



AGENDA

FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON

21 NOVEMBER 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
Deputy Chief Executive Officer, 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 the 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 17 October 2023.

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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)

CLOSE



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

34 CHURCH STREET, SALISBURY ON

17 OCTOBER 2023

MEMBERS PRESENT

Cr D Hood (Chairman)
Mayor G Aldridge (ex officio)
Cr P Jensen
Cr M Mazzeo
Cr S McKell
Cr S Ouk

STAFF

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

The meeting commenced at 6:42pm.

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

APOLOGIES

Apologies have been received from Deputy Mayor, Cr C Buchanan and Cr A Graham.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr P Jensen
 Seconded Cr S Ouk

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 19 September 2023, be taken as read and confirmed.

CARRIED

REPORTS

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Mayor G Aldridge
 Seconded Cr P Jensen

That Council:

- 1. Notes the report.

CARRIED

5.1.1 Community Events Sponsorship Grant - Deepavali

Moved Mayor G Aldridge
 Seconded Cr S McKell

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 for Deepavali.

CARRIED

5.1.2 Grant No. 13/2023-24: Waypoint Uniting Church Community Grant Application

Moved Mayor G Aldridge
 Seconded Cr P Jensen

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

- 1. Approves 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.

CARRIED

5.1.3 Grant No. 14/2023-24: Ingle Farm Sporting Club Inc. Community Grant Application

Moved Cr P Jensen
Seconded Mayor G Aldridge

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

1. Approves the request for funding for the 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.

CARRIED

5.1.4 Grant No. 15/2023-24: Anyira Pajok Community South Australia Community Grant Application

Moved Cr P Jensen
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 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.

CARRIED

5.1.5 Grant No. 16/2023-24: Penfield Bowls Club Community Grant Application

Moved Cr D Hood
Seconded Cr P Jensen

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

1. Approves 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.

CARRIED

5.1.6 Youth Sponsorship Applications - September 2023

Moved Cr P Jensen
Seconded Mayor G Aldridge

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).

CARRIED

5.1.7 Community Grant Program Progress Update

Moved Cr S McKell
Seconded Cr P Jensen

That 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.

CARRIED

5.1.8 Homelessness - Update on Services

Moved Cr P Jensen
Seconded Mayor G Aldridge

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 Blue/Red 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.

CARRIED

5.1.9 Policy Review: Transfer of Cemetery Licences Policy

Moved Cr P Jensen
Seconded Cr M Mazzeo

That 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, Policy and Planning Committee, 16 October 2023).

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice CEO Update)

There were no Other Business Items.

ORDERS TO EXCLUDE THE PUBLIC

5.4.1 Chapel of the Holy Family - End of Lease Arrangements

Moved Mayor G Aldridge
Seconded Cr M Mazzeo

Pursuant to Section 90(2) and (3)(f) and (i) of the Local Government Act 1999 the Committee Orders that this matter be considered in confidence on grounds that:

1. Pursuant to Section 90(2) and section 90(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:
 - information relating to legal advice and 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, Chief Executive Officer, General Manager City Development, General Manager Business Excellence, A/General Manager City Infrastructure, General Manager Community Development, Manager Governance, PA to GM Community Development, Manager Sport, Recreation & Community Planning be excluded from attendance at the meeting for this Agenda Item.

CARRIED

The meeting moved into confidence at 6:50pm.

The meeting moved out of confidence at 6:51pm.

The meeting closed at 6:51pm.

CHAIRMAN.....

DATE.....

ITEM	5.0.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 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	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.	Vesna Haracic
Due:	January 2024	
Deferred to:	March 2024	
Reason:	The State Government is yet to finalise what the CHSP Payment in Arrears will look like. This is likely to occur March 2024, Council will be updated as soon as possible if it occurs earlier.	

