Emergency Services.

**CARRIED**

**5.1.4 Grant No. 52/2021-22: Salisbury Villa Sports and Social Club Inc. Community Grant Application**

Moved Cr C Buchanan  
Seconded Cr D Hood

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

1. Approves the request for funding for the April 2022 round of Community Grants as follows:
  - a. Grant No. 52/2021-22 to the value of \$5,000: Salisbury Villa Sports and Social Club Inc. to assist with purchasing jerseys, socks and training balls to its 3 senior teams and 11 junior teams.

**CARRIED**

## 5.1.5 Community Wellbeing Indicators and Future Planning

Moved Cr C Buchanan

Seconded Cr A Duncan

That Council:

1. Notes the Indicators of Community Wellbeing Report for the Salisbury Local Government Area (included as Attachment 1 to this report).
2. Approves the activity timeline for delivering the Regional Public Health Plan and City Pride Strategy as set out in paragraph 4.9 of this report.

**CARRIED**

*For Information*

## 5.2.1 Youth Sponsorship Applications - April 2022

Moved Cr D Hood

Seconded Cr B Brug

That Council:

1. Receives and notes the information.

**CARRIED**

## QUESTIONS ON NOTICE

*There were no Questions on Notice.*

## QUESTIONS WITHOUT NOTICE

*There were no Questions Without Notice.*

## MOTIONS ON NOTICE

*There were no Motions on Notice.*

## MOTIONS WITHOUT NOTICE

*There were no Motions Without Notice.*

## OTHER BUSINESS

*There were no Other Business items.*

## CLOSE

The meeting closed at 6.37 pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	5.0.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	17 May 2022
<b>HEADING</b>	Future Reports for the Community Wellbeing and Sport Committee
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	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.

**RECOMMENDATION**That 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
27/07/2020 1.1.2  <b>Due:</b> <b>Deferred to:</b> <b>Reason:</b>	<b>Place Activation Strategy – Community Facilities</b> 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. May 2022 July 2022 Further investigation required.	Amy Pokoney Cramey
21/12/2020 2.4.1  <b>Due:</b>	<b>Operating Savings Initiatives – Library Services</b> Council has previously resolved this resolution to be confidential. August 2022	Amy Pokoney Cramey
25/01/2021 5.2.1  <b>Due:</b>	<b>Bridgestone Athletics Centre – Construction Update</b> 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. October 2022	Andrew Hamilton
25/10/2021 5.1.6  <b>Due:</b>	<b>Age Friendly Strategy 2022-2027</b> 2. Notes that staff will report annually at the end of each financial year for the duration of the strategy. October 2022	Myfanwy Mogford
25/10/2021 5.1.1  <b>Due:</b> <b>Deferred to:</b> <b>Reason:</b>	<b>Review of the Community Recreational Facilities Signage Policy</b> 1. This item be deferred for further discussion at a workshop with the Chairman and Deputy Chairman of this Committee and relevant staff. May 2022 July 2022 A Workshop with Elected Members is planned for late May 2022 to discuss the Policy. Following this workshop staff will review and update a draft policy to be reported to Council by July 2022.	Lavinia Morcoase

25/10/2021	<b>Review of the Community Recreational Facilities Sponsorship Policy</b>	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. <b>Due:</b> May 2022 <b>Deferred to:</b> July 2022 <b>Reason:</b> A Workshop with Elected Members is planned for late May to discuss the Policy. Following this workshop staff will review and update a draft policy to be reported to Council by July 2022.	
22/11/2021	<b>Commonwealth Home Support Programme (CHSP) Payment In Arrears</b>	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. <b>Due:</b> July 2022	
28/02/2022	<b>Indoor Recreation Facilities</b>	Andrew Hamilton
5.1.1	2. Approves the development of an overarching strategic direction by December 2023 to partner with others to plan for a regional indoor facility for the north in the next ten years. <b>Due:</b> December 2023	
28/02/2022	<b>Indoor Recreation Facilities</b>	Andrew Hamilton
5.1.1	3. That staff bring back a report to Council by December 2022 with costings to upgrade the Parafield Gardens Recreation Centre to include a gym, additional court and design to accommodate district and state competitions to be held at the Gardens Recreation Centre and other recommendations as outlined in the BRM Preliminary Phase 1 Review. <b>Due:</b> December 2022	
26/04/2022	<b>Budget Status Update</b>	Chandler Giles
	Community Development to provide a report to the Community Wellbeing and Sport Committee in relation to OPN000831 Salisbury Community Markets concept. <b>Due:</b> July 2022	

#### 4. CONCLUSION / PROPOSAL

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



<b>ITEM</b>	5.1.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	17 May 2022
<b>HEADING</b>	Grant No. 53/2021-22: Philippine Fiesta of South Australia Community Grant Application
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
<b>SUMMARY</b>	The Philippine Fiesta of South Australia 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 the request for funding for the May 2022 round of Community Grants as follows:
  - a. Grant No. 53/2021-22: Philippine Fiesta of South Australia: to the value of \$5,000: to assist with hosting its event, Philippine Fiesta 2022.
  - b. If approved, this \$5,000 will be funded from the Community Events Grant Budget.

