



AGENDA

FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON

**17 OCTOBER 2023 AT CONCLUSION OF THE INNOVATION AND BUSINESS
DEVELOPMENT COMMITTEE**

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

MEMBERS

Cr D Hood (Chairman)
Mayor G Aldridge (ex officio)
Deputy Mayor, Cr C Buchanan (Deputy Chairman)
Cr A Graham
Cr P Jensen
Cr M Mazzeo
Cr S McKell
Cr S Ouk

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Community Development, Mrs A Pokoney Cramey
General Manager Business Excellence, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
Manager Governance, Mr R Deco
Personal Assistant to General Manager Community Development, Ms
S Howley

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Community Wellbeing and Sport Committee Meeting held
on 19 September 2023.

REPORTS

Administration

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For Decision

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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)

ORDERS TO EXCLUDE THE PUBLIC

5.4.1 Chapel of the Holy Family - End of Lease Arrangements Recommendation

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

1. *Pursuant to Section 90(2) and (3)(h) and (i) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to Legal Advice*
 - *information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee of the Council.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*

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

CLOSE



**MINUTES OF COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING
HELD IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY ON
19 SEPTEMBER 2023**

MEMBERS PRESENT

Cr D Hood (Chairman)
Mayor G Aldridge (ex officio)
Deputy Mayor, Cr C Buchanan (Deputy Chairman)
Cr A Graham
Cr P Jensen
Cr S McKell
Cr S Ouk

OBSERVERS

Cr K Grenfell

STAFF

Chief Executive Officer, Mr J Harry
General Manager Community Development, Mrs A Pokoney Cramey
General Manager Business Excellence, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
Manager Governance, Mr R Deco
Personal Assistant to General Manager Community Development, Ms S Howley

The meeting commenced at 6:40pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

APOLOGIES

An apology has been received from Cr M Mazzeo.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr A Graham
Seconded Cr P Jensen

The Minutes of the Community Wellbeing and Sport Committee
Meeting held on 22 August 2023, be taken as read and confirmed.

CARRIED

REPORTS

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Cr P Jensen
Seconded Cr S Ouk

That Council:

1. Notes the report.

CARRIED

For Decision

5.1.1 Community Grant Report Grant No. 10/2023-24 - South Australian Recreational Fishing Advisory Council Inc. Grant Application

Moved Cr C Buchanan
Seconded Cr S McKell

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 September 2023 round of Community Grants as follows:
 - a. Grant No. 10/2023-24 South Australian Recreational Fishing Advisory Council Inc Community Grant Application: to the value of \$3,100: to assist with hosting its 'Reeling in Junior Anglers' event.
2. Notes that this application includes items which are ineligible in accordance with the Community Grant Eligibility Criteria and Guidelines and approves the Administration to work with South Australian Recreational Fishing Advisory Council to find alternative funding opportunities within the Community Grant Eligibility Criteria and Guidelines.

CARRIED

5.1.2 Community Grant Report Grant No. 11/2023-24 - Winzor Retirement Village Social Group Grant Application

Moved Cr D Hood
Seconded Cr C Buchanan

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

1. Approves the request for funding for the September 2023 round of Community Grants as follows:
 - a. Grant No. 11/2023-24 Winzor Retirement Village Social Group: to the value of \$2,500: to assist with purchasing a television.

CARRIED

5.1.3 Youth Sponsorship Applications - August 2023

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

1. Notes the 16 Youth Sponsorship Applications assessed in August 2023, as included in this report (Item 5.1.3, Community Wellbeing and Sport Committee, 19 September 2023).

CARRIED

5.1.4 Minor Capital Works Grant Program Application - Salisbury Sportsman's Association - Electronic Scoreboard

Moved Cr D Hood
Seconded Cr C Buchanan

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

1. Approves the allocation of funding from the 2023/24 Minor Capital Works Grant Program budget as follows:
 - a. The Salisbury Sportsman's Association Incorporated in the amount of \$75,000 for the installation of new electronic scoreboard at Salisbury Oval, Brown Terrace, Salisbury noting that any additional costs are to be funded by the Salisbury Sportsman's Association Incorporated as per the funding agreement.

CARRIED

5.1.5 Events Opportunities and Identification Framework

Moved Cr A Graham
Seconded Cr S McKell

That Council:

1. Notes the in order to explore alternative events and opportunities that are likely to attract local, state, national and or international interest in the City of Salisbury the following criteria will be applied to assist in framing a future report:
 - a. Critical objectives listed in section 3.3 of this report (Item 5.1.5, Community Wellbeing and Sport Committee, 19 September 2023).
 - b. Inclusion of medium to large scale events with an investment of between \$50,000-\$250,000 respectively.
 - c. Focusing on the themes of:
 - i. Environment/Nature;
 - ii. Sport;
 - iii. Space/Future; and
 - iv. Diversity.

CARRIED**5.1.6 Collaboration between the Polaris Development Centre and 1225**

Moved Mayor G Aldridge
Seconded Cr C Buchanan

That the Community Wellbeing and Sport Committee:

1. Notes the report.

CARRIED**QUESTIONS ON NOTICE**

There were no Questions on Notice.

MOTION ON NOTICE**MON1 Motion on Notice Cr C Buchanan: Turf Pitches**

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

1. Requests the Administration to present a report to the Community Wellbeing and Sport Committee no later than October 2023, providing options for Council's consideration, to offer a rebate to sporting clubs with turf pitches, to support the seasonal changeover

of re-turfing and topdressing to bring the turf up to standard.

2. Notes that Clubs with hard-wicket pitches are supported by Council with their pitch being covered and uncovered to assist with a smooth changeover of seasons.

CARRIED

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice CEO Update)

There were no Other Business Items.

The meeting closed at 7:05pm.

CHAIRMAN.....

DATE.....

ITEM	5.0.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Future Reports for the Community Wellbeing and Sport Committee
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This item details reports to be presented to the Community Wellbeing and Sport Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATIONThat Council:

1. Notes the report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

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

2. REPORT

- 2.1 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
22/11/2021 5.2.1 Due:	Commonwealth Home Support Programme (CHSP) Payment In Arrears Notes that the Administration will provide a future report to Council as more information on CHSP Payment in Arrears becomes available. January 2024	Vesna Haracic
28/02/2022 5.1.1 Due:	Indoor Recreation Facilities 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. December 2023	Andrew Hamilton
25/07/2022 5.1.1	Bridgestone Athletics Centre Advisory Group Requests that the minutes of each Bridgestone	Andrew Hamilton

Due: Deferred to: Reason for Deferral:	Coordination Group meeting will be reported to the Community Wellbeing & Sport Committee. October 2023 November 2023 The minutes from the last meeting will be going to the Community Wellbeing & Sport Committee in November 2023.	
24/04/23 6.1.3 Due: Deferred to: Reason for Deferral:	Community Bus Service Approves the establishment of a working group consisting of a representative from Central, Para, Hills and West Wards Crs C Buchanan, K Grenfell, S McKell and P Jensen to provide a recommendation to the Community Wellbeing and Sport Committee on proposed bus routes and other matters related to the community bus service by 30 June 2023. September 2023 December 2023 The Working Group is awaiting State Government approval and community feedback. The Working Group is considering a number of options and will investigate these options and bring them back to the Committee for consideration.	Andrew Hamilton
24/07/2023 5.1.3 Due: Deferred to: Reason:	Proposed Changes to Community Grant Program 5. Notes that the update of the Community Grant application process, eligibility criteria and terms and conditions for each of the three types will be subject of a future report to Council for approval following a decision on the overall structure of the program. October 2023 November 2023 This report is partially going to the Community Wellbeing and Sport Committee (Active and Connected), with the other two grant streams (Sustainability and Economic Growth) to go to the Committee in November 2023.	Sara Howley
24/07/2023 5.1.3 Due: Deferred to: Reason:	Proposed Changes to Community Grant Program 6. Requests staff to provide a further report regarding proposed changes in Terms of Reference for the Community Wellbeing and Sport Committee no later than September 2023. October 2023 November 2023 This report is partially going to the Community Wellbeing and Sport Committee (Active and Connected), with the other two grant streams (Sustainability and Economic Growth) to go to the Committee in November 2023.	Sara Howley
24/07/2023 5.1.10	Salisbury Fringe Carnival Venue and Australia Day Venue 2024 5. Requests that Administration provides a draft program of works for 2024 fringe to the Community Wellbeing and Sport Committee prior to finalisation.	Andrew Hamilton

Due:	October 2024	
24/07/2023 5.1.10	Salisbury Fringe Carnival Venue and Australia Day Venue 2024 6. Requests that Administration undertake a comprehensive review of fringe format post 2024 Carnival with a view to lock in for a further 3-year program.	Andrew Hamilton
Due:	June 2024	
25/09/2023 5.1.5	Events Opportunities and Identification Framework 1. Notes the in order to explore alternative events and opportunities that are likely to attract local, state, national and or international interest in the City of Salisbury the following criteria will be applied to assist in framing a future report: a. Critical objectives listed in section 3.3 of this report (Item 5.1.5, Community Wellbeing and Sport Committee, 19 September 2023). b. Inclusion of medium to large scale events with an investment of between \$50,000-\$250,000 respectively. c. Focusing on the themes of: i. Environment/Nature; ii. Sport; iii. Space/Future; and iv. Diversity.	Andrew Hamilton
Due:	December 2023	
	Motion on Notice: Cr C Buchanan: Turf Pitches 1. Requests the Administration to present a report to the Community Wellbeing and Sport Committee no later than October 2023, providing options for Council's consideration, to offer a rebate to sporting clubs with turf pitches, to support the seasonal changeover of re-turfing and topdressing to bring the turf up to standard.	John Devine
Due:	October 2023	
Deferred to:	November 2023	
Reason for Deferral:	Administration are investigating options that could be provided to sporting clubs and will report to the Community Wellbeing and Sports Committee in November 2023	

4. CONCLUSION / PROPOSAL

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

ITEM	5.1.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Community Events Sponsorship Grant - Deepavali
AUTHOR	Michelle Dagger, Team Leader Events, Place Activation and Curation, Business Excellence
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 4.1 Members of our community receive an exceptional experience when interacting with Council 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report outlines the Community Event Sponsorship Program (CESP) applications for round sixteen. One application has been submitted for consideration by the Community Wellbeing and Sport Committee.

RECOMMENDATION

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

1. Approves the following application through round sixteen of the Community Events Sponsorship Programs as follows:
 - a. Grant No 1/2023: Adelaide Tamil Association Inc. Application for \$5,000 to host its Deepavali Festival.

ATTACHMENTS

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

1. Adelaide Tamil Association Inc. Community Event Sponsorship Application

1. BACKGROUND

- 1.1 One application has been received for round sixteen of the Community Sponsorship Program for consideration. This is for events that are due to occur in the 23/24 financial year.
- 1.2 Events form an important part of the community, cultural and economic fabric of the City of Salisbury. They are designed to stimulate and provide learning and healthy lifestyle opportunities. The City Plan 2035 contains the following commitment that Council will:
 - Provide experiences that make our places lively and interesting
 - Celebrate our community diversity

2. GRANTS PURPOSE

- 2.1 The purpose of the Community Event Sponsorship Program (CESP) is to deliver outcomes in alignment with the City of Salisbury's City Plan 2035. The CESP will assist in achieving the vision of *"A progressive, sustainable and connect community"*
- 2.2 Furthermore, the CESP contributes the critical action of *'from operational and site specific projects that will have immediate impact, to strategic objectives that guide how and what Council achieves in the longer term'*.
- 2.3 The CESP aims to complement the Council's existing event calendar whilst increasing the capacity to community organisations to deliver events thereby increasing participation and attendances.

3. ASSESSMENT CRITERIA

- 3.1 To secure funding, the organisation conducting the event will need to demonstrate:
 - Maturity around risk and organisation management
 - Significant community impact
 - Attraction to the broader community (not limited to membership of an organisation)
 - The event will be hosted in City of Salisbury
 - Positive promotion of the City of Salisbury
- 3.2 All eligible applications will be assessed against the following criteria:
 - Completion of the application in full
 - Demonstrated need for the event
 - Stakeholder endorsement and support for the event
 - Consideration of and with the existing event calendar
 - Demonstrated multiple community, organisations or associated benefits
 - Extent to which the project addresses strategic objectives and community needs
 - Extent to which alternative, complementary sponsorship and funding sources have been explored or secured
 - Adequate, comprehensive and value for money of event budget
 - Extent to which the event meets the needs of the CESP
 - Alignment with the priorities of the CESP
 - Risk management considerations
 - Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g does the organisation have any bad debt with the City of Salisbury)

- The number of other events that have been funded for the financial year (noting only eight (8) events will be sponsored for an amount up to \$5,000 each financial year)

3.3 Due diligence is also undertaken in relation to the financial and governance credibility of the applicant organisations in line with the community grants program.