<p>28/02/2022 5.1.1</p> <p>Due: Comment:</p>	<p>Indoor Recreation Facilities</p> <p>3. 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.</p> <p>December 2023</p> <p>This report was presented as part of the April 2023 Community Wellbeing and Sport Committee Meeting (Item 5.4.3, 18 April 2023) and will now be removed from the Future Reports list.</p>	<p>Andrew Hamilton</p>
<p>25/07/2022 5.1.1</p> <p>Due: Deferred to: Reason for Deferral:</p>	<p>Bridgestone Athletics Centre Advisory Group</p> <p>Requests that the minutes of each Bridgestone Coordination Group meeting will be reported to the Community Wellbeing & Sport Committee.</p> <p>November 2023</p> <p>February 2024</p> <p>Council and three Athletic Clubs are meeting in November 2023 to discuss future lease arrangements. Once this has been resolved, an update will be provided in February 2024.</p>	<p>Andrew Hamilton</p>
<p>24/04/23 6.1.3</p> <p>Due: Deferred to: Reason for Deferral:</p>	<p>Community Bus Service</p> <p>Approves the establishment of a working group consisting of a representative from Central, Para, Hills and West Wards including the Deputy Mayor, Cr C Buchanan, Cr K Grenfell, Cr S McKell and Cr 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.</p> <p>September 2023</p> <p>December 2023</p> <p>The Working Group is awaiting State Government approval. The Working Group has considered a number of options and will investigate these options and bring them back to the Committee for consideration. Community engagement is complete.</p>	<p>Andrew Hamilton</p>

24/07/2023 5.1.3	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. Due: October 2023 Deferred to: February 2024 Reason: This is partially completed. The Active and Connected Grant Stream Eligibility Criteria was approved by the Community Wellbeing and Sport Committee in October 2023, with the Economic Growth and Sustainability streams going to the Committee this month. The Administration is currently working on application forms and updating other relevant forms for the website and for the community to utilise.	Sara Howley
24/07/2023 5.1.3	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. Due: October 2023 Deferred to: December 2023 Reason: The final two grant streams (Sustainability and Economic Growth) will to go to the Committee in December 2023 to allow the team further time to draft the Terms of Reference.	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. Due: October 2023 Deferred to: December 2023 Reason: This will be presented at the CEO Briefing in December 2023.	Andrew Hamilton
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. Due: June 2024	Andrew Hamilton

25/09/2023 5.1.5	<p>Events Opportunities and Identification Framework</p> <p>1. Notes that 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:</p> <p>a. Critical objectives listed in section 3.3 of this report (Item 5.1.5, Community Wellbeing and Sport Committee, 19 September 2023).</p> <p>b. Inclusion of medium to large scale events with an investment of between \$50,000-\$250,000 respectively.</p> <p>c. Focusing on the themes of:</p> <p>i. Environment/Nature;</p> <p>ii. Sport;</p> <p>iii. Space/Future; and</p> <p>iv. Diversity.</p> <p>Due: December 2023</p>	Andrew Hamilton
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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	21 November 2023
HEADING	Ongoing management of the St Kilda Community Hall on behalf of the Community
AUTHORS	Lavinia Morcoase, Senior Property Officer, City Infrastructure Tejaswi Karekal, Facilities Manager, City Infrastructure
CITY PLAN LINKS	1.5 Our community is resilient and adaptive to change 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	The St Kilda Progress and Tourism Association, who have operated the St Kilda Community Hall, vacated on 30 September 2023. This report recommends that the Hall be made available to the community as a Facility For Hire until it can transition to the SpaceToCo booking system. This report seeks Council’s approval of this new management model, future opportunities and recommends means by which to address various financial and operational considerations.

RECOMMENDATION

That Council:

1. Notes that the St Kilda Progress & Tourism Association have vacated the St Kilda Community Hall (the Hall) and have returned possession of the Hall to the City of Salisbury.
2. Approves the Hall to be managed and made available to the community as a Facility for Hire until 30 June 2024.