### **ATTACHMENTS**

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

1. Community Grant No. 53/2021-22 Philippine Fiesta of South Australia Community Grant Application
2. Community Grants Guidelines and Eligibility Criteria
3. Further information regarding Travel Subsidy

### **1. BACKGROUND**

- 1.1 The Philippine Fiesta of South Australia have applied for the May 2022 round of Community Grants to assist with hosting its event, 'Philippine Fiesta 2022'.
- 1.2 The Philippine Fiesta of South Australia are eligible to apply for the May round of grant funding.

**2. REPORT**

- 2.1 Since its commencement in 2015, the Philippine Fiesta annual event has provided opportunities for the Filipino community to showcase and celebrate Filipino tradition and culture through dances, songs, food, arts and games.
- 2.2 Various Filipino organisations, businesses and people participate in this event showcasing traditional dances, cooking, fashion and art.
- 2.3 This application is requesting funds to assist in hosting this year's Philippine Fiesta at Pioneer Park in Salisbury on 12 November 2022. In the past, this event has attracted approximately 2,000 people.
- 2.4 This grant references a 'Travel Subsidy for 5 x Performers' but as per Attachment 3, this actually references a 'Travel Subsidy for 5 Groups of Performers of 6-8 performers in each'. This \$200 subsidy is meant to assist these 5 groups who are travelling from rural South Australia and the eastern and western suburbs attend this event by subsidising the cost of vehicle hire, food, dance costumes and equipment.
- 2.5 The Community Grants Program funding budget allocation for 2021/2022 is \$160,000 with \$11,930 remaining to date.
- 2.6 The Community Grants Event Program funding budget allocation for 2021/2022 is \$30,000 which is unspent.
- 2.7 The money committed to this application for the May 2022 round, if approved, is \$5,000.
- 2.8 The remaining balance of the Community Events grant funding if this grant application is approved is \$25,000.
- 2.9 The remaining balance of the Community Grant Program funding if the grant application received for the May round is approved, is \$9,265.

**3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Philippine Fiesta of South Australia for \$5,000 to assist with hosting its event, Philippine Fiesta 2022 at Pioneer Park, Salisbury.
- 3.2 If approved, this \$5,000 will be funded from the Community Events Grant Budget.



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



*check the application before printing or submitting*

# Community Grants Program Application Form

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

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



*live it up*

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
<b>1. GROUP / ORGANISATION DETAILS</b>	
Name:	Philippine Fiesta of South Australia
Address:	[REDACTED]
Suburb:	Postcode: [REDACTED]
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Ms <input checked="" type="checkbox"/> Leticia De La Cerna
Title (your role with the group/organisation):	Chairperson
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Other: Mary Winkler
Title (role with the group/organisation):	Treasurer
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	Management Committee
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/>   (go to question c)</div> <div>No <input type="checkbox"/>   (go to question b)</div>
ASIC Registration Number:	A36500
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 type="checkbox"/>   (go to question c)</div>
<b>Parent Organisation</b>	
Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

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

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

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i>  9 1 7 2 7 4 0 3 8 3 2 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>NB: GST Registration</b> <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (enter '0' dollar amounts below)
If Yes, provide details:	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	
Organisation's contribution:	
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	
Income received from sponsors: (list sponsor(s) and their contribution)	
Donations: (please specify the source, product or service and estimated amount of funding requested)	
Have you sought any other funding for the project/event: (please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>In-kind donations, volunteers' labour and time, public liability insurance cover</i>
<b>EXPENSES</b> (specify the proposed expense budget by item:)	<b>\$ AMOUNT</b>
<i>Hire of Marquees - 10 x \$106</i>	<i>\$ 1,060</i>
<i>Purchase of Portable PA System</i>	<i>\$ 650</i>
<i>Purchase of Microphones/mic stand</i>	<i>\$ 90</i>
<i>Purchase of fabric materials for costumes</i>	<i>\$ 750</i>
<i>Trophies/sash/bouquets for 5 PhilFest Queens</i>	<i>\$ 400</i>
<i>Food Catering for Performers/VIP Guests</i>	<i>\$ 800</i>
<i>Stage Decoration</i>	<i>\$ 350</i>
<i>Travel subsidy for 5 Performers x 200</i>	<i>\$ 1,000</i>
<b>TOTAL (including GST):</b>	<b>\$ 5,100</b>

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Philippine Fiesta 2022</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>12 November 2022</i>
Total cost of Project/Event	<i>\$ 5,100</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Photos of past Philippine Fiesta events</i> 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	June 2020
What amount of Grant funding was provided:	\$ 3,899
When was the previous Grant acquitted (month & year):	February 2022
<b>Group/Organisation Information</b>	
Group/Organisation Name	Philippine Fiesta os South Australia
Group/Organisation Description	Community/ not-for-profit
Group/Organisation Registered Address	<div style="background-color: black; width: 150px; height: 1.2em; display: inline-block;"></div> Postcode: 5163
Is the Club Incorporated?	yes
Number of Members	150
% of Membership that reside in the City of Salisbury	50 %
<b>Project/Event Details</b>	
Project/Event Name	Philippine Fiesta 2022
Project/Event Summary	A celebration of multiculturalism showcasing Fil cultural heritage
Date(s) of Project/Event	12 November 2022
Location of Project/Event:	Number/Street: Pioneer Park, Commercial Rd Suburb: Salisbury South           Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	It will give opportunity for the Filipino community to celebrate our Filipino tradition and culture through songs, dances, food and games
How many individuals will benefit from the Project/Event?	2,000
% of project/event participants that reside in the City of Salisbury	70 %
If it is an Event, is it open to the public?	Yes <input type="checkbox"/>
How will the Project/Event be promoted?	social media like Facebook, flyers, posters, letters, emails, radio