4. REPORT

4.1 The application that is presented for round sixteen (16) of the Community Event Sponsorship Program for consideration is:

Applicant: Adelaide Tamil Association Inc

Event: Deepavali

Amount requested: \$5,000

4.2 The funds requested are to host the Deepavali Festival of Lights and is celebrated every year. Deepavali means "Rows of lighted lamps". Deepavali symbolises the "victory of light over darkness, good over evil, and knowledge over ignorance.

4.3 This Deepavali event will showcase cultural dances, classical dances, singing, drama, Tamil stand-up comedy and a band.

4.4 In 2021 the Deepavali event was held in the Angkor Hall and had 600 attendees.

4.5 In this Deepavali event, the Adelaide Tamil Association Inc. felicitates and recognises nominated entrepreneurs from the wider Tamil community. There will be various Stalls with different activities set up in venue will help attendees to appreciate the Tamil culture and remember the past. This event also helps parents to demonstrate Tamil Culture and Tradition.

4.6 This year's Deepavali event will be held in the Angkor Hall and the Adelaide Tamil Association Inc. will be required to comply with all relevant restrictions.

4.6 The Deepavali event provides the purpose, meaning and hope through the use of rituals and celebrations to the people gathered. The Adelaide Tamil Association Inc. will provide entertainment and well-cooked Tamil traditional food to all attendees. This event will bring the community together in promoting Tamil culture and language.

5. CONCLUSION / PROPOSAL

5.1 That the Community Wellbeing and Sport Committee approves the Community Event Sponsorship Grant funding application from Adelaide Tamil Association Inc to the value of \$5,000 to assist with hosting their Deepavali Festival.

Community Event Sponsorship Form



Submitted on 15 September 2023, 1:50PM
 Receipt number 22
 Related form version 6

Application Form

Name of the organisation:	Adelaide Tamil Association Inc
ABN:	45864366397
Facility Name/Address:	
Postal Address:	
Suburb:	
Person Responsible for the Sponsorship:	Mr
Name	Chris Anthony
Title/Office:	President
Phone	
Email	
Target Age?	Target Audience: s of various ages.
What percentage (%) of your target population reside in City of Salisbury?	About 40% of target population live in City of Salisbury
What events has your organisation held before?	Adelaide Tamil conducts Three events every year to showcase the Tamil Culture and Traditions. Deepavali, Pongal (harvest festival) and Sangamam (Muttu Kuttu event). Deepavali was celebrated in Angkor Wat, Salisbury in the year 2021. We had 600 attendees. Pongal is celebrated in Victoria Square in the year 2021 and 2022. We had 1000 attendees each year respectively. 2023 Pongal was celebrated in Bonython park and had 700 attendees. Sangamam is celebrated in Woodville town hall every year and had 600 attendees each time.
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	Yes

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Source/s:	Multicultural, Department of Premier and Cabinet
Amount/s:	5000
Name of Event:	Deepava
Date of Event:	18th November 2023
Location of Event:	Angkor Plaza, Salisbury
Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	1. 21st November 2020, 2. 13th November 2021, 3. 5th November 2022
Brief description of your Event:	<p>Deepava is the festival of lights and is celebrated every year. Deepava means "Rows of lighted lamps". Deepava symbolizes the "victory of light over darkness, good over evil, and knowledge over ignorance. Event showcases cultural dances, Classical dances, Singing, Drama, Tamil Stand-up comedy and a Band. In this Event, Organisations felicitates and recognises nominated entrepreneurs from the Western Tamil community. Various Stalls with different activities set up in venue will help people gathered to appreciate the Tamil culture and remember the past. This event also helps parents to demonstrate Tamil Culture and Tradition to the children. Deepava event provides the purpose, meaning and hope through the use of rituals and celebrations to the people gathered. Organisations not only assures entertainment to eyes and ears of attendees but a well-cooked Tamil traditional food to attendees. Event helps us to bring the community together in promoting our culture, language and also to encourage our local artists. This will open up volunteering opportunity which will be a learning skill for new migrants from our community and also for wider community.</p>
Why is the event needed?	<p>The event is needed to benefit the community and achieve following outcomes:</p> <ol style="list-style-type: none"> 1. Uniting the Tamil Community to celebrate important cultural festival and keeping the traditions alive. 2. Showcasing the richness of the Tamil culture and Traditions to the Western Australian Community. 3. Helping the Younger generation of the Tamil community, especially the children to understand, appreciate and witness the culture and celebrations. 4. Develop the sense of social bonding and solidarity with the Tamil community. 5. Celebrations will nurture hope and trust amongst the community. 6. Event helps us to bring the community together in promoting our culture, language and also to encourage our local artists. 7. This will open up volunteering opportunity which will be a learning skill for new migrants from our community and also for wider community. 8. The event will boost small business within the community in various sectors.
How will your event increase participation opportunities for community and economic development?	<p>Deepava event provides opportunity for the Community engagement and to collaborate. It is a good opportunity for the 100 Tamil families living in City of Salisbury to meet the Western community and vice versa, enabling them to exchange. Celebrations will nurture hope and trust amongst the community. Event helps us to bring the community together in promoting our culture, language and also to encourage our local artists. Event will also provide an opportunity for mentally and emotionally affected from post Covid 19 pandemic to recover. This will open up volunteering opportunity which will be a learning skill for new migrants</p>

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	from our community and also for wider community. This event will boost small businesses within the community in various sectors in present dire situation.
How will you promote and advertise the Event?	<ol style="list-style-type: none"> 1. ATA website. 2. Newsletter and Announcements to members through email. 3. Facebook events and sponsored Advertisements. 4. Banner advertisements and Displays at Indian stores and restaurants. 5. Banner advertisements and displays at religious places such as temples and churches. 6. Regular event announcements through Vaaga Adelaide Tamil Broadcasting services (SA). 7. Regular event announcements through 5EBI 103.1 FM multicultural Radio. 8. Through other groups such as international students' groups and community groups. 9. Through City of Salisbury council's program promotions.
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	Other Tamil organisations such as Ceylon Tamil Association, Australia Tamil arts and culture development center, People Welfare Association and Shruthi Adelaide are also participating, and their members will be benefiting from this event. As Deepavali is a festival celebrated all over India, this event will allow other Indian based linguistic associations to participate and showcase their traditions and customs. Prestige Dentistry is our Title sponsor which has been in City of Salisbury. Councils doing a great work to this community by supporting with discounts in their treatments. This event would help new migrants who are upcoming within the community to know him and get support.
Community Group / Business	<ol style="list-style-type: none"> 1. Ceylon Tamil Association. 2. Adelaide Tamil Arts and Culture development center 3. People Welfare Association 4. Shruthi Adelaide 5. Other Indian based Linguistic organisations 6. Prestige Dentistry
How they will benefit	Other Tamil organisations such as Ceylon Tamil Association, Australia Tamil arts and culture development center, People Welfare Association and Shruthi Adelaide are also participating, and their members will be benefiting from this event. As Deepavali is a festival celebrated all over India, this event will allow other Indian based linguistic associations to participate and showcase their traditions and customs. Prestige Dentistry is our Title sponsor which has been in City of Salisbury. Councils doing a great work to this community by supporting with discounts in their treatments. This event would help new migrants who are upcoming within the community to know him and get support.
Attach letters of support where applicable	
Events seeking \$10,000What is the regional or state-wide significance of this event?:	
Events seeking \$10,000What is the long term vision and sustainability of the event in the City of Salisbury:	
Please upload your budget spreadsheet from the template provided.	event_budget_template_2019_-_cesp_-_round_3.xlsx
Please upload any additional documents that you want to include.	Adelaide Tamil Association.Memo - MTM New Rates for 2023-2024.pdf Angkor ha quote.pdf ATA Deepavali_2023_beats quote_\$2000.pdf

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Position:	President
<hr/>	
9. APPLICATION DECLARATION	Name of signatory: Chris Antony
	
	Uploaded signature image: signature.JPG
<hr/>	
We agree to abide by the terms and conditions of sponsorship	Yes
<hr/>	
On behalf of (Group/Organisation)	Adelaide Tamil Association
<hr/>	
Name:	Chris Antony
<hr/>	
Date:	15/09/2023
<hr/>	
Community Event Sponsorship Program	

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ITEM	5.1.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Grant No. 13/2023-24: Waypoint Uniting Church Community Grant Application
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Waypoint Uniting Church 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 October 2023 round of Community Grants as follows:
 - a. Grant No. 13/2023-24 Waypoint Uniting Church Community Grant Application: to the value of \$2,400: to assist with making its facility more inclusive by purchasing wall-attached change tables and signage for its accessible bathroom.

ATTACHMENTS

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

1. Waypoint Uniting Church Community Grant Application
2. Community Grant Eligibility Criteria and Guidelines

1. BACKGROUND

- 1.1 The Waypoint Uniting Church (previously known as the Parafield Uniting Church) has applied for the October 2023 round of Community Grants to assist with purchasing a change tables that can be installed to the wall.
- 1.2 The Waypoint Uniting Church has not previously received Community Grant funding.

2. REPORT

- 2.1 The Waypoint Uniting Church is a congregation of the Uniting Church in Australia and its parent organization is the Uniting Church of SA.
- 2.2 According to its website, the Uniting Church of SA is the third largest denomination in Australia with ten percent of South Australians affiliated with the

Uniting Church. The Uniting Church of SA was formed on 22 June 1977 - with the coming together of the Congregational, Methodist, and Presbyterian Churches.

- 2.3 The Waypoint Uniting Church is based in Parafield Gardens in the City of Salisbury.
- 2.4 The Waypoint Uniting Church has approximately 180 members (the majority of which reside in the City of Salisbury) and hold various church services per week, as well as different groups and services (children and youth groups and courses for men and women and the community).
- 2.5 This application is requesting funds to purchase new change tables which attach to the wall in the disabled toilets to provide greater wheelchair access to the members of the congregation.
- 2.6 The current set-up of the Waypoint Uniting Church disability access toilets inhibits wheelchair access due to the change tables taking up too much room. This issue was previously alleviated through accessing the Helping Hand Nursing home facilities, however this is no longer an option.
- 2.7 Providing this grant funding is anticipated to benefit 30 members of the congregation by making the facilities more inclusive.
- 2.8 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.9 The money committed to this application for the October 2023 round, if approved, is \$2,400. The money committed to all grant applications received for the October round (4 in total) is \$17,400
- 2.10 The remaining balance of the grant funding if all grant applications received (4 in total) for the October 2023 round are approved, is \$54,400.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Waypoint Uniting Church Community Grant Application: to the value of \$2,400: to assist with making its facility more inclusive by purchasing wall-attached change tables and signage for its accessible bathroom.

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Waypoint Uniting Church (changed our name from Parafield Uniting)
Address:	3 Shepherdson Road
Suburb:	Parafield Gardens SA Postcode: 5107
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mrs <input checked="" type="checkbox"/> Kelly Littleford
Title (your role with the group/organisation):	Property Chair
Address:	3 [REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	property@waypointuniting.au
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: Mr David Bowler
Title (role with the group/organisation):	Treasurer
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	Church Council / Committee
Is your organisation:	
a) Incorporated:	<div>Yes <input type="checkbox"/></div> <div>No <input checked="" type="checkbox"/></div> <div>(go to question c)</div> <div>(go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<div>Yes <input checked="" type="checkbox"/></div> <div>No <input type="checkbox"/></div> <div>(go to question c)</div> <div>(go to question c)</div>
Parent Organisation Name:	Uniting Church Synod of South Australia
ASIC Registration Number:	N/A see attached.