3. Approves the following Fees and Charges for use of the Hall, effective from the handover date of the premises, until 30 June 2024. Any further review of these charges shall occur in accordance with Council's standard endorsed Fees & Charges Register:

CASUAL HIRE OF PARK FACILITIES		FULL DAY OR EVENING HIRE	HALF DAYTIME (4 hours or less)
Private, Local &/or Community Groups, Non-Commercial	Summer season – 1 st September through to 30 th April	\$160	\$85
	Winter Season – 1 st May through to 31 st August	\$135	\$85
Cleaning Bond (refundable if no damage done to premises and venue left in a clean and orderly fashion)		\$200	\$200
Key Deposit (refundable if all keys returned)		\$130	\$130

4. Approves a non-discretionary 2nd Quarter 2023/24 Budget Review of \$36,755 to be granted to cover the costs associated with purchase of equipment, preparation of Hall for hire and ongoing operational costs until 30 June 2024.
5. Approves the Administration to develop an opportunities and options reports for Council's consideration for future use of this site including a draft expression of interest for broader exploration of opportunities and strategic value and alignment by January 2024.

ATTACHMENTS

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

- List of items Donated by or to be Purchased from the St Kilda Progress Association [↓](#)

1. BACKGROUND

- The St Kilda Progress Association (the Association) was first established in 1930. The Association's role was to provide a voice for the local community and to ensure the community's needs were represented. For over 40 years, the Association operated from an old galvanised iron shed in Fooks Terrace, St Kilda.
- In 1979, the City of Salisbury received a \$55,000 State Unemployment Relief Scheme grant and with an additional contribution of \$30,000 (\$10,000 towards construction, \$20,000 towards civil works), the Hall was constructed in consultation with the Association.
- The Hall was officially opened by the Honorable Mayor of the City of Salisbury, Mr. Ron White on Sunday 9 December 1979.
- The Association subsequently leased the Hall from the City of Salisbury, and have been in residence on 5-yearly leases in accordance with the provisions of the *Local Government Act 1999* since that time.

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 St Kilda Progress and Tourism Association (the Association)

3. DISCUSSION

3.1 The St Kilda Community Hall (the Hall) was leased to the St Kilda Progress and Tourism Association (the Association) until 30 September 2023. Due to various circumstances the Association have opted not to enter into a new lease for the Hall beyond this date.

3.2 Consequently, the Association have returned vacant possession of the Hall to Council Administration. In order to ensure ongoing use of the Hall, the Administration proposes to continue to operate the Hall on the following provisions:

3.2.1 By means of the Casual Hire booking system in the first instance, with approval for each booking to be signed via delegation; then

3.2.2 To be incorporated into the SpaceToCo booking system managed and overseen by the Community Development Coordinator located at the Burton Community Hub. The Hall will be managed and made available to the community as a Facility For Hire in the same manner as many other community centres and halls throughout the City of Salisbury.

3.3 As the Association will no longer operate, they propose to both donate and sell to Council a number of items which have been used by the Association in providing the Hall for hire to the community. A full list of these items can be found in Attachment 1 - List of items Donated by or to be Purchased from the Association.

4. FINANCIAL OVERVIEW

4.1 There are a number of factors which will impact the ongoing operations of the facility on behalf of the community.

4.2 To ensure efficient and ongoing operation of the Hall, it is anticipated that the following budget implications should be considered in the first instance:

Hire fees and charges:

4.3 During 2023, the Association have upheld the following fees and charges for use of the Hall:

4.3.1 \$50 non-refundable deposit to secure the booking, with this amount to be credited against the booking cost;

4.3.2 A daytime hourly rate of \$30 per hour (minimum cost of \$50)

4.3.3 Charge for evening bookings of \$200 (from 6pm to 12.30am)

- 4.4 Council's currently adopted Fees and Charges allow for the following hire costs:

CASUAL HIRE OF PARK FACILITIES		FULL DAY OR EVENING HIRE	HALF DAYTIME (4 hours or less)
Private, Local &/or Community Groups, Non-Commercial	Summer season – 1 st September through to 30 th April	\$160	\$85
	Winter Season – 1 st May through to 31 st August	\$135	\$85
Cleaning Bond (refundable if no damage done to premises and venue left in a clean and orderly fashion)		\$200	\$200
Key Deposit (refundable if all keys returned)		\$130	\$130

- 4.5 It is recommended that these charges be approved for this facility effective from the handover date of the premises, until 30 June 2024. These rates are to be subject to further review in accordance with Council's standard approved Fees & Charges Register.
- 4.6 These fees best align with charges imposed by the Association, and will assist in making the management transition smooth.