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



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

#### Project or Event Scope

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

*For 5 years now since it started in 2015, the Philippine Fiesta Events give opportunity for the Filipino community to showcase and celebrate our Filipino Tradition and culture through a presentation of traditional dances and songs, food and games that show our rich cultural heritage. Different Filipino organizations join and participate in this event through dance performances in their traditional dance costumes. Small business entrepreneurs and plain housewives are encouraged to demonstrate their culinary skills by cooking traditional foods and desserts. This event also empower women to go out of their comfort zones and show their grace in parading our traditional gowns and dresses. The youth are also encouraged to display their achievements in the fields of culture and performing arts, volunteering and working together with other sectors in the community.*

#### Attachments

- ☐ There are no attachments relating to the Project or Event Scope.
- ☒ The following documents are attached relating to the Project or Event Scope:
1. *Photos of past Philippine Fiesta Events*
  - 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:*

*In line with the government's vision in enriching our wonderful diverse community and fund projects and events that foster greater engagement, build social harmony, expand economic capacity and celebrate the unique riches of our culturally diverse state, the Philippine Fiesta event will give opportunity for the Filipino community residing in the City of Salisbury and wider community to participate and celebrate our cultural traditions as well as support our aspirational culturally and linguistically diverse (CALD) communities. For 5 years now, this event attracts almost 2,000 people who come to this free event, mostly Filipino families and friends, and including service providers, sponsors, small business owners, stall holders and performers, and even local and state government officials attend this event.*

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

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#### Support for the Project or Event

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

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

*There are 3 Filipino organizations based in the City of Salisbury who are regular performers in this event, like the Sampaguita Dance Group, Inc., the Filipino Ethnic School of Salisbury and Samahan Cultural Group. The Mayor of Salisbury, Hon Gillian Aldridge, is always invited and attended our events. 70% of Filipino community residing in Salisbury are members of our organization. Three of the past Philippine Fiesta events were supported and funded by the Department of the Premier and Cabinet at the centre of Adelaide and two were funded by the City of West Torrens for the Western suburbs and in the City of Onkaparinga for the Southern suburbs. Now the management Committee wants to bring this one-off event to the North to make a stronger connection with the wider community.*

#### Attachments

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

1. Letters of Support
- 2.
- 3.

#### Project or Event Management

##### Ongoing Projects or Events

**Describe how the proposed project or event will be managed into the future:**

*(outline how you will ensure sustainability and achieve outcomes for the project or activity)*

##### One-off Projects or Events

**Describe how the proposed project or event will be managed:**

*(outline how you will achieve outcomes for the project or activity)*

*The Event will promote the City of Salisbury as a perfect place to bring the whole family and entire community for a relaxing and entertaining day and stay connected, aside from learning the Philippines' unique culture, customs and traditions. It also aims to reduce the amount of festival's waste produced through the use of recycling bins, minimize packaging that are not easily recyclable, such as plastic wraps, plates and cutleries and instead use compostable paper plates and wooden cutleries, not use straws and sticks, but provide paper or reusable options, and displaying signage that compostable food containers can be disposed in 'green' bins.*

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

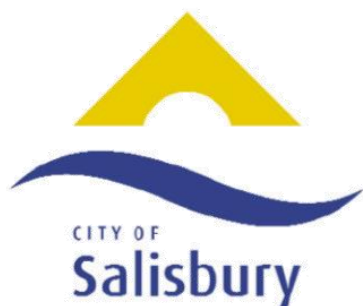
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Application Declaration	
<p><b>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</b></p>	
<p>Please read, tick the <b>S1</b> and <b>S2</b> boxes and sign:</p>	
<b>S1</b>	<b>S2</b>
<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>Philippine Fiesta of SA</u> (Group/Organisation)</p>	
<p><b>Leticia De la Cerna / Chairperson</b> (Name/Position)</p>	<p><b>Mary Winkler / Treasurer</b> (Name/Position)</p>
<p>_____ (Signature 1)</p>	<p>_____ (Signature 2)</p>
<p><b>04 April 2022</b> (Date)</p>	<p><b>04 April 2022</b> (Date)</p>
<p>Contact (phone number): <span style="background-color: black; color: black;">[REDACTED]</span></p>	<p>Contact (phone number): <span style="background-color: black; color: black;">[REDACTED]</span></p>

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

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

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)

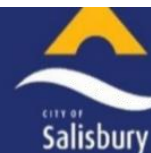
[Click Here to Complete Application](#)