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

Waypoint Uniting Church

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

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

Community Grant Application - Page 4 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 0
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 2,400 3 baby change stations, materials for installation, disability signage
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 2,400
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	labour/ time to install
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
Installation materials approx:	\$ 200
purchase of 3 baby change stations	\$ 2,000
disability signage	\$ 200
TOTAL (including GST):	\$ 2,400

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <small>(please tick which is applicable)</small>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Disability Access Toilets</i>
Date(s) of Project/Event <small>(if ongoing or one-off please state "ongoing"/"one-off")</small>	<i>One Off</i>
Total cost of Project/Event	<i>\$ 2,400</i>
Amount of Community Grant Funding Requested	<i>\$ 2,400</i>
Is there any other information that you may feel is relevant to your application?	<i>We have playgroup twice a week and currently have portable change tables in toilets which have extra wide doors for disability and disability hand rails but with the current set up there is not any room for wheel ch access. By installing change tables that attach to the wall, this will give those that attend church, playgroup and other community events the ability to access and use a disabled toilet that can actually accommodate wheel chair. Before COVID we had access to disabled toilets through helping hand nursing home next door but now we are unable to access.</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. costs of disability signage 2. costs of baby change station signage
Which category best describes your project/event? <small>(please check all that apply)</small>	
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 checked="" type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	Waypoint Uniting Church
Group/Organisation Description	Uniting Church in South Australia
Group/Organisation Registered Address	Number/Street: 3 Shepherdson Road Suburb: Parafield Gardens SA Postcode: 5107
Is the Club Incorporated?	no
Number of Members	180
% of Membership that reside in the City of Salisbury	90 %
Project/Event Details	
Project/Event Name	Disability Toilets
Project/Event Summary	Making our toilets disability friendly by giving better access to wheelcha.
Date(s) of Project/Event	TBA depending on funding
Location of Project/Event:	Number/Street: 3 Shepherdson Rd Suburb: Parafield Gardens SA Postcode: 5107
How will the Project/Event benefit the residents of the City of Salisbury?	It will give better access for disability by providing disabled toilets for the community which will give easy access for wheelchairs
How many individuals will benefit from the Project/Event?	30
% of project/event participants that reside in the City of Salisbury	100 %
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	Promoted inhouse to those who come into the building

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 2,400
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
3 Baby change stations	\$ 2,000
Disability signage for toilets	\$ 200
Installation materials we anticipate will be required as part of the installation process	\$ 200
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 2,400
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Community Grant Application - Page 9 of 13

Project or Event Scope

Provide a description of the proposed project or event:

We are a uniting church in the salisbury area and many years ago the church donated land for the helping hand aged care facility to be built next door. We have had shared spaces for many years, a large hall, a meeting room, a Kitchen and disabled toilets. When COVID hit in 2020, these shared spaces were sealed off to protect the nursing home residents and we have been unable to access them since. As we now have quite a number of church members who are in wheel chairs or come in with walkers, it seems appropriate for us to address our lack of Disability space within the toilets. We have been told by the nursing home that the access to these shared areas are not going to be available to us any time soon. We provide two sessions of Playgroup for our community each week, and we provide change tables in the toilets for these families. To fix the problem we have with not being able to provide adequate disability toilets we would like funding to purchase 3 baby change tables that can be fixed to the wall (like the ones in shopping centres). Then we can remove the portable change tables taking up space in the toilets, giving those in wheel chairs or using walkers easier access to our toilets. Our toilets already have wider access doors and disability hand rails. And we would also purchase signage to make it easier to know which toilets are for disability access. As these on the wall baby change tables are very expensive, we are hoping the city of salisbury will help us with funding so we can better serve the community of Salisbury.

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. Cost of on wall baby change stations*
 - 2. Cost of disability toilet signs*
 - 3. photos of our current set up*

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:

Ninety percent of our church community are Salisbury council residents, both those who attend church services and those who are engaged in our community programs, Playgroup, Youth Group, CAP Money Course (helping those struggling with managing finances) and other events and programs throughout the year. The ability to provide disabled toilets that have access for wheel chairs and walkers will enable us to serve the community better. We have had a number of requests of recent times about our lack of disability access in our toilets and as we are unable to access the disabled toilets we used to share with Helping Hand Aged care facility next door since COVID, the funding of these baby change stations will enable us to provide what is needed for City of Salisbury members and the wider community.

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

Community Grant Application - Page 10 of 13

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>The Property Committee of the Waypoint Uniting Church had a meeting on 24 August 2023 to discuss our lack of disabled toilet facilities after there had been some conversations about the topic. We then proposed to apply for funding grant through the city of Salisbury after approval was given to provide baby change stations in the toilets by the Property Committee at this meeting.</i></p> <p><i>Property Committee Waypoint Uniting Church (7 members)</i> <i>Church Council Waypoint Uniting Church (9 members)</i> <i>Treasurer (as listed above)</i> <i>Lead Pastor Rev Barry Littleford</i> <i>Associate Pastor Mrs Elissa Inglis</i> <i>Campus Pastor Mr Nathan Pullman</i> <i>Helping Hand Aged Care Nursing Home Facility Manager</i></p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. Minutes of Waypoint Uniting Church Property Committee 24 Aug 2023 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>Once funding has been approved we will order the baby change stations and the disabled toilet signage and when they have been received we will instal them ourselves by church members who have the relative trade skills for the job. Once these are installed we have ensured and acheive the outcomes we set out to do which was to provide easier disability access for our church members and everyone who accesses our facilities for various community group activities. We will then write a report for the City of Salisbury as requested on completion of the project.</i></p>

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

Community Grant Application - Page 11 of 13

Application Declaration	
Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)	
Please read, tick the S1 and S2 boxes and sign:	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.
On behalf of <u>Waypoint Uniting Church</u> (Group/Organisation)	
<u>Simon Vanlint</u> (Name/Position)	<u>David Bowler Treasurer</u> (Name/Position)
<u>[Redacted]</u> (Signature 1)	<u>[Redacted]</u> (Signature 2)
<u>27/08/2023</u> (Date)	<u>29/08/2023</u> (Date)
Contact (phone number): <u>[Redacted]</u>	Contact (phone number): <u>[Redacted]</u>

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



The Uniting Church in Australia
Synod of South Australia

City of Salisbury
24/08/2023

Dear Sir/Madam

**Re: Application
Waypoint Uniting Church**

The Uniting Church in Australia Property Trust (S.A.), as the legal entity for all Uniting Churches and Uniting Church bodies in South Australia, is happy to auspice and endorse the Grant application from Waypoint Uniting Church.

The Property Trust supports the application for grant funds to assist in the upgrading of facilities at the Waypoint Uniting Church. These facilities and buildings are used on numerous occasions and host events with participation from the wider community. This required upgrade and maintenance will assist to ensure that the building is compliant, accessible for all persons to utilise in a safe manner.

Facilities such as this contribute positively to the wider community and brings benefits in a range of areas which contribute to Salisbury Council area a great place to live.

If you have any questions or need further information, please ring me or contact me by email.

Yours sincerely

Malcolm Wilson

Authorised Representative for

The Uniting Church in Australia Property Trust (S.A.)

Direct line:

Fax:

Mobile:

Email:

► Level 2, 212 Pirie St, Adelaide | GPO Box 2145, Adelaide SA 5001
OR 8236 4249 | country 1300 766 956 | fax 08 8236 4201
saута.org.au | ABN 25 068 897 781



Item 5.1.2 - Attachment 1 - Waypoint Uniting Church Community Grant Application



Item 5.1.2 - Attachment 1 - Waypoint Uniting Church Community Grant Application

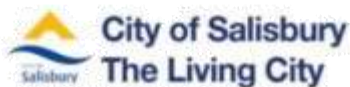


Item 5.1.2 - Attachment 1 - Waypoint Uniting Church Community Grant Application



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.
- 2.2. The application form can be completed by:
 - Downloading the *Current Community Grant Application Form - Print & Complete [Handwriting Version]* form, print the form and complete by hand; **or**
 - Downloading the *Current Community Grant Application - Fillable PDF Form [Electronic Version]* form, save to your computer, complete electronically and print the completed form for submission or email direct using the email button.
- 2.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 2.4. Applicants are encouraged to submit their completed application via email to:
city@salisbury.sa.gov.au.
- 2.5. Where email is not possible applications can be:

Faxed to:	8281 5466
Posted to:	City of Salisbury Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 34 Church Street SALISBURY SA 5108
- 2.6. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 2.7. If assistance is required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you.

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

3. Community Grants Program Aim and Objectives

Aim

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

Objectives

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

4. Funding Rounds Opening and Closing Dates

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

5. Community Grants Program Categories

Community Grants Program funding is available under the following categories:

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

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

6. Types of Community Grants and Amount of Funding

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

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

7. Eligible Areas

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

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

8. Eligibility to Apply

Eligible Organisations

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

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

Non-Eligible Organisations

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

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

- Recurrent administration or ongoing costs;
 - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
 - Upgrading facilities which belong to Local, State or Commonwealth Governments;
 - Educational programs in schools and other formal educational institutions;
 - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
 - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
 - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
 - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.
- 8.4. An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply for defibrillator funding regardless of any Community Grants Program funding received within twelve (12) months however the previous funding must have been acquitted in full. The following conditions apply for Defibrillator funding:
- Active recreation or sport clubs or community organisations whose purpose is the delivery of active recreation or sport programs and services in South Australia are encouraged to apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;
- It is recommended that organisations register the availability of their AEDs to increase public awareness and availability of AEDs in emergency situations. SA Ambulance and St John Ambulance Australia manage separate voluntary registration platforms that organisations can utilize to register their AEDs availability for public use.
- The SA Ambulance register is only used by 000 emergency operators during suspected SCA episode to direct callers to the nearest public use AED location. The registration website can be accessed via <http://www.saambulance.com.au/NewsPublications/AEDRegister.aspx> The St John AED registration website can be accessed via <https://data.aed.stjohn.org.au/registration.aspx> and will be made available to the public via a website map or phone app.
- Applicants are encouraged to contact the Community Grants Program to discuss the process for defibrillator funding prior to submitting an application.*

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

9. Eligible Items

Funding will be considered for the following:

9.1. *Equipment*

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

9.2. *Administration and Organisational Costs*

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

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

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

9.3. *Replacement Items*

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

9.4. *Public Events and Tournaments*

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

9.5. *New Establishment Grant*

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

9.6. *Defibrillator*

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

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

10. Ineligible Items

Funding will not be considered for the following:

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

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

10.2. *Existing Projects*

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

10.3. *Expenses*

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

10.4. *Administration and Organisational Costs*

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

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

10.5. *Wages and Salaries*

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

10.6. *Memberships and Fees*

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

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10.7. Existing Debts and Shortfalls

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

10.8. Other Exclusions

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

10.9. Prior Funding Received for Defibrillators

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

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.

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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.

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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.

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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
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ATTACHMENT B – Likely Funded Project and Event Examples

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

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

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ATTACHMENT C – Unlikely Funded Project and Event Examples

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

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

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

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

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ATTACHMENT D - Project Evaluation Requirements

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

ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

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

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

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

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

6.1. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
 6.2. If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

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

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

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

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

9. Who assesses the Community Grants Program Applications?

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

10. How are the Community Grants Program Applications assessed?

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

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

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

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

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

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

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

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

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ITEM	5.1.3
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Grant No. 14/2023-24: Ingle Farm Sporting Club Inc. Community Grant Application
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Ingle Farm Sporting Club Inc. 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 October 2023 round of Community Grants as follows:
 - a. Grant No. 14/2023-24 Ingle Farm Sporting Club Inc. Community Grant Application: to the value of \$5,000: to assist with hosting its annual Christmas Celebration.

ATTACHMENTS

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

1. Ingle Farm Sporting Club Inc. Community Grant Application
2. Invitation to Ingle Farm Christmas Fair

1. BACKGROUND

- 1.1 The Ingle Farm Sporting Club Inc. (IFSC) has applied for the October 2023 round of Community Grants to assist with hosting its Annual Christmas Celebration.
- 1.2 The IFSC has received Community Grant funding. In July 2022, the IFSC received \$50,000 through the Minor Capital Works Grant Program for the installation of a solar system and batteries.
- 1.3 In August 2022, the IFSC received \$5,000 of Community Grant funding to hold its Annual Christmas Celebration.
- 1.4 The Community Grant provided in August 2022 has been acquitted and the IFSC is eligible to apply for the October round of Community Grant funding.

2. REPORT

- 2.1 The IFSC has 500 members with 90% residing in the City of Salisbury.
- 2.2 This grant is requesting \$5,000 of funds to assist in hosting its annual Christmas Celebration. Specifically, these funds will go towards fireworks, entertainment activities (including dodgem cars, bungee trampolines, jumping castle and outdoor games) and food.
- 2.3 The IFSC will be receiving \$3,500 from its sponsors to go towards funding this event.
- 2.4 This will be the fourth time the IFSC holds an annual Christmas Celebration and this year, it is estimated between 800-1000 people will attend this event, which will be provided to the community free of charge.
- 2.5 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.6 The money committed to this application for the October 2023 round, if approved, is \$5,000. The money committed to all grant applications received for the October round (4 in total) is \$17,400
- 2.7 The remaining balance of the grant funding if all grant applications received (4 in total) for the October 2023 round are approved, is \$54,400.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Ingle Farm Sporting Club Inc. Community Grant Application: to the value of \$5,000: to assist with hosting its annual Christmas Celebration.