Purchase of Equipment and Operational Expenditure

- 4.7 Below are the initial costs to take over the building and keep it up to Council standards:

Description	Cost (Exc GST)
Deep cleaning (One-off)	\$900
External Sign contact (Metal)	\$450
Internal Signs (Kitchen instructions, Toilets etc)	\$1,150
Kitchen equipment (Knife block, Urn, Cutlery, Toaster, Kettle)	\$1,900
Bins and paper towel holders	\$950
Update site keying to current Council registered system (Abloy system)	\$3,000
Purchasing Association equipment (see below)	\$2,500
Installation of alarm system	\$5,000
Total	\$15,850

- 4.8 The Association extended an offer to the City of Salisbury to acquire the recently installed television for \$500. Additionally, they made available a defibrillator for \$2,000 with a combined value of \$2,500. The Association has generously offered the chairs and tables at no cost, which they have purchased through grants for the community to utilise.

- 4.9 Furthermore, the Association has decided to leave behind kitchen equipment, a stereo system, cutlery, crockery, and wall pictures at no additional cost to Council.
- 4.10 Nevertheless, there is a need to purchase new essential items such as basic cutlery, crockery, a kettle, a knife block, an urn, rubbish bins, and a toaster, as the existing ones are no longer in usable condition – approximate cost is outlined in the table above.

Ongoing Operational Costs up to the end of the Next Financial Year (30th June 2024)

- 4.11 The anticipated costs of operating the Hall on behalf of the community between now and the end of the financial year are forecast as follows:

Service Type	Estimated cost till 30th June 2024
Cleaning (Assuming two days a week Mon & Fri)	\$11,470
Consumables	\$900
Sharps and Sanitary	\$360
HVAC	Already in CoS scope
Fire equipment service	Already in CoS scope
Roof gutter and downpipes	Already in CoS scope
Insurance	Already in CoS scope
RCD and Test&tag	\$175
Reactive maintenance	\$3,000
Utilities	\$3,000
Security/Alarm monitoring	\$2,000
Total	\$20,905

Ongoing Management Implications

- 4.12 Given the Hall's location, Council Administration will not be onsite during core operating hours. Rather, the Hall will be managed remotely and overseen by relevant staff located at the Salisbury Community Hub and the Burton Community Hub. It is therefore important to ensure appropriate measures are taken to protect the security of the site and allow for ease of access for hirers. The following recommendations are made:

- 4.12.1 The installation and commissioning of an Integriti Alarm system to reduce the need for on site management and alarm the facility in kind with others managed by Council Administration – estimated cost \$5,000.
- 4.12.2 Operating expenses of approximately \$2,000 per annum, incorporating:

Alarm monitoring	\$750 per annum
Alarm Data connection	\$600 per annum
Preventative 6-monthly maintenance	\$650 per annum

- 4.13 In the event of vandalism or anti-social behavior, a further recommendation will be presented for the installation of surveillance cameras at the facility.
- 4.14 It is recommended that a budget of \$36,755 be allocated as follows:
 - 4.14.1 For the initial purchase of equipment and operational expenditure of \$15,850, and
 - 4.14.2 For the ongoing operational costs until 30 June 2024 of \$20,905.
- 4.15 Once the Hall is incorporated into the SpaceToCo booking system managed by our Community Development division, future budget allocations and ongoing management implications shall be dealt with in accordance with standard practices for management of community hubs and centres.

Future Management Considerations

- 4.16 The St Kilda Hall is located in a key strategic location and this site could potentially offer greater value to the community than solely using it as a community hall for hire. It may be possible to activate this site and is well positioned to better support the City of Salisbury's visitor economy and recreational and economic outcomes.
- 4.17 In the short term, it is intended to make the hall available for short term hire whilst additional opportunities are explored through an expression of interest in an effort to understand partnership opportunities to repurpose or utilise the site and building in a more innovative way.
- 4.18 The framework for an expression of interest process will be reported to Council for consideration and approval.

5. CONCLUSION

- 5.1 The St Kilda Progress and Tourism Association have vacated the St Kilda Community Hall. The following recommendations are made to ensure that the Hall continues to be enjoyed by the community:
 - 5.1.1 The Hall is to be managed as a Facility For Hire in the same manner as many other community centres and halls throughout the City of Salisbury.