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

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Effective 23 August 2021



# **Community Grants Program**

## **Guidelines and Eligibility Criteria**



*live it up*



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

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

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

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

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

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

### 1. Introduction

- 1.1. The City of Salisbury, through its Community Grants Program, aims to encourage, develop and support community projects and events that provide a service to residents of the City of Salisbury, which foster opportunities for community participation and development.
- 1.2. The guidelines contained within this document outline the types of projects and events that will be considered for community grant funding. Eligible organisations or groups are invited to apply for up to \$5,000 to assist with projects and events:
  - Community Grants are bound to an upper limit of **\$5,000.00**;
  - For new groups an establishment grant may be available which is limited to a maximum of \$2,500 for an unincorporated (not-for-profit) group and \$5,000 for an incorporated group.
  - Up to \$2,000 funding towards the purchase of a Defibrillator.
- 1.3. The 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](http://www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants).
- 2.2. The application form can be completed by:
  - Downloading the *Current Community Grant Application Form - Print & Complete [Handwriting Version]* form, print the form and complete by hand; **or**
  - Downloading the *Current Community Grant Application - Fillable PDF Form [Electronic Version]* form, save to your computer, complete electronically and print the completed form for submission or email direct using the email button.
- 2.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 2.4. Applicants are encouraged to submit their completed application via email to:  
[city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au).
- 2.5. Where email is not possible applications can be:
 

Faxed to:	8281 5466
Posted to:	City of Salisbury Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 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.*

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

## 9. Eligible Items

Funding will be considered for the following:

### 9.1. *Equipment*

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

### 9.2. *Administration and Organisational Costs*

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

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

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

### 9.3. *Replacement Items*

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

### 9.4. *Public Events and Tournaments*

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

### 9.5. *New Establishment Grant*

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

### 9.6. *Defibrillator*

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

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

## 10. Ineligible Items

Funding will not be considered for the following:

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

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

### 10.2. *Existing Projects*

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

### 10.3. *Expenses*

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

### 10.4. *Administration and Organisational Costs*

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

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

### 10.5. *Wages and Salaries*

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

### 10.6. *Memberships and Fees*

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

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



**10.7. Existing Debts and Shortfalls**

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

**10.8. Other Exclusions**

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

**10.9. Prior Funding Received for Defibrillators**

- 10.9.1. Defibrillator Applications will not be considered for organisations that have already received prior (one-off) Community Grants Program funding for the purchase of a defibrillator.

**11. Application Process**

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

**Assessment of Applications**

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

- 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.

## 20. Accountability and Reporting Requirements

- 20.1. The reporting and acquittal requirements are specified in the Acceptance of Community Grant Letter. This legally binding agreement must be signed and returned within seven (7) days of receipt of the Acceptance Letter.
- 20.2. All organisations and groups approved for Community Grants Program funding will be required to:
  - Measure the impact of the project or event and report the results in a Project/Event Evaluation;
  - Acknowledge the City of Salisbury as the funding body where applicable;
  - Provide valid tax invoices/receipts (*the organisation or group should maintain financial records in accordance with the generally accepted accounting principles and comply with the relevant laws in force in South Australia*);
- 20.3. These documents are due within six (6) months of receiving the grant funding and is detailed in the Acceptance of Community Grant Offer letter.
- 20.4. The Community Grants Program requires organisations and groups to comply with reporting requirements for past completed projects and events to be eligible to receive future community grants funding for another project or event. Failure to comply will result in the organisation or group being ineligible for future community grant funding.

### *Recognition of Community Grants Program Funding*

- 20.5. Organisations must acknowledge the City of Salisbury's financial contribution to the project or activity where appropriate, e.g. through recognition of the grant in publicity and/or marketing material (use of the City of Salisbury Corporate Logo is prohibited without consent from the City of Salisbury Marketing Department).

## 21. Repayment of Community Grant

- 21.1. The City of Salisbury may take action to recover the Community Grant paid to the organisation or group if:
  - The organisation or group does not use the Community Grant as set out in the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria and/or the Acceptance of Community Grant Agreement;
  - If applicable, the organisation or group does not have Deductible Gift Recipient (DGR) status at the time of acquittal;
  - The organisation or group does not provide documentation as required under these guidelines by the times specified.



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

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

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

**ATTACHMENT B – Likely Funded Project and Event Examples**

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

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

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

### ATTACHMENT C – Unlikely Funded Project and Event Examples

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

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

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

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

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

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

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

## **ATTACHMENT E – Frequently Asked Questions**

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

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

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

Faxed to: 8281 5466

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

Delivered in  
Person to: City of Salisbury  
34 Church Street  
SALISBURY SA 5108

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

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

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

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

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

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

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



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

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

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

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

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

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

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



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

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

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

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

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

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

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E*  
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-----Original Message-----

From: letty de la Cerna [REDACTED]

Sent: Monday, 09 May 2022 12:18 PM

To: Sara Howley <SHowley@salisbury.sa.gov.au>

Subject: Re: COMMUNITY GRANT APPLICATION

Dear Ms Sara,

Thank you for your email.