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Ingle Farm Sporting Club Inc
Address:	Cnr Belalie Rd & Glenora Drive
Suburb:	Ingle Farm Postcode: 5098
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mr William Brand
Title (your role with the group/organisation):	President
Address:	[REDACTED]
Phone:	[REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: William Brand
Title (role with the group/organisation):	President
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	Voluntary Committee
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/></div> <div>(go to question c)</div> <div>No <input type="checkbox"/></div> <div>(go to question b)</div>
ASIC Registration Number:	A4515
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<div>Yes <input type="checkbox"/></div> <div>(go to question c)</div> <div>No <input checked="" type="checkbox"/></div> <div>(go to question c)</div>
Parent Organisation Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

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

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

Community Grant Application - Page 4 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
If Yes, provide details:-	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 5,000
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 3,500 SA Crash, AAA Stormwater, Clovercrest Hotel, IFSC
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 8,500
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	The club has a team of 10 volunteers who run the entire day. Organisation, setup, coordination of the day all the way through to final pack up. Monthly meetings in the 6months leading into the event. On the day of the event the 15 hour day of work is staffed by many volunteers.
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
Fireworks	\$ 4,000
Dragon Wagon Amusement Ride	\$ 2,750
Bungee Trampolines	\$ 2,750
Bumper Cars	\$ 1,980
Outdoor Furniture Hire	\$ 1,000
Water Slide Hire	\$ 600
Kids Slushie Machine Hire	\$ 440
Outdoor Games & Donut Machine Hire	\$ 350
TOTAL (including GST):	\$ 13,870

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Ingle Farm Sporting Club Annual Christmas Celebration</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>Annual & Ongoing, Saturday December 16 this year.</i>
Total cost of Project/Event	<i>\$ 13,870</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>IFSC Christmas Party Flyer</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 checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	<i>Granted October 2022, Paid February 2023</i>
What amount of Grant funding was provided:	<i>\$ 5,000</i>
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	<i>Ingle Farm Sporting Club Incorporated</i>
Group/Organisation Description	<i>Sporting and Community Club</i>
Group/Organisation Registered Address	Number/Street: <i>2 Diranta Drive</i> Suburb: <i>Ingle Farm</i> Postcode: <i>5098</i>
Is the Club Incorporated?	<i>Yes</i>
Number of Members	<i>500</i>
% of Membership that reside in the City of Salisbury	<i>90 %</i>
Project/Event Details	
Project/Event Name	<i>Ingle Farm Sporting Club Community Christmas Party</i>
Project/Event Summary	<i>Local, Volunteer Run not-for-profit Christmas / Festive celebration</i>
Date(s) of Project/Event	<i>Saturday, December 16th 2023</i>
Location of Project/Event:	Number/Street: <i>Ingle Farm Sporting Club & Rowe Park</i> Suburb: <i>Ingle Farm</i> Postcode: <i>5098</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>An affordable and local Christmas celebration attended by many community members of City of Salisbury</i>
How many individuals will benefit from the Project/Event?	<i>800 - 1000</i>
% of project/event participants that reside in the City of Salisbury	<i>90 %</i>
If it is an Event, is it open to the public?	<i>Yes</i> <input type="checkbox"/>
How will the Project/Event be promoted?	<i>Online via Social Media (Facebook, Instagram etc). Flyer distribution</i>

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 5,000
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Fireworks	\$ 4,000
Dragon Wagon	\$ 2,750
Bungee Trampolines	\$ 2,750
Dodgem Cars	\$ 1,980
Outdoor Furniture Hire	\$ 1,000
Water Slide & Jumping Castle Hire	\$
Kids Slushie Machine Hire	\$ 440
Outdoor Games and Donut Machine Hire	\$ 350
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 13,270
Quote Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>
<i>A detailed, current quote <u>must</u> be provided with the application.</i>	

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Community Grant Application - Page 9 of 13

Project or Event Scope		
<p><i>Provide a description of the proposed project or event:</i></p> <p><i>This year marks the fifth anniversary of the Ingle Farm Sporting Club's Annual Christmas celebration. What started out as as Jumping Castle and a small fireworks display has now evolved into an annual small scale community fun fair.</i></p> <p><i>The event is strictly not-for-profit, targeted mainly at children 2-3 years of age anywhere up to 17/18 years, but includes entertainment for all ages. The Ingle Farm Sporting Club continues to try and build on this event, as well as others in its attempt to engage more with the local community in a positive and inclusive manner. The Club would like to be seen in the community as a welcoming environment that is open to all. We firmly believe that hosting this event annually is one small avenue that we can give back to the local community.</i></p> <p><i>The event typically runs from approximately 4pm, until the end of the fireworks display around 9:15-9:30pm, sunset dependant. Amusement Rides are scheduled for 4 hours, usually 4-8pm/4:30-8:30pm.</i></p> <p><i>Over the course of the last 4 events, we have seen a constant steady increase in attendance numbers. In an effort to continue this trend in its positive manner, it is in our best interest to obtain feedback from the attendees and attempt to act on this accordingly, whilst keeping within budget constraints.</i></p> <p><i>Plans this year include adding an extra amusement ride onto last years agenda, increased budget for our outdoor furniture allocation for our growing guest numbers year on year, as well as adding in hire of Slushie and Hot Cinnamon donut machines, and Deep Fryer hire for hot chips.</i></p> <p><i>The above additions have come as a result of feedback from a number of previous years attendees. The most mentioned/highly requested improvements were expanding available food options with increased variety, and more shelter and seating readily available. We believe the additional ride is essential in our attempt to reach a larger, broader demograph and attract more families from outside our club's reach to the event.</i></p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> 1. IFSC Inc Community Christmas Party flyer 2. 3. 		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f4a460;"> <th style="padding: 5px; text-align: center;">Benefits and Outcomes of the Project or Event</th> </tr> </thead> <tbody> <tr> <td style="padding: 10px;"> <p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>The Ingle Farm Sporting Club prides itself on continuing to provide this free festive celebration in the lead up to Christmas, to kick off the beginning of the summer school holidays. The Christmas celebration provides an opportunity for residents - from families, friends and neighbours - to come together and enjoy the festivities, fostering a sense of community. With increased cost of living pressures and many families planning time off as well as added expenses related to this time of year, it is our pleasure to provide a free or low cost family day out.</i></p> <p><i>The event has also led to increased positive interaction between members of the surrounding local community and the Sporting Club. The club has a strong desire to present as a welcoming & inclusive social environment that is open to everyone.</i></p> <p><i>Attendees of all ages can participate in a variety of engaging activities, from live entertainment to rides, face painting, and craft stations. These activities provide wholesome fun for children and adults alike, ensuring an enjoyable experience for everyone. The Ingle Farm Sporting Club's free Christmas celebration creates cherished memories for attendees, with a visit from Santa Claus and an outstanding fireworks show expected to again be a highlight of the celebration.</i></p> </td> </tr> </tbody> </table>	Benefits and Outcomes of the Project or Event	<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>The Ingle Farm Sporting Club prides itself on continuing to provide this free festive celebration in the lead up to Christmas, to kick off the beginning of the summer school holidays. The Christmas celebration provides an opportunity for residents - from families, friends and neighbours - to come together and enjoy the festivities, fostering a sense of community. With increased cost of living pressures and many families planning time off as well as added expenses related to this time of year, it is our pleasure to provide a free or low cost family day out.</i></p> <p><i>The event has also led to increased positive interaction between members of the surrounding local community and the Sporting Club. The club has a strong desire to present as a welcoming & inclusive social environment that is open to everyone.</i></p> <p><i>Attendees of all ages can participate in a variety of engaging activities, from live entertainment to rides, face painting, and craft stations. These activities provide wholesome fun for children and adults alike, ensuring an enjoyable experience for everyone. The Ingle Farm Sporting Club's free Christmas celebration creates cherished memories for attendees, with a visit from Santa Claus and an outstanding fireworks show expected to again be a highlight of the celebration.</i></p>
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Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>-The annual Christmas celebration has ever-increasing turnout which indicates continued and increasing support for the affordable family day out that is the Ingle Farm Sporting Club Community Christmas Celebration.</i></p> <p><i>-Social media interaction in relation to this specific event has also increased more and more each year.</i></p> <p><i>-Various committees within the Ingle Farm Sporting Club including the Ingle Farm Cricket Club, Ingle Farm Football Club and Ingle Farm Netball Club have been involved in the organisation of the event in past years and this year too.</i></p> <p><i>-The fair intends to feature stalls and booths showcasing the talents of local artisans, craftsmen, and small businesses.</i></p> <p><i>-This provides them with an opportunity to showcase their products and services to a wider audience, fostering economic growth within the community. Most of our Club members are also City of Salisbury community members.</i></p> <p><i>-The event has also been promoted heavily to the community in the past and will again this year, including letterbox drops that advertise the event and provide a notice of planned fireworks.</i></p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p>Describe how the proposed project or event will be managed into the future: <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p>Describe how the proposed project or event will be managed: <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>The Ingle Farm Sporting Club maintains a strong commitment to sustainability, community engagement, and responsible event management to ensure the Ingle Farm Sporting Club can achieve its desired outcomes for the Christmas celebration. Considerations include;</i></p> <p><i>-Careful planning, community engagement, and a commitment to environmentally and socially responsible practices.</i></p> <p><i>-A dedicated planning committee consisting of club members and volunteers, to collaborate on the organisation.</i></p> <p><i>-Engaging with local residents and businesses to gather ideas, feedback, and support for the annual Christmas fair</i></p> <p><i>-Ensuring there is a diverse range of activities and entertainment to cater to various age groups and interests, ensuring that attendees have an engaging and memorable experience.</i></p> <p><i>-Develop a comprehensive marketing strategy that utilizes both digital and traditional platforms to promote the event and engage the community.</i></p> <p><i>-After the fair concludes, hold a debriefing session with the planning committee to evaluate the event's successes and areas for improvement.</i></p> <p><i>-Use the insights gained to refine and enhance future editions of the Christmas celebration, ensuring its ongoing positive impact on the community.</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

FREE COMMUNITY EVENT - OPEN TO ALL







JOIN US FOR THE

INGLE FARM SPORTING CLUB CHRISTMAS PARTY

SATURDAY 16 DECEMBER 4PM - LATE

@ INGLE FARM SPORTING CLUB

**LIVE BAND - ICE CREAM TRUCK - HOT CHIPS - SLUSHY MACHINE-
FACE PAINTING - BIG RIDES & FUN LAWN GAMES
+ A VISIT FROM SANTA & OF COURSE THE ULTIMATE FIREWORK DISPLAY**

ITEM	5.1.4
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Grant No. 15/2023-24: Anyira Pajok Community South Australia Community Grant Application
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Anyira Pajok Community South Australia 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 October 2023 round of Community Grants as follows:
 - a. Grant No. 14/2023-24 Anyira Pajok Community South Australia Community Grant Application: to the value of \$5,000: to assist with hosting its Christmas Celebration.
2. Notes that this application includes items which are ineligible in accordance with the Community Grant Eligibility Criteria and Guidelines and approves the Administration to work with Anyira Pajok Community South Australia to find alternative funding opportunities within the Community Grant Eligibility Criteria and Guidelines.

ATTACHMENTS

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

1. Anyira Pajok Community South Australia Community Grant Application

1. BACKGROUND

- 1.1 The Anyira Pajok Community South Australia (Acholi SA) has applied for the October 2023 round of community grants to assist with hosting its Christmas celebration.
- 1.2 Acholi SA has received previous community grant funding. In July 2010 Acholi SA received \$4,000 to assist with holding an event.
- 1.3 Acholi SA is eligible to apply for the October 2023 round of community grant funding.