I apologise for my mistake, but it should be written as "Travel subsidy for 5 GROUPS of performers" where each group consists of 6-8 performers. To answer the question on the "event scope/benefits of the event to the residents of the City of Salisbury and/or wider community", we encourage other cultural groups from the regional areas and other suburbs in SA to join and participate in our event, like the Whyalla Cultural Group, Murray Bridge Dancers, Sandiwa Choir from the southern suburbs, Waray Waray Dancers from the eastern suburbs, Filipino Aged Care of SA Cultural Group from the western suburbs and including the Filipino Ethnic School of the City of Salisbury, by subsidising part of their travel expenses to and from the event for hire of vehicle, food, dance costumes and dance equipments/props.

These groups are regular performers in our Event for 5 years now.

I hope this clarifies the budget item you asked for. Please don't hesitate to contact me for further information.

With thanks and warm regards,  
Leticia De La Cerna



<b>ITEM</b>	5.1.2
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	17 May 2022
<b>HEADING</b>	Grant No. 54/2021-22: Para District Obedience Dog Club Inc. Community Grant Application
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
<b>SUMMARY</b>	The Para District Obedience Dog Club 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 the request for funding for the May 2022 round of Community Grants as follows:
  - a. Grant No. 54/2021-22 Para District Obedience Dog Club Inc. to the value of \$2,665: to assist with purchasing a defibrillator and cabinet.

**ATTACHMENTS**

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

1. Community Grant No. 54/2021-22: Para District Obedience Dog Club Inc. Community Grant Application

**1. BACKGROUND**

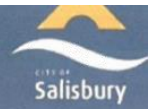
- 1.1 The Para District Obedience Dog Club Inc. has applied for the May 2022 round of Community Grants to assist with purchasing a defibrillator and cabinet.
- 1.2 The Para District Obedience Dog Club Inc. is eligible to apply for the May round of grant funding.

**2. REPORT**

- 2.1 Formed in 1964, the Para District Obedience Dog Club Inc. operates out of Jenkins Reserve in Salisbury Plain.
- 2.2 Operating successfully for over 50 years and run by instructors and volunteers, the Para District Obedience Dog Club currently provides lessons to over 400 dog owners each year.
- 2.3 This application is requesting funds to assist in purchasing a defibrillator and cabinet to install at the Para District Obedience Dog Club in the case of an emergency.
- 2.4 The Community Grant Eligibility Criteria limits defibrillator funding at \$2,000, however previous grants have been approved additional grant funding to assist with the storage of the defibrillator.
- 2.5 The Community Grants Program funding budget allocation for 2021/2022 is \$160,000 with \$11,930 remaining to date.
- 2.6 The money committed to this application for the May 2022 round, if approved, is \$2,665.
- 2.7 The remaining balance of the grant funding if all grant applications received (2 in total) for the May round are approved, is \$4,265.

**3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Para District Obedience Dog Club Inc. for \$2,665 to assist with purchasing a defibrillator and cabinet.



# Community Grants Program Application Form

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

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



*live it up*



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

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


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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
<b>1. GROUP / ORGANISATION DETAILS</b>	
Name:	Para District Obedience Dog Club Inc.
Address:	LOT 35 SAINTS ROAD
Suburb:	Salisbury Park Postcode: 5109
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Mr RAY GUNTER
Title (your role with the group/organisation):	COUNCIL LIAISON OFFICER
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Other: RAY GUNTER
Title (role with the group/organisation):	
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	COMMITTEE
<b>Is your organisation:</b>	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question c)</div>
<b>Parent Organisation</b>	
Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/> <i>(go to question e &amp; f)</i>	No <input checked="" type="checkbox"/>
e) Funding source/s:	MEMBERSHIP FEES, CANTEN, DOG SHOP FUND RAISING	
f) Purpose:	DOG TRAINING	
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: Para Dist Obedience Dog Club <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: Bank SA Branch Location: Salisbury	
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:	Kam Suredhim	
Referee's Contact Information:		

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

Community Grant Application - Page 4 of 13

GST Declaration		
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>  54 115 820 500 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>NB: GST Registration</b> <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13



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

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input checked="" type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	
Total cost of Project/Event	\$ 0
Amount of Community Grant Funding Requested	
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
<b>Group/Organisation Information</b>	
Group/Organisation Name	
Group/Organisation Description	
Group/Organisation Registered Address	Number/Street: Suburb: Postcode:
Is the Club Incorporated?	
Number of Members	
% of Membership that reside in the City of Salisbury	%
<b>Project/Event Details</b>	
Project/Event Name	
Project/Event Summary	
Date(s) of Project/Event	
Location of Project/Event:	Number/Street: Suburb: Postcode:
How will the Project/Event benefit the residents of the City of Salisbury?	
How many individuals will benefit from the Project/Event?	
% of project/event participants that reside in the City of Salisbury	%
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	

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

Community Grant Application - Page 8 of 13



Grant Money Requested	
Amount Requested	\$ 0
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 0
Quote Attached:	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
<i>A detailed, current quote <u>must</u> be provided with the application.</i>	<i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

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

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

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

- 1.
- 2.
- 3.

*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:*

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

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

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

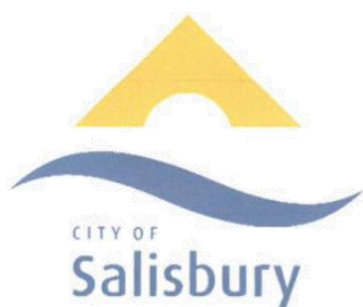
*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 11 of 13

Application Declaration	
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
<p>S1   S2</p>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
<input checked="" type="checkbox"/>	<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"/>	<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"/>	<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 _____ (Group/Organisation)</p>	
<p>(Name/Position)</p> <p>/</p> <p><i>[Signature]</i></p> <p>(Signature 1)</p>	<p>and</p> <p>(Name/Position)</p> <p>/</p> <p><i>[Signature]</i></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 <b>individual</b> without a reasonable expectation of profit or gain	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

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

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

Community Grant Application - Page 13 of 13





30<sup>th</sup> March 2022

Quote No: GA300322-1  
Para District Obedience Dog Club Inc  
08 8251 3274

Good morning Ray,

Thank you for giving me this opportunity to quote on a St John Ambulance G5 Defibrillator to the District Obedience Dog Club Inc.

#### Proven Technology

The G5 fully automatic defibrillator analyses the patient's heart rhythm in seconds and delivers a customised shock for each patient.

#### Rescue Ready

The G5 Semi defibrillator is rugged and performs the most comprehensive self-testing of any AED to ensure it is ready to rescue. The G5 defibrillator daily self tests to detect and help prevent AED failures due to pad, pad connector or battery power problems. Coupled with military tested ruggedness and an IP55 against dust and water, you will be ready for a rescue.



#### RescueCoach

User-paced prompts guide the rescuer step-by-step through the rescue, also providing CPR instruction to promote optimal technique. RescueCoach technology monitors the rescuer's actions to ensure that they complete each critical task before moving on to the next.

#### Intellisense CPR (ICPR) Technology

ICPR technology provides corrective prompts to help rescuers of all skill levels perform high-quality CPR throughout the entire rescue. ICPR measures and monitors each compression and provides feedback via voice and text to ensure that CPR quality remains within the latest AHA Guidelines. (Please order part 888G5APCR for this feature).



#### Warranty

Defibrillators have an eight year return to manufacturer warranty.

St John Ambulance Australia— National Online Shop

Unit 33-317 Woodpark Road, Smithfield NSW 2164

T 1300 956 625 | E [shop@stjohn.org.au](mailto:shop@stjohn.org.au) | ABN 83 373 110 633







#### Consumables

Non-polarised Intellisense™ defibrillation pads offer a 2-year shelf life – **replacement price: \$210.00**

Intellisense® Lithium battery offers a 5-year shelf life and 4 years in the machine once installed – **replacement price: \$495.00**

Paediatric capability with Intellisense paediatric defibrillation pads — recommended for patients 8 years of age or younger or weighing less than 25kg

#### Delivery

Each order has a flat fee of \$15.00 regardless of size around Australia. We will provide banking details for the cheque to be deposited to our bank account. **Please do not post the cheque to us.**

**Pricing – all pricing is inclusive of GST.**

Code	Description	Unit Price	Quantity	Total price
888G5FBCB	Defibrillator with Cabinet - G5 Saver Bundle with CPR FB	\$ 2,650.00	1	\$ 2,650.00
	includes Defibrillator, Adult Pads & Lithium battery			\$ -
	Cabinet, DRSABCD Poster, 90 degree sign, 10 x AED awareness elearning licenses			\$ -
Freight		\$ 15.00	1	\$ 15.00
			<b>Total</b>	<b>\$ 2,665.00</b>

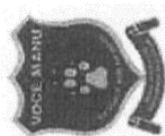
This Grant Application quote is valid for **3 months** and will expire on **30<sup>th</sup> June 2022**. If you require more time, let us know. If you have any questions, please don't hesitate to contact me via phone or email.

Kind regards,

**Amanda Farrugia**  
National Online Shop Coordinator

St John Ambulance Australia— National Online Shop  
Unit 33-317 Woodpark Road, Smithfield NSW 2164  
T 1300 956 625 || E [shop@stjohn.org.au](mailto:shop@stjohn.org.au) | ABN 83 373 110 633





## PARA DISTRICT OBEEDIENCE DOG CLUB COMMITTEE MEETING MINUTES

17 February 2022, JENKINS RESERVE, SALISBURY

Meeting Opened 7:00PM

### TENDENCE

#### RESENT:

Steph Read; Allison Dawson; Margaret Williams; Jan Cooper; Nicole Elkins; Carmel Nottle; Gaynor Kennedy; Julian Stokes; Rebecca Knapp; Eddie Burgess; Jess Stroet; Donna Palmer