2. REPORT

- 2.1 Acholi SA exists to promote general welfare, culture and interests of Anyira Pajok women in South Australia. These women were originally from Sudan, but have resettled in South Australia and have established a formal community association.
- 2.2 According to its constitution, Acholi SA was established to strengthen communication and cooperation within the community to address and advocate for Acholi Pajok women's issues and needs, to serve as an avenue for Acholi Pajok women in accessing relevant information and pursuing activities for personal development among other important objectives.
- 2.3 Acholi SA are seeking grant funding to celebrate Christmas with the Anyira Pajok community and other African communities to promote the importance of connection within community and to enjoy the experience of new Australian customs (such as Santa Claus). This event will take place at the Salisbury Villa Football Club, located in Parafield Gardens.
- 2.4 Acholi SA has 80 members with 70% residing in the City of Salisbury. Acholi SA is registered at Brahma Lodge.
- 2.5 This grant is requesting \$5,000 of funds to assist in hosting its Christmas Celebration. Specifically, these funds will go towards food, beverages, venue hire, traditional attires and costumes, and chair and sashes hire which will all be prepared and organized by Acholi SA.
- 2.6 This grant has requested \$1,400 worth of items that are ineligible under the Community Grant Eligibility Criteria and Guidelines. Specifically, under Section 105.1 which advises that salary payments or consideration of any type (e.g. payment to presenters/trainers/instructors including gifts for services/guest speakers etc.) are ineligible.
- 2.7 Acholi SA will be contributing \$800 from its members to assist in funding this event.
- 2.8 This event will involve traditional food, dance, performances from young children and speeches from various community members about who they are and where they come from.
- 2.9 This will be the first time the Acholi SA will hold this event and it is estimated between 80-100 people will attend this event, which will be provided to the community free of charge.
- 2.10 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.11 The money committed to this application for the October 2023 round, if approved, is \$5,000. The money committed to all grant applications received for the October round (4 in total) is \$17,400
- 2.12 The remaining balance of the grant funding if all grant applications received (4 in total) for the October 2023 round are approved, is \$54,400.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Anyira Pajok Community South Australia Community Grant

Application: to the value of \$5,000: to assist with hosting its Christmas Celebration.

- 3.2 Notes that this application includes items which are ineligible in accordance with the Community Grant Eligibility Criteria and Guidelines and approves the Administration to work with Anyira Pajok Community South Australia to find alternative funding opportunities within the Community Grant Eligibility Criteria and Guidelines.

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Anyira Pajok Community South Australia
Address:	[REDACTED]
Suburb:	[REDACTED] Postcode: 5109
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mrs <input type="checkbox"/> Kety Oryem
Title (your role with the group/organisation):	Acting Public officer
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: Magreat Khenndy
Title (role with the group/organisation):	Chair Lady
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	meeting minutes
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:	
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 checked="" type="checkbox"/> (go to question c)</div>
Parent Organisation Name:	
ASIC Registration Number:	

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

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

Project/Event Budget Information		
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
If Yes, provide details:		
INCOME	\$ AMOUNT	
Project or event generated income:		
Organisation's contribution:	\$ 800	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 0	
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
TOTAL (including GST):	\$ 800	
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Labour resources- Members will be allocating shopping time for the ingredients, cooking of food. members have contributed \$20 each towards this event.</i>	
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT	
<i>food and meals</i>	\$ 2,500	
<i>water and beverages</i>	\$ 350	
<i>dj hire</i>	\$ 800	
<i>chair covers and sashes hire</i>	\$ 300	
<i>food warming equipments</i>	\$ 200	
<i>photographer hire</i>	\$ 600	
<i>venue hire</i>	\$ 700	
<i>traditional attires and costume making</i>	\$ 180	
TOTAL (including GST):	\$ 5,630	

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>Anyira Pajok Community Christmas Celebration 2023</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>25/12/2023</i>
Total cost of Project/Event	<i>\$ 5,630</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<i>In regards to the food and meals, the women have decided that they would like to cook traditional food in which the cost of ingredients and utensil will be required. the women would also like to cater to guest who may not like acholi food so subway and other finger foods would also help cater.</i>
<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 type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	2010 - 06
What amount of Grant funding was provided:	\$ 4,000
When was the previous Grant acquitted (month & year):	2010-06
Group/Organisation Information	
Group/Organisation Name	Anyira Pajok Community of South Australia (Acholi-SA) Incorporated
Group/Organisation Description	to promote general welfare, culture, interest of anyira pajok women in sou
Group/Organisation Registered Address	Number/Street: 66 Oxford street Suburb: Brahma Lodge Postcode: 5109
Is the Club Incorporated?	yes
Number of Members	80
% of Membership that reside in the City of Salisbury	70 %
Project/Event Details	
Project/Event Name	Anyira Pajok Christmas Celebration 2023
Project/Event Summary	To promote our culture, meaningful of christmas to our community
Date(s) of Project/Event	25/12/2023
Location of Project/Event:	Number/Street: cnr martins and kings rd Suburb: parafield Gardens Postcode: 5107
How will the Project/Event benefit the residents of the City of Salisbury?	this project will benefit majority of our members that resides in salisbury to be part of thier local communities events, to participate,
How many individuals will benefit from the Project/Event?	100 we are expecting that their may be close to 80-100 people. each committie member alone has big families.
% of project/event participants that reside in the City of Salisbury	80 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	by invitation provided by the anyira pajok women, flyer will be provided

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
<p><i>Provide a description of the proposed project or event:</i> Anyira Pajok Community Christmas Celebration 2023</p> <p><i>Aim: To celebrate christmas with our community, other african communities and families.</i> <i>Aim- to promote our culture and what it means to be anyira pajok. To also promote our new life here in Australia and australian christmas celebration traditons (santa clause to visit)</i> <i>aim: we will showcase our traditional dance.</i></p> <p><i>Performance: Our performaces will be in traditional attires were all childre, youth and women will make there dress before the event to wear on the event day:</i></p> <ol style="list-style-type: none"> 1. Young children will perform 2. Youth Will Perform 3. Women will perform - Men will follow behind the women. <p><i>Speeches- Translator will b e required:</i></p> <ol style="list-style-type: none"> 1. Chair lady will speak and educate our guest slighly about who anyira pajok women are and where they came from. 2. South Sudanse chair men will speak 3. Representative from African council will speak. 4. Acholi Chaiman will speak breifly to acknowidege Anyira Pajok contribution to the Acholi Community. <p><i>Preperation of food will be served to guest.</i> <i>Music will be played.</i></p> <p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> 1. 2. 3.

Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <ol style="list-style-type: none"> 1. the benfits of this event will help the Anyira Pajok women to have that self confidence to know that they are being supported by their council to promote their culture and identity. 2. The benifits of this event brings families together to create a new living appose to the difficulties they have faced in south Sudan 3. the benfits of this event will bring the youth together to understand and educate them about their culture that it is considered as an important aspect of life. 4. this event will help the women to be able to lead in a sense were they are able to showcase what it means to be anyira pajok and to be able to share it with other communites.

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>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>majority of the anyira pajok community members are from salisbury, they have choosen to also hold the event in sasibury as for all members, the city of salisbury is where they first resided when migrating to australia and is where they are all firmillar. All members have supported to hold the event in the city of salisbury as it is where majority of other community members whom they wish to invite also resides in the area.</i></p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p>Describe how the proposed project or event will be managed into the future: <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p>Describe how the proposed project or event will be managed: <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p>the proposed project and event will be managed in the following way:</p> <ol style="list-style-type: none"> 1. meetings will be called fortnightly for the continunce of preperation 2. Women have annointed 6 members to be responsible for shopping 3. women have appointed all members to be put into groups for the cooking according to food (sukuma,Kumunia,damah) 4. women have appointed the younger members to assit with invitation preperation 5. chair lady will contact guest speakers and MC 6. women have appointed all recipts to be taken to treasuer 7. public officers to conduct funding and updates. 8. elders will assist with traditional dance and material making

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

ITEM	5.1.5
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Grant No. 16/2023-24: Penfield Bowling Club Community Grant Application
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Penfield Bowling Club 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 October 2023 round of Community Grants as follows:
 - a. Grant No. 16/2023-24 Penfield Bowling Club Community Grant Application: to the value of \$5,000: to assist with purchasing timbers, a microwave and a slicer.

ATTACHMENTS

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

1. Penfield Bowling Club Community Grant Application

1. BACKGROUND

- 1.1 The Penfield Bowling Club has applied for the October 2023 round of Community Grants to assist with purchasing timbers for the greens, a microwave and a slicer.
- 1.2 The Penfield Bowling Club received community grant funding in July 2022 for the amount of \$5,000 to purchase sprinkler equipment and a new bar fridge. This grant funding has been acquitted and the Penfield Bowling Club is eligible to apply for the October 2023 round of grant funding.

2. REPORT

- 2.1 Founded in 1926, the Penfield Bowling Club is based out of Edinburgh Parks and has been a local institution for more than eight decades.
- 2.2 The Penfield Bowling Club has approximately 36 members (the majority of which reside in the City of Salisbury) and holds weekly men's, open and social competitions and also darts and cards.

- 2.3 This application is requesting funds to purchase timbers to improve the current shading for the greens, a microwave and a slicer.
- 2.4 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.5 The money committed to this application for the October 2023 round, if approved, is \$5,000. The money committed to all grant applications received for the October round (4 in total) is \$17,400
- 2.6 The remaining balance of the grant funding if all grant applications received (4 in total) for the October 2023 round are approved, is \$54,400.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Penfield Bowling Club Community Grant Application: to the value of \$5,000: to assist with purchasing timbers, a microwave and a slicer.

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	<i>Penfield Bowls Club</i>
Address:	<i>Woomera Avenue, Edinburgh SA 5111</i>
Suburb:	Postcode:
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	<i>Mr Phillip Bailey</i>
Title (your role with the group/organisation):	<i>President</i>
Address:	
Phone:	Landline: Mobile:
Email:	
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	<i>Other: As above</i>
Title (role with the group/organisation):	
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	<i>Committee</i>
Is your organisation:	
a) Incorporated:	<div>Yes</div> <div><input checked="" type="checkbox"/></div> <div>(go to question c)</div>
ASIC Registration Number:	<div>No</div> <div><input type="checkbox"/></div> <div>(go to question b)</div>
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<div>Yes</div> <div><input type="checkbox"/></div> <div>(go to question c)</div>
<div>No</div> <div><input checked="" type="checkbox"/></div> <div>(go to question c)</div>	
Parent Organisation	
Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

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

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 0
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 0
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Committee members will undertake all manual labour.</i>
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
<i>Timbers (200 Pine Treated) + Delivery</i>	\$ 1,311
<i>Maintenance of Greens (sprinkler parts, gard)</i>	\$ 1,500
<i>Installation equipment for Timbers (screws)</i>	\$ 100
<i>Paint for Timber</i>	\$ 1,000
<i>Steel Rods for Timber Surrounds</i>	\$ 755
<i>Microwave</i>	\$ 200
<i>Slicer</i>	\$ 130
TOTAL (including GST):	\$ 4,996

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Upgrade of Shade Area around Greens Penfield Bowling Club</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>As soon as possible.</i>
Total cost of Project/Event	<i>\$ 4,996</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 type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Various Quotes</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 type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>(if Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	July 2022 - to fix sprinklers, pipework, paint and upgrade bar fridge
What amount of Grant funding was provided:	\$ 5,000
When was the previous Grant acquitted (month & year):	Sept 2022
Group/Organisation Information	
Group/Organisation Name	Penfields Bowling Club
Group/Organisation Description	A community bowls club
Group/Organisation Registered Address	Number/Street: Wommera Avenue, Edinburgh Suburb: Postcode:
Is the Club Incorporated?	yes
Number of Members	36
% of Membership that reside in the City of Salisbury	90 %
Project/Event Details	
Project/Event Name	
Project/Event Summary	
Date(s) of Project/Event	As soon as works can be undertaken
Location of Project/Event:	Number/Street: Penfield Bowls Club Suburb: Postcode:
How will the Project/Event benefit the residents of the City of Salisbury?	
How many individuals will benefit from the Project/Event?	All Members
% of project/event participants that reside in the City of Salisbury	90 %
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

Project or Event Scope

Provide a description of the proposed project or event:

This \$5,000 is to improve the shaded area around the greens at the Penfield Bowling Club. As well as the functionality of the kitchen. This includes timbers for outdoors, up-keep and maintenance of the greens.

The Penfield Bowling Club prides itself of having real greens which require a lot of work and maintenance.

This Club has a strong Committee and all manual labour will be undertaken by club members to save costs.

In addition to the improvement of the greens, the cost of a new microwave and slicer would greatly help the volunteers in the kitchen who make various meals for our members and for the functions held for the community at a very affordable rate.

These funds are required to continue to serve our members and bring in new members to this facility.

Attachments

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

Benefits and Outcomes of the Project or Event

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

Increasing community connection, especially for older Salisbury residents is vital. The Penfield Bowling Club requires this grant funds to improve the current facilities to allow for more events across different ages and to maintain the current level. The Penfields Bowling Club is a community space where all can come and have a relaxing game of bowls and laugh with mates.

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.

Our members love the Penfield Bowling Club and enjoy coming down and supporting the club.

Attachments

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

Project or Event Management

Ongoing Projects or Events

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

One-off Projects or Events

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

We are trying to get new membership in the Club in increase what we can manage. However, as a small club, we rely on Council grant funding to help us.