#### POLOGIES:

Christina Dalla Valle; Val Holland; Tony Sumison

#### SENT:

#### ISITORS

### INFICTS OF INTEREST

declared

Nil declared

### VIOUS MINUTES

#### MMENDMENTS:

Correspondence Out acceptance should read Chrissy not Chriss

#### CEPTED:

MOVED: Doona Palmer

#### USINESS ARISING:

SECONDED: Eddie Burgess

OUTCOME: Carried

ITEM	WHO	ISSUE	ACTIONS AND UPDATES	STATUS
2 2021)	Chrissy	Agility Equipment Grant	<p>Chrissy is in discussion with Victor about this. We have until the end of the year to purchase and claim the grant. Item to remain ongoing until the time has expired or Chrissy reports that a claim has been submitted to Dogs SA.</p> <p><b>Update 17/06/2021:</b> Victor has recommended that tunnels are purchased and if there is any money in surplus that some new course numbers are purchased. Another item suggested was new tyres funding permitted.</p> <p><b>Update 15/07/2021:</b> No update provided. Item to remain ongoing until new equipment is purchased or deadline for application has passed.</p> <p><b>Update 16/09/2021:</b> Two new tunnels have been ordered which come to \$538 each minus freight. They are being shipped to Chrissy and they are invoicing PDODC so once it is paid Dogs SA can be invoiced. Will be yellow and green and they are expected towards the end of November. Chrissy to liaise with Ronnie payment of invoice.</p> <p><b>Update 21/10/2021:</b> Tunnels should arrive mid to late November. Carmel to check with Dogs SA what are the requirements on invoices to be claimed and if two separate claims can be made.</p> <p><b>Update 27/02/2022:</b> Tunnels have arrived. Invoices have been submitted to Dog SA for reimbursement. <b>ACTION:</b> Gaynor to check if refund has been received.</p> <p><b>Update 17/02/2022:</b> Gaynor has confirmed refund has been received from Dogs SA so item can be closed</p>	CLOSED

2 2021)	Rebecca	Club Clothing	<p>Discussion of options. Motion to from Bec: do track top, Podium, soft shell, and the new polo's. Seconded: Chrissy. Outcome: Carried. Bec to go back to supplier for full pricing and the discuss with Ronnie members pricing.</p> <p><b>Update 21/10/2021:</b> new price list as attached to meeting invite. Prices are exclusive of any club markup and will be increasing in December. To avoid confusion Motion from Carmel to delay advertising new items until the new year. Seconded: Rebecca Knapp. Outcome Carried. Item will stay ongoing for the 2022 Committee to follow-up</p> <p><b>Update 27/02/2022:</b> ACTION Bec to follow-up prices. Also need to find a member willing to do uniforms</p> <p><b>Update 17/02/2022:</b> Bec has provided an updated clothing list which has been distributed to Committee. It will be included in the Slipcollar magazine if an editor is found. Item can now be closed.</p>	CLOSED
1	Treasurer	Trial bank accounts	<p>To open another bank account specifically for Trial entries so competitors can transfer entry fee and organise for the trial secretaries to have access so they can check payments against the entries.</p> <p>Last year when a trial there was an issue with processing and checking off income for the agility trial as the trial secretary doesn't have access to the bank accounts. The trial was then cancelled which created a lot of work when processing refunds for the Treasurer. Difficulty is any new bank account that trial secretaries have access to will also provide access to the Club's main account. Query about what fees would be associated with any new account. Also the process to add and remove signatories is not a simple process. <b>ACTION:</b> Gaynor to speak to the bank about what is needed and report back to Committee next meeting if there are any suitable solutions.</p> <p><b>Update 17/02/2022:</b> trial account has been opened which the trial secretary can be given access to without accessing the full account. Jess Hyson has been added to the account. It is the type of account which is currently used by the club and not subject to any ongoing fees. This item can be closed. A new item will be started should any issues arise after the first trial.</p>	CLOSED
2	Treasurer	Updating of Club signatories	<p>Need to update those signatories to the club account to be in line with Committee changes.</p> <p>To be Removed: Ronnie Schmidt; Sharon Page</p> <p>To be Added: Gaynor Kennedy; Julian Stokes</p> <p>Currently a signatory and to remain a signatory: Carmel Nottle</p> <p><b>Update 17/02/2022:</b> all signatories have been finalised so item can be closed.</p>	CLOSED
3	Eddie Burgess	Club survey	<p>Membership survey about our membership's satisfaction ratings and what can be done to improve our club. This is meant to be a POSITIVE and FORWARD THINKING survey and not a "blitz session." Suggesting asking members what they would like or think should be added and what they would like the Committee to work on over the year. Also a general idea of how long people stay in the club to be able to give Committee and idea of members. Could be added to the Slipcollar. Would be anonymous and have a clear submission date. It isn't about what we are doing wrong but as a guidance for the Committee. <b>ACTION:</b> Eddie to draft survey for Committee approval.</p> <p><b>Update 17/02/2022:</b> Eddie has drafted a survey and read it out to Committee. <b>ACTION:</b> Eddie to email a copy to Committee (or Secretary for distribution) for further comment so survey can be finalised at the next meeting.</p>	O/G
4	Alli Dawson	Advertising postings on Facebook	<p>Guidelines for individuals and businesses posting ads and items that are not in line with the aims of the Club or may represent be a conflict of interest. As Alli was not present at meeting this item was held over until the next meeting. Alli raised concerns that the page no longer seems to be representative of the aim of the page. Discussed if we should make page for admin posts only but this may reduce the number of people that find the club via Facebook. Will leave it: as is for Admin to continue deleting posts that are not in the interest of the Club with those by members to be reported if needed. <b>ACTION:</b> Alli to check if the settings still require approval to post on the page. Ronnie and Jess are still currently admin on the Facebook page so Alli to contact to see if they want to remain.</p>	O/G
6	Carmel	Scent work training	<p>Discussed offering scent work as an option with individuals having to demonstrate that their dog has basic odour identification to join training. This is due to the space required for initially teaching dogs to recognise and odour and needing to have standard start weeks. This would greatly limit the number of people that we can start in the discipline at the Club. It is much easier however to refine skills with training in larger groups were dogs can already identify odour. Training would focus on ANKC odours and training for ANKC scent work only. There are a number of online providers and some local Adelaide providers that offer initial training in short courses to get dogs onto an odour which would be promoted. Dogs then pass a basic assessment to being training at the Club. <b>ACTION:</b> Carmel and Nicole to develop basic concept and structure for further discussion at the next meeting.</p> <p><b>Update 17/02/2022:</b> post had been done that the club is looking at doing scent work to inform members. Given that it is not really known what interest there will be and how many potential members may start the training at this stage exact times and groupings</p>	O/G