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

ITEM	5.1.6
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Youth Sponsorship Applications - September 2023
AUTHOR	Hayley Berrisford, PA to General Manager Business Excellence, Business Excellence
CITY PLAN LINKS	1.3 People are valued and they feel safe, included and connected 4.1 Members of our community receive an exceptional experience when interacting with Council 4.5 We engage meaningfully and our community is aware of Council initiatives
SUMMARY	This report outlines the Youth Sponsorship Applications assessed in September 2023.

RECOMMENDATION

That Council:

1. Notes the 6 Youth Sponsorship Applications assessed in September 2023, as included in this report (Item No 5.1.6, Community Wellbeing and Sport Committee, 17 October 2023).
2. Notes that the three applications, outlined in section 3.2 of this report, that were approved at the September 2023 Community Wellbeing and Sport Committee meeting are not eligible, due to required information not being provided (Item 5.1.6, Community Wellbeing and Sport Committee, 17 October 2023).

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The Youth Sponsorship Program Policy requires a report be provided to the Community Wellbeing and Sport Committee outlining approved Youth Sponsorship Program applications.

2. CONSULTATION / COMMUNICATION

- 2.1 External
 - 2.1.1 Youth Sponsorship applicants

3. REPORT

- 3.1 The following Youth Sponsorship Applications were assessed and approved by the Chairperson and one other member of the Community Wellbeing and Sport Committee for September 2023.

Funding per application	Event	Total Funding
1 @ \$1,250	Representing Australia at the Budapest Ballet Grand Prix in Budapest, Hungary from 21 – 24 November 2023	\$1,250
3 @ \$350	SA at the School Sport Australia Track & Field Championships in Launceston, Tasmania from 23 – 27 November 2023	\$1,050
1 @ \$350	Touch Football SA at the 2023 Doordash National Youth Championships on Sunshine Coast, Queensland from 27 – 30 September 2023	\$350
1 @ \$750	Representing Australia at the National Irish Dancing Championships in Sydney from 26 – 30 September 2023	\$750
TOTAL		\$3,400

3.2 Please note that further information was required from the following applications received and approved at the September 2023 Community Wellbeing and Sport Committee meeting. This information was not received and as such these applications are ineligible.

3.3 The previous balance of \$8,750 is corrected to \$12,500.

Funding per application	Event	Total Funding
3 @ \$1,250	Representing SA at the 2023 Signa International Youth Cup in Singapore from 9 – 11 November 2023	\$3,750

4. CONCLUSION / PROPOSAL

4.1 The Youth Sponsorship Program annual funding budget for 2023/2024 is \$45,000 with a balance of \$9,100 after the above allocations and adjustment.

ITEM	5.1.7 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Community Grant Program Progress Update
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	This report details the proposed changes to the Community Grants Program, specifically to the 'Active and Connected' Grant Stream.

RECOMMENDATIONThat Council:

1. Approves the draft guidelines for the Active and Connected Community Grant Stream as per Attachment 1 (Item 5.1.7 Community Wellbeing & Sport Committee, 17 October 2023)
2. Notes that the draft guidelines for the Economic Growth and Sustainability Community Grant Streams will be provided to the Community Wellbeing and Sport Committee for feedback in November 2023.

ATTACHMENTS

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

1. Draft Guidelines - Community Grant Program 'Active and Connected'

1. BACKGROUND

- 1.1 In July 2023, Council resolved:

That Council:

1. Approves amalgamating the Community Grant program to incorporate the Community Event Sponsorship Program and Youth Sponsorship Program under the newly created grant types including:
 - a. Active and Connected
 - b. Sustainability and
 - c. Economic Growth
2. Approves changing the Community Grant Sizes to consist of three different sizes including;
 - a. Mini Grant – Limit of \$2k

b. Small Grant – \$2k-\$7k

c. Medium Grant - \$7k-12k

- 3. Gives further consideration of options of increasing partnerships between Council and Community Grant Applicants to increase community connection considering the further report as per part 5.*
- 4. Notes that the responsibility of the Community Grant Program will move to the Neighbourhood Development Team.*
- 5. Notes that the update of the Community Grant application process, eligibility criteria and terms and conditions for each of the three types will be subject of a future report to Council for approval following a decision on the overall structure of the program.*
- 6. Requests staff to provide a further report regarding proposed changes in Terms of Reference for the Community Wellbeing and Sport Committee no later than September 2023.*

2. DISCUSSION

- 2.1 The Administration are in the process of aligning the Community Grants Program to the City of Salisbury City Plan 2035.
- 2.2 The new Community Grants program has three priority areas;
 - 2.2.1 Active and Connected
 - 2.2.2 Sustainability
 - 2.2.3 Economic Growth
- 2.3 The Administration have developed draft guidelines for the 'Active and Connected' priority area of the Community Grant Program for the Community Wellbeing and Sport Committee's feedback.
- 2.4 The guidelines for the 'Sustainability' and the 'Economic Growth' Community Grants will be brought to the Community Wellbeing and Sport Committee in November 2023.
- 2.5 As referenced in Council's City Plan 2035, the purpose of the Active and Connected Community Grants are to:
 - 2.5.1 Increase the liveability of the City of Salisbury
 - 2.5.2 Improve the health and wellbeing of residents
 - 2.5.3 Increase social connections
 - 2.5.4 Increase physical activity
 - 2.5.5 Support community aspirations
 - 2.5.6 Celebrate Council's diverse community
- 2.6 The guidelines (outlined in Attachment 1) provide a base for how the Administration will review and weigh Active and Connected Community Grants. Specifically, the guidelines detail;
 - 2.6.1 Priority Areas

- 2.6.2 Grant Sizes Available
- 2.6.3 Eligible Applicants
- 2.6.4 Example of Eligible Activities (What can / cannot be funded)
- 2.6.5 Application Assessment Process
- 2.6.6 Funding Conditions and Acquittal Reporting

3 FINANCIAL OVERVIEW

- 2.7 The Community Grant Program has a budget of \$295k (which is comprised of the Youth Sponsorship, Community Event Sponsorship and the Community Grant Programs being consolidated).
- 2.8 There is no proposed budgetary split between any of the three Community Grant Priority Areas of Active and Connected, Sustainability and Economic Growth.

4. CONCLUSION

- 4.1 This report details the proposed changes to the Community Grants Program, specifically to the 'Active and Connected' Grant Stream.
- 4.2 The guidelines for the 'Sustainability' and the 'Economic Growth' Community Grants will be brought to the Community Wellbeing and Sport Committee in November 2023.



City of Salisbury
Community Grant Program
Active & Connected

The City of Salisbury acknowledges the traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationship with the land.

We acknowledge that they are of continuing importance to the Kaurna people living today.

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About the program

The City of Salisbury Community Grants program aligns directly to [Council's City Plan 2035](#). Council's City Plan 2035 has three directions that capture the social, environmental and economic influences on the City of Salisbury.

The Community Grants Program exists to provide financial support to eligible clubs, groups, organisations and residents to help deliver the below outcomes as per Council's Strategic objectives. The Community Grants are open and assessed year-round.

The Community Grants Program is separated into three priority areas - Active and Connected, Sustainability and Economic Growth. The below information relates to the the **Active and Connected** Community Grant stream.

If you're unsure which area your application sits in or if you have any questions, please don't hesitate to reach out to Council on 8460 XXX, via email: CommunityGrants@salisbury.sa.gov.au or by visiting the Salisbury Community Hub at 34 Church Street, Salisbury.

What the Active & Connected Community Grants aim to achieve:

A Welcoming and Liveable City

- Increase the liveability of the City of Salisbury
- Improve the health and wellbeing of residents
- Increase social connections
- Increase physical activity
- Support community aspirations
- Celebrate Council's diverse community
- Promote and empower community self-development and upskilling

Priority areas

Applications for an **Active and Connected Grant** should include the below desired outcomes.

Priority Areas	Desired Outcomes
Active and Connected	<ul style="list-style-type: none"> • Create opportunities for people to connect with each other • Celebration of diverse community and collaborations • Deliver inclusive responses to meet the needs of isolated and marginalised groups • Develop and strengthen Reconciliation* practices • Encourage residents and community groups to actively participate in their local city community and neighbourhood • Increase physical activity in our community • Decrease social isolation and reduce loneliness in our community • Empower the community's means of self-development and achievements <p><i>*Reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians.</i></p>

	<i>Reconciliation events and activities are ideas that promote nationwide harmony by teaching Australia's history, achievements, and diverse cultures.</i>
--	--

Grant Sizes Available

Mini Grant: Up to \$2k

- Mini Grants are to the value of \$2,000 (incl. GST)
- Youth Sponsorships are included in Mini Grants (value ranges from \$250 - \$1,250 depending on level of representation [listed below]).
- Residents, Community Groups, Incorporated Groups, Entrepreneurs and Local Business are all eligible to apply.
- Eligible residents/groups may be eligible to apply for a Mini Grant and a Small Grant in the same year*
- Mini grants are able to be applied for every year.

Small Grant: \$2k - \$7k

- Applicants are required to showcase how they could partner with Council, what this looks like can be diverse based on each application.
- Small Grants are able to be applied for every year*.

Medium Grant: \$7k - \$12k

- Applicants are required to showcase how they could partner with Council to provide a 'broad community benefit', what this looks like can be diverse based on each application. Broad community benefit means that the application will positively impact persons other than the target population or group.
 - Medium Grants are able to be applied for every year.
- ♦ Eligible groups are able to apply for a Mini and Small Grant in the same year, up to a maximum value of \$7k.

Who can apply

The below table identifies who is eligible to apply for an Active and Connected Grant. Further information about eligible groups can be found below.

Active and Connected Community Grant		
What's Included:	Who can apply?	Grant Sizes Available
Sport and Recreation Activities and Equipment* <i>*Equipment refers to item/s that can be used over several years, which are integral and relevant to the project or event. Does not include Equipment for personal use.</i>	<ul style="list-style-type: none"> • Community Groups • Sporting Clubs 	<ul style="list-style-type: none"> ✓ Mini Grant ✓ Small Grant ✓ Medium Grant

Activities that are inclusive of diverse communities from different backgrounds, cultures, age groups and abilities (i.e. Seniors Groups, Culturally and Linguistically Diverse Groups, Disability and Inclusion Groups)	<ul style="list-style-type: none"> Residents Community Groups Sporting Clubs Not for Profit Organisations Businesses 	<ul style="list-style-type: none"> ✓ Mini Grant ✓ Small Grant ✓ Medium Grant
Multi-cultural events and festivals		
Celebrating Art and Culture		
Reconciliation Events		
Programs or Activities that encourage residents to participate in their local community		
Deliver inclusive responses to meet the needs of isolated and marginalised groups/residents		
Neighbourhood Development/Activation	<ul style="list-style-type: none"> Residents Community Groups 	✓ Mini Grant (max limit \$500).
Defibrillators	<ul style="list-style-type: none"> Sporting Clubs Community Groups (that have a building) 	✓ Mini Grant
Youth Sponsorship	<ul style="list-style-type: none"> Residents under 25 years old 	<ul style="list-style-type: none"> ✓ Mini Grant (max limit \$1,250) • Representing South Australia at a National Level in SA – \$250 • Representing South Australia at a National Level in Australia –\$350 • Representing Australia at an International Level in Australia – \$750 • Representing Australia at an International Level Overseas \$1,250

Example of Eligible activities for Mini – Medium Grants

What can be funded ✓

- Activities, events or programs that encourage residents and community groups to actively participate in their local community, celebrate diversity and increase neighbourhood connections
- Multi-cultural festivals

- Reconciliation events and programs First Nations programs (e.g. Closing the Gap events or programs, programs that increase/celebrate First Nations Peoples participation)
- Sport and recreation participation opportunities
- Equipment (e.g. musical instruments, machinery, tools, sporting equipment)
- Uniforms for sporting clubs or costumes for performance groups
- Funding to create public art works across the City (including art created from recycled materials). Please also refer to Council's [Create a Place Program](#) and [Poles ApART Program](#) for some other options relating to art works
- Activities, events or programs targeting a specific population such as a women's running program
- Community gardens
- Reimbursement for costs for performers (e.g. cultural performers, face painters)
- Reimbursement for costs to hold a Welcome to Country Ceremony
- Reimbursement of costs for leases and licencing fees (e.g. hall hire or fees to host event)
- Costs for food as part of an event (e.g. Sausage Sizzle)
- Applications from Community/not-for-profit organisations including child care centres
- Events that promote and raise the profile of the City of Salisbury

What can't be funded ✕

- Activities, events or programs occurring outside of the [City of Salisbury boundary](#)
- Activities, events or programs that form part of core service delivery or business as usual for organisations
- Activities, programs or events that duplicate existing services
- Events or expenses where the majority of participants are professional athletes or prize money is awarded (unless applying for a Youth Sponsorship)
- Maintenance costs
- Travel or accommodation costs
- Equipment for personal use (e.g. laptop, mobile phone)
- General or routine maintenance of Council owned facilities and infrastructure
- Reimbursement of costs for Council leases and licencing fees
- Requests for reimbursement of funds already spent
- Payment of any kind for individual speakers/special guests (unless performing a Welcome to Country Ceremony)
- Events that aren't open to the public (depending on grant size)
- Commercial activities that are aimed at making a profit or fundraising activities
- Applications from organisations who have outstanding debt with Council or have not submitted required acquittal documentation
- Staff wages (wages paid to an employee of the organisation)
- Educational programs in schools or other formal educational institutions
- Applications from Schools
- Events that do not comply with the State Government's 'Sustainable Event Guidelines'
- Membership fees
- Public Liability Insurance
- Quotes that do not clearly identify a proposed supplier and the items requested
- Organisations located outside of South Australia

How will my application be assessed?

Each application will be assessed by the Community Wellbeing and Sport Committee, who meet on the third Tuesday of every month. In order to give the Administration time to review

your grant application, you will need to submit your application on the 15th day of the month prior.

Prior to submitting your application to the Community Wellbeing and Sport Committee, the Administration will review your application and it will be weighed against the below criteria.

The Community Wellbeing and Sport Committee will then be able to review your documentation and the recommendation provided by the Administration, prior to considering your grant application. As your application and the recommendation will be in the public agenda (able to be accessed on Council's website), it is important that any information provided is able to be released to the public. Personal information (names and contact details) and all quotes provided in your application will be withheld from the public agenda.

The Community Grants Program has a limited budget; therefore, your application may be deferred to a subsequent funding round, even if eligible. The Community Wellbeing and Sport Committee have delegation to authorise funding and make the final decision on all grant funding.

Mini Grants		
Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community, encouraging residents to access, engage and actively participate in their local community.	60%
	The application demonstrates evidence and /or clear reason for why the project was developed.	
	A clear plan for identifying the target group is outlined.	
Strategic Alignment	This application demonstrates a clear alignment with and outcomes based on Council's City Plan 2035 and Strategic Documents including but not limited to Council's: <ul style="list-style-type: none"> • Regional Public Health Plan • Intercultural Strategic Plan • Ability Inclusion Strategic Plan • Thrive Strategy • Reconciliation Action Plan • Age Friendly Strategy. 	20%
Impact	The application responds to the Community Grant Priority area of Active and Connected .	20%
	The application outlines measures that will be used to evaluate the impact the project has on the community.	
	The application outlines a strategy for supporting participants to continue their participation beyond the project/program.	
Youth Sponsorships	Eligibility: <ul style="list-style-type: none"> • A resident of the City of Salisbury, under 25. • Selected to participate in a sporting competition or a cultural/recreational event at a local, national or international level. • Provision of a letter (on official letterhead) from the relevant organiser, peak sporting body etc. to confirm selection to participate in the event and at the level. • Applicants who are undertaking activity that may result in earning an income are not eligible to receive funds from the grants program. 	100%

	<ul style="list-style-type: none"> • Provide the completed acquittal document within one month of payment. Failure to do so may result in ineligibility for future applications. 	
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Small Grants		
Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community, encouraging residents to access, engage and actively participate in their local community.	45%
	The application demonstrates evidence and /or clear reason for why the project was developed.	
	A clear plan for identifying the target group is outlined.	
Strategic Alignment	This application demonstrates a clear alignment with and outcomes based on Council's City Plan 2035 and Strategic Documents including but not limited to Council's: <ul style="list-style-type: none"> • Regional Public Health Plan • Intercultural Strategic Plan • Ability Inclusion Strategic Plan • Thrive Strategy • Reconciliation Action Plan • Age Friendly Strategy. 	25%
	Demonstrates the organisation's ability and capacity to successfully deliver on the partnership with Council.	
Impact	The application responds to desired outcomes of the Community Grant Priority area of Active and Connected .	30%
	The application outlines measures that will be used to evaluate the impact the project has on the community.	
	The application outlines a strategy for supporting participants to continue their participation beyond the project/program.	
	The application has a clear strategic aim and goal.	

Medium Grants		
Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community, encouraging residents to access, engage and actively participate in their local community.	35%
Strategic Alignment	This application demonstrates a clear alignment with and outcomes based on Council's City Plan 2035 and Strategic Documents including but not limited to Council's: <ul style="list-style-type: none"> • Regional Public Health Plan • Intercultural Strategic Plan • Ability Inclusion Strategic Plan • Thrive Strategy • Reconciliation Action Plan • Age Friendly Strategy. 	30%
	Demonstrates the organisation's ability and capacity to successfully deliver on the partnership with Council.	
Impact	The application responds to desired outcomes of the Community Grant Priority area of Active and Connected .	35%
	The application outlines measures that will be used to evaluate the impact the project has on the community.	

	The application outlines a strategy for supporting participants to continue their participation beyond the project/program.	
	This application has a clear strategic aim and goal.	

What does 'Partnering with Council' look like?

Successful applicants of Small-Medium Community Grants are required to partner with Council. Depending on the size of the grant you've applied for, will depend on the level of partnership required. Partnering with Council can include, but is not limited to:

- Providing support at Council's Events including Australia Day, Fringe Carnival, Community Days
- Running a program or event at your facility or ground
- Assisting Council achieve various strategic objectives as outlined in the City Plan 2035 and other strategic documents
- Supporting Council to engage with a specific target audience.

Partnering with Council can take a variety of shapes and sizes and Council would be interested in hearing if you or your organisation has partnership ideas. However, the final agreement of what the partnership will look like is determined by Council and will need to be agreed to prior to the funds being released.

Funding Conditions and Acquittal Reporting

Successful applicants will be required to:

- Sign a funding agreement detailing the grant terms and conditions
- Where relevant, provide financial records, relevant insurance and any other key documentation
- Provide to Council relevant details for Electronic Funds Transfer of grant monies.
- Provide a detailed written report on all outcomes of the project funded by Council in the form of an acquittal report document (a template will be provided)
- Submit an acquittal report within 6 weeks from the conclusion of each project, providing all tax invoices and receipts – if these are not provided, the outstanding grant funding are required to be returned to Council.
- Applicants are required to spend the community grant funds within 6 months of receiving the grant funding. Any outstanding funds are required to be returned to Council.
- If the acquittal documentation is not provided, your group or organisation will be deemed ineligible for any future funding.
- Applicants may also be required to present, promote, and share their successful grant projects with the local community/other grant recipients.

More Information

Council is here to support you through this process. For more information or assistance with your grant application, visit our website or please contact the Coordinator, Grants Program on 8406 XXXX, via email at CommunityGrants@salisbury.sa.gov.au or by visiting the Salisbury Community Hub at 34 Church Street, Salisbury.

ITEM	5.1.8
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Homelessness - Update on Services
AUTHOR	Penny Worland, Senior Social Planner, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	Recent developments in services for people at risk of, or experiencing homelessness, are presented for information. This includes the outcome of a trial of Code Red/Blue metropolitan shelter response, an assertive outreach service within the City of Salisbury, and a new youth tenancy advice service operating from Twelve25.

RECOMMENDATION

That Council:

1. Notes the commencement of an assertive outreach service and a youth tenancy advisory service in the City of Salisbury.
2. Notes that a trial of a Code Red/Blue metropolitan shelter in northern Adelaide has concluded and is not supported for continuation by the South Australian Housing Authority.
3. Notes that research has commenced regarding opportunities for a homeless shelter in northern Adelaide and will be the subject of a report in 2024.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 At its meeting held on January 31, 2023, Council resolved (Resolution 0107/2023):
 - 1.1.1 *Notes the South Australian Government's Extreme Weather Protocol as included in this report (Community Wellbeing and Sport Committee, 24 January 2023, item no 5.1.1).*
 - 1.1.2 *Notes that a trial is currently underway to assess the viability and need for Code Red/Blue shelter solutions in metropolitan locations in the City of Port Adelaide Enfield.*

- 1.1.3 *Notes that Twelve25 is the preferred location for a potential Code Red/Blue shelter solution as part of the South Australian Government's homelessness response.*
- 1.1.4 *Notes that further work would be required to prepare and ensure Twelve25 was able to be used appropriately as a site for Code Red and Blue responses.*
- 1.1.5 *Notes that any shelter solution would need to be provided in partnership with specialist service providers such as the Northern Homelessness Alliance. The provision of shelter solutions outside of the current homelessness response may inadvertently have negative unintended consequences for vulnerable people.*
- 1.1.6 *Welcomes the State Government and Northern Homeless Alliance Partnership on the opening of Peppertree, and our ongoing partnership with the Northern Homeless Alliance Partnership and continues to call on the Department of Human Services and the Northern Homeless Alliance for the establishment of more services including an outreach service and temporary accommodation in the north.*
- 1.2 At its meeting held on 24 April 2023, Council resolved (Resolution 0223/2023):
 - 1.2.1 *Defers consideration of the Affordable and Community Housing Policy – Development of Surplus Council Owned Land (Attachment 1, Item 1.1.1, Policy and Planning Committee, 17 April 2023).*
 - 1.2.2 *Requests a further report be provided investigating the following amendments to the Affordable and Community Housing Policy – Development of Surplus Council Owned Land:*
 - a) *Increasing the percentage of affordable housing from a minimum of 15% to 15-20% where appropriate when developing surplus Council owned land for residential purposes.*
 - b) *Increasing the City of Salisbury affordable housing to be set at 15% below the State Government's affordable housing price points.*
 - 1.2.3 *Considers including in this report, a new objective that Council will seek to partner with Community Housing Providers to provide affordable housing outcomes, including through the identification of land.*
 - 1.2.4 *Requests that Administration investigates opportunities to partner with the Not for Profit sector and the State Government to identify opportunities to deliver a homeless shelter in northern Adelaide.*

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Adelaide North West Homelessness Alliance
- 2.2 City of Port Adelaide Enfield

3. DISCUSSION

New Outreach Service in the City of Salisbury

- 3.1 The South Australian Government has primary responsibility for leading a response to homelessness.

- 3.2 Recognising an increased need/gap in service delivery, the City of Salisbury has sought to strengthen its relationship with the SA Housing Authority (SAHA) and the Adelaide North West Homelessness Alliance (ANWHA) to advocate for improved outreach services to assist those facing homelessness in the City.
- 3.3 In response, ANWHA developed and commenced an assertive outreach program on 1 October. The outreach service will visit four council areas (Cities of Salisbury, Port Adelaide Enfield, Tea Tree Gully and Playford) on a scheduled roster. There will be two visits per month to the City of Salisbury on alternate Thursdays commencing 12 October.
- 3.4 The design of this service is based on an 'assertive outreach' and 'housing first' approach which involves persistent engagement with people, offering practical assistance, along with supporting their choice and self-determination and includes a focus on providing long-term housing, sustaining tenancies and ending homelessness for people who have complex needs.
- 3.5 In support of this service, Council has established a 'By Name List' which maintains a list of people who are rough sleeping in the City of Salisbury. This information is shared with ANWHA on a regular basis and assists in providing improved information to support service planning and delivery. During recent months the number of people sleeping rough in the City of Salisbury appears to have reduced with seven (7) people known to staff at the current time.
- 3.6 As part of the outreach service, two staff from ANWHA will visit the City of Salisbury to locate and contact people sleeping rough. They will offer information on ANWHA services and opportunities to engage with a service to respond to their current situation. ANWHA will seek information from Council on a regular basis to inform the visit and provide a report on the people they have engaged during the outreach service.

Code Red/Blue Shelter Trial - Update

- 3.7 At its meeting held on January 31, 2023, Council (Resolution 0107/2023) identified Twelve25 as a preferred location for a potential Code Red/Blue shelter solution as part of the South Australian Government's homelessness response following ANWHA's findings of a trial of a metropolitan Code Red/Blue shelter in the City of Port Adelaide Enfield.
- 3.8 The trial involved the City of Port Adelaide Enfield who provided a suitable venue (Port Adelaide Town Hall), and ANWHA, who provided equipment, catering and skilled staff. Security staff were also present during the night.
- 3.9 The emergency shelter was activated when a State Code Blue or Red was declared and:
 - 3.9.1 Provided access to homelessness case management services
 - 3.9.2 Operated from 5:00 pm to 7:00 am
 - 3.9.3 Provided capacity for 10 people
 - 3.9.4 Included stretcher beds and blankets, dinner and breakfast, hot and cold drinks in a temperature-controlled environment and facilities to accommodate pets (on leash or in a crate).