			of training is not known. This will develop as training starts which should happen at the beginning of April. Assessments will happen on the Thursday of Committee meetings and those passing the assessment will start the following week. Sandra Kramer will be assisting with the training of the more advanced dog/handler teams. Assessments only will likely start in March to get people on the books ready for training.	
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#### MEMBERS

aw Member Applications: Matt & Kirsty Marshall  
 scussion: No issues raised

CCEPTED: MOVED: Margaret Williams SECONDED: Jan Cooper OUTCOME: Carried

#### RESPONDANCE IN

TEM	DATE	SENDER	DETAILS	ACTION
1	06/02/2022	SAGov Forms	28 January COVID safe plan	Filed; Committee
2	11/02/2022	Australia Post	PO Box renewal	Treasurer
3	10/02/2022	Dogs SA	February Journal	Filed
4	09/02/2022	City of Salisbry	Rent and fire safety maintenance (Inv 54861)	Treasurer
5	10/02/2022	SASDC	Request to use grounds for sprint racing	NBI 3

CCEPTED: MOVED: Eddie Burgess SECONDED: Steph Read OUTCOME: Carried

#### RESPONDANCE OUT

TEM	DATE SENT	TO	SENDER	DETAILS	ACTION
1	27/01/2022	City of Salisbry	Secretary	Club profile, training schedule and certificate of currency	CLOSED
2	28/01/2022	Dogs SA	Secretary	Response regarding request to move obedience trial	CLOSED
3	28/01/2022	Dogs SA	Secretary	2024 exhibition dates application and 2023 confirmation of dates	CLOSED

CCEPTED: MOVED: Jan Cooper SECONDED: Donna Palmer OUTCOME: Carried

#### ORTS

ESIDENT	Nothing to report
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<b>CE PRESIDENT</b>	Apology at meeting so no report made
<b>ASURER</b>	As distributed. Just reminded everyone that payment via bank transfer is not permitted
<b>ILITY</b>	Submitted via email: Agility report is all going well after 2 training sessions
<b>EDIENCE</b>	Have a few enquiries about training so are expecting new members when training does eventually resume
<b>LLY OBEDIENCE</b>	Nothing to report
<b>IBALL</b>	Spoke to Riverland on the 5 Feb and the demo went well. They are keen to start flyball there so hopefully this will continue to progress.
<b>AGAZINE</b>	Jan did post on Facebook about the club requiring a Magazine Editor but did not receive any responses.

ACCEPTED: MOVED: Alli Dawson SECONDED: Gaynor Kennedy OUTCOME: Carried

**AG BUSINESS**

ITEM	WHO	ISSUE	DETAILS	STATUS
1	Secretary	Bunting for Agility	Request from Jess Hyson to get approval to purchase more bunting to be able to surround the agility/jumping rings. <b>ACTION:</b> Julian to follow up with Victor and Jess Hyson to provide details on how much is needed and what the cost will be. This can then be approved via email if required.	O/G
2	Secretary	Internet access	Follow up request from Jess regarding internet access at the club for processing of agility results. <b>Update 17/02/2022:</b> Chrissy has been in touch with Ray who has confirmed that we do have internet access at the club. <b>ACTION:</b> Gaynor to check with Ray if we actually have a plan and the details of the plan if one does exist.	O/G
3	Secretary	SASDC request	Would like to request use of grounds for their Sprint Race event. They haven't got any definite dates, but thinking either of the following: 30 April, 7 or 14 May. Other than the grounds they would just require toilet access. They would supply all equipment to set up the runs/chutes and catering/sausage sizzle. Approximate time of the racing would be 9am to 2pm. Committee approved use of grounds and the non-alarmed toilets in principle but will need to know date to confirm with council that there is no conflict with any other events. <b>ACTION:</b> Carmel to advise the Club accordingly.	O/G

**XT MEETING:** 17<sup>th</sup> March 2022

**ETING CLOSED:** 19:41

**AIR:** Julian Stokes **DATE:** 18/02/2022