- 3.10 The service was promoted to known rough sleepers through phone messaging in the days prior, in-person attempts to contact them on the day and 'drive arounds' each evening attempting to locate and transport anyone exposed to Code Red/Blue conditions.
- 3.11 During the trial period, two Code Red/Blue events were declared resulting in the activation of the emergency shelter response. One person attended on the first occasion and three people attended on the second occasion.
- 3.12 Based on the high cost and limited success in attracting rough sleepers, ANWHA found the model trialed to be unsuccessful. As a result, SAHA has not agreed to support the Code Red/Blue metropolitan shelter model, as trialed, further.
- 3.13 ANWHA has reported that people who are rough sleeping make significant efforts to find temporary shelter during extreme weather and, in these circumstances, opt for alternate (and likely preferred) shelter options.
- 3.14 Council will continue to liaise with ANWHA regarding opportunities to provide temporary shelter in extreme weather events, as they explore more efficient and effective solutions. This includes the continued exploration of more permanent solutions in partnership with SAHA and ANWHA which are planned to be reported to Council early in 2024.

New Tenant Advisory Service at Twelve25

- 3.15 Rent Right SA is a tenant's advice and information service which is available to tenants of all ages in South Australia including to young people to help them understand their housing options and work towards securing long-term, independent, stable housing. This includes education, resources, support and monitoring throughout the process of applying for housing in the private sector (mainly rental or share-accommodation).
- 3.16 From 20 October 2023, Rent Right SA will commence offering individual appointments at Twelve25 for young people aged 17-25. The appointments will be available on alternate Fridays.
- 3.17 Services such as Rent Right SA provide an important role in supporting housing outcomes and reducing the risk of people becoming homeless.

Homeless Shelter

- 3.18 At its meeting held on 24 April 2023, Council requested (Resolution 0223/2023) that Administration identify opportunities to deliver a homeless shelter in northern Adelaide.
- 3.19 The Administration has commenced investigating temporary and longer-term shelter opportunities, including priority populations, operating models, partnerships and funding opportunities.
- 3.20 The findings of these investigations will be presented to Council in 2024.

4. CONCLUSION

- 4.1 The City of Salisbury has sought to strengthen its relationship with the SA Housing Authority (SAHA) and the Adelaide North West Homelessness Alliance (ANWHA) to advocate for improved outreach services to assist those facing homelessness in the City.

- 4.2 In response, ANWHA developed and commenced an assertive outreach program on 1 October. The outreach service will visit four council areas (Cities of Salisbury, Port Adelaide Enfield, Tea Tree Gully and Playford) on a scheduled roster. There will be two visits per month to the City of Salisbury on alternate Thursdays commencing 12 October.
- 4.3 The commencement of an assertive outreach service and a youth tenancy advisory service at Twelve25 has resulted in an improvement in services for some of the most vulnerable residents in the City of Salisbury, to assist them to secure housing.
- 4.4 ANWHA's trial of a metropolitan Code Red/Blue shelter in the City of Port Adelaide Enfield was found to be unsuccessful and consequently is not supported by SAHA at this time.
- 4.5 Council will continue to partner with SAHA and ANWHA as they explore alternate opportunities to advance the provision of temporary and longer-term housing/shelter for people experiencing homelessness.

ITEM	5.1.9 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 October 2023
HEADING	Policy Review: Transfer of Cemetery Licences Policy
AUTHOR	James Catterall, Social Policy and Sport Planner, Community Development
CITY PLAN LINKS	4.1 Members of our community receive an exceptional experience when interacting with Council 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	The ‘Transfer of Cemetery Licences Policy’ has been reviewed, updated and re-titled as ‘Transfer of Interment Rights Policy’ to reflect the legislative responsibilities for the City of Salisbury as the Cemetery Authority.

RECOMMENDATIONThat Council:

1. Adopts the revised and retitled Transfer of Interment Rights Policy as set out in Attachment 1 – Transfer of Interment Rights Policy (Item 5.1.9, Community Wellbeing and Sport Committee, 17 October 2023).

ATTACHMENTS

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

1. Transfer of Cemetery Licences Policy

1. BACKGROUND

- 1.1 The City of Salisbury owns and operates Salisbury Memorial Park which incorporates a cemetery and mausoleum.
- 1.2 Council has previously adopted the Transfer of Cemetery Licences Policy to provide direction to staff for the transfer of interment rights (burial licences) from one person to another person.
- 1.3 The transfer of interment rights occurs infrequently and involves the consultation with affected parties and prescribed stakeholders.
- 1.4 Council’s Policy Governance Framework recommends Council policies be reviewed and adopted within 12 months of a general election, and every two years thereafter.
- 1.5 The Transfer of Cemetery Licences Policy was last reviewed in May 2021.

2. DISCUSSION

- 2.1 The Transfer of Cemetery Licences Policy has been reviewed and only minor changes are required to ensure its continuing relevance.
- 2.2 The proposed changes made to the policy include:
 - 2.2.1 Change of title to: Transfer of Interment Rights Policy, and associated references, to ensure consistent terminology with current legislation e.g. the *Burial and Cremation Act 2013*;
 - 2.2.2 Updated scope to include the Mausoleum; and
 - 2.2.3 Updated Related Policy and Procedures to reflect current legislation.
 - 2.2.4 Definitions have been updated to include:
 - Licence – refers to the right of interment.
 - Salisbury Memorial Park - refers to the cemetery located at 2 Spains Rd, Salisbury Downs and includes the mausoleum unless otherwise specified.
 - Interment Rights – refers to the right to require or direct the interment or removal of human remains in a lot (grave, garden, tree program), plot (multiple graves), niche or crypt and/or direct any associated memorialisation as outlined or permitted by the cemetery by-laws.
 - 2.2.5 The Responsible Division and Manager has been updated.
 - 2.2.6 Adoption of the new Council policy template.

2. CONCLUSION

- 2.1 It is recommended that Council adopts the Transfer of Interment Rights Policy, as contained in Attachment 1. .



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

TITLE: The Transfer of ~~Cemetery Licences~~ Interment Rights Policy

Adopted by:	Council
Responsible Division:	Community Planning
First Issued/Adopted:	29 March, 2005
Last Reviewed:	21 September, 2023
Next Review Date:	As Required

1. Purpose

- 1.1 ~~Cemetery licences~~ Interment Rights have a commercial value. When an interment right licence is transferred to another party, all of the rights that are applicable to that ~~licence~~ interment right are also transferred. Current State Government legislation does not effectively address this matter; therefore, the City of Salisbury has developed this Policy to set out its management of the transfer of interment rights. ~~Cemetery Licences~~.
- 1.2 To clearly define a recognised lineage for the purpose of transferring an interment right licence from one person to another person.
- 1.3 To adopt "best practice" as prescribed by the Cemeteries Association of South Australia, when transferring an interment right. ~~cemetery licence~~.
- 1.4 To incorporate within the Regulations of Salisbury Memorial Park, section 8, 'The conditions and transfer of licence.'

2. Scope

- 2.1 This policy only applies to interment rights ~~cemetery licences~~ issued by the City of Salisbury for rights to Salisbury Memorial Park inclusive of The Mausoleum.

3. Legislative Requirements and Corporate Policy Context

3.1 The Local Government Act 1999

~~3.2 The Local Government (Cemetery) Regulations 2010~~

3.2 The Burial and Cremation Act 2013 – South Australia

3.3 The Burial and Cremation Regulations 2014 – South Australia

4. Interpretation/Definitions

4.1 Entombment – the disposition of the remains of a deceased person in a ~~mausoleum or crypt~~ mausoleum, crypt, or vault constructed for such purpose by Salisbury Memorial Park.

4.2 Interment – the disposition of the remains of a deceased person by burial in the earth.

~~4.3 Interment Right - the right to require or direct the interment or removal of human remains in a lot (grave, garden, tree program), plot (multiple graves), niche or crypt and/or direct any associated memorialization as outlined or permitted by the cemetery by-laws. For the avoidance of doubt, an 'interment right' may also be is also referred to as a 'licence'.~~

4.3 Inurnment – the disposition of the cremated remains of a deceased person either by burial in the earth or by placement within a cremation space.

~~4.4 Licence – The licence refers to the right of interment.~~

~~4.5 Licensee – any person in whose name a space is currently recorded in the records of Salisbury Memorial Park as the owner of the exclusive right to interment, inurnment or entombment.~~

4.6 Memorial Plaque or Monument – the type of plaque or memorial stone allowed by Salisbury Memorial Park to be placed on a space.

4.7 Park – the cemetery and mausoleum to which the Regulations relate.

~~4.8 Salisbury Memorial Park – Refers to the cemetery located at 2 Spains Rd, Salisbury Downs and includes the mausoleum unless otherwise specified.~~

4.9 Space – the space in which interments, inurnments or entombments may be made.

5. Policy Statements

5.1 The right and responsibility of ~~an interment right licence~~ an interment right holder transfer resides with the ~~interment right holder licensee~~.

5.2 The rights granted to the ~~interment right holder licensee~~ interment right holder may be transferred upon the death or legal incapacity of the ~~interment right holder licensee~~ to any one of the following people in descending order of entitlement:

- The sole executor or administrator of the ~~interment right holder licensee~~ interment right holder
- A joint executor or administrator (with the permission of all others) of the ~~interment right holder licensee~~ interment right holder
- The spouse of the ~~interment right holder licensee~~ interment right holder (including a putative or common law spouse)

- The eldest living and legally capable child of the interment right holder licensee
 - The eldest living and legally capable grandchild of the interment right holder licensee
 - The eldest living and legally capable sibling of the interment right holder licensee
 - The eldest living and legally capable blood relative of the interment right holder licensee
- 5.3 In the context of this Policy the City of Salisbury defines legally capable to be 18 years of age and over.
- 5.4 The substituted right may be devolved to one or more persons in succession in the event of the subsequent death or legal incapacity of such person.
- 5.5 The City of Salisbury may determine the criteria necessary to demonstrate the relationship and entitlement of a person claiming a substituted right and the City of Salisbury retains unfettered discretion to determine which person will be entitled to exercise the substituted rights in the event of a dispute between one or more persons.
- 5.6 A transfer can be affected at any time while the interment right licensee is current.
- 5.7 To affect a transfer, it is necessary to complete a Transfer of Interment Right Form, Right of Burial Declaration and provide necessary the required documentation, and pay the required fees and charges.
- 5.8 Interment right holders. Licensees are responsible for advising the City of Salisbury of change of address.
- 5.9 Only the interment right holder licensee has the right to relinquish the interment right licensee.
- 5.10 The interment right holder licensee may relinquish the interment right licensee for a grave and/or cremation garden memorial a lot, plot, niche or crypt, and/or direct any associated memorialization anytime except where a grave contains a burial. Removal of buried remains requires the consent in writing of the South Australian Attorney-General.
- 5.11 The monument or plaque may be reclaimed by the interment right holder licensee upon relinquishment, or will be disposed of at the City of Salisbury's discretion.
- 5.12 Any fee paid on the interment right license of a used interment site will not be refunded.
- 5.13 The City of Salisbury may extend, renew, relinquish or transfer the interment right licensee upon application.
- 5.14 The right to extend licences is perpetual and may be exercised in multiples of five (5) years. Fees are based on charges prevailing at the time of extensions.
- 5.15 Landscaping of grave and cremation memorial sites is not permitted (including placement of jars, bottles and potted plants) in accordance with Salisbury Memorial Park's Regulations.
- 5.16 Salisbury Memorial Park accepts no responsibility for the quality of metal or granite plaques supplied by the manufacturer.

6. Related Policies and Procedures**7. Approval and Change History**

Version	Approval Date	Approval By	Change
<u>9</u>	<u>October, 2023</u>	<u>Council</u>	<u>Adopted the CoS policy template</u>
<u>9</u>	<u>October, 2023</u>	<u>Council</u>	<u>Change of title and associated language to ensure consistency with current legislation</u>
<u>9</u>	<u>October, 2023</u>	<u>Council</u>	<u>Made changes to ensure the policy encompasses the mausoleum</u>

8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
 34 Church Street, Salisbury, SA 5108
 Telephone: 84068222
 Email: city@salisbury.sa.gov.au

9. Review

- 9.1 This Policy will be reviewed:
- within 12 months of a Council election or as required.

Further Information

For further information on this Policy please contact:

Responsible Officer: Manager Sport, Recreation & Community Planning
 Address: 34 Church Street, Salisbury SA 5108
 Telephone: 8406 8222
 Email: city@salisbury.sa.gov.au