- 5.1.2 The following Fees and Charges shall apply for use of the Hall, effective from the handover date of the premises until 30 June 2024. Any further review of these charges shall occur in accordance with Council's standard endorsed Fees & Charges Register:

CASUAL HIRE OF PARK FACILITIES		FULL DAY OR EVENING HIRE	HALF DAYTIME (4 hours or less)
Private, Local &/or Community Groups, Non-Commercial	Summer season – 1 st September through to 30 th April	\$160	\$85
	Winter Season – 1 st May through to 31 st August	\$135	\$85
Cleaning Bond (refundable if no damage done to premises and venue left in a clean and orderly fashion)		\$200	\$200
Key Deposit (refundable if all keys returned)		\$130	\$130

- 5.1.3 A budget allocation of \$36,755 shall be granted to cover the costs associated with purchase of equipment, preparation of Hall for hire and ongoing operational costs until 30 June 2024.
- 5.1.4 Future opportunities for utilisation of the Hall to better support the City of Salisbury's visitor economy and recreational and economic outcomes will be explored, with a further report to be presented to Council for consideration at a later date.

Attachment 1 –**List of items Donated by or to be Purchased from the St Kilda Progress and Tourism Association**

Items being donated by the Association to the City of Salisbury	City of Salisbury to purchase from the Association
All pictures displayed on walls incl Honour board	Defibrillator : Purchased by the Association in June 2023 at a cost of \$2,920.50 Requested sale price: \$2,000.00
DVD Player	TV + wall mount: Purchased by the Association in April 2022 at a cost of \$1,400.00 Requested sale price: \$500.00
Blk padded chairs x 55	
Mesh outdoor chairs x 12	
Trestles x15	
Glass top table x 1	
Brown wood like veneer top tables x 2	
Fairy lights	
Aircons x 2	
Sony sound system + 3 speakers	
Bookshelf	
Chair trolley	
Large mangrove clay art on wall	
Fridge x 1	
Mistral Handy Grill	
Oven	
Urn	
Wok	
Fry Pan	
Saucepan	
Kettle x 2	
Toaster	
Various mixed crockery + glasses	
Various cutlery Incl knife block	
Various cleaning products	
Euro hotplate	

Any other items which are currently in the Hall and not listed above are to be removed by the Association

ITEM	5.1.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Community Centres Update
AUTHOR	Jane Laws, Team Leader Neighbourhood Development, City Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report includes the proposed fees and charges for Bagster Road Community Centre and Salisbury East Neighbourhood Centre for 2024, and requests a budget to purchase essential equipment for Bagster Road to ensure it is operationally ready in 2024.

RECOMMENDATION

That Council:

1. Adopts the fees and charges as set out in Attachment 1 (Item 5.1.2, Community Wellbeing and Sport Committee, 21 November 2023) for Bagster Road Community Centre and Salisbury East Neighbourhood Centre for the period 1 January to 30 June 2024.
2. Approves a discretionary 2nd Quarter 2023/24 Budget Review of \$60,000 to cover the costs of replacement furniture required Bagster Road Community Centre.

ATTACHMENTS

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

1. Fees & Charges [↓](#)

1. BACKGROUND

- 1.1 As set out in the *Local Government Act 1999*, Council is required to set the fees and charges for its services.
- 1.2 This report deals with the proposed fees and charges for Bagster Road Community Centre (BRCC) and Salisbury East Neighbourhood Centre (SENC) from 1 January 2024 until 30 June 2024.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 External
 - 2.1.1 BRCC Management Committee
 - 2.1.2 SENC Board of Management
 - 2.1.3 Resource Furniture

3. DISCUSSION

Fees and Charges

- 3.1 Up until 30 December 2023, the Incorporated bodies at BRCC and SENC have the responsibility to set the fees and charges and each Centre have ongoing regular hirers.
- 3.2 From 1 January 2024, the fees and charges will become Council's responsibility.
- 3.3 To ensure a seamless transition for the groups, who wish to use the BRCC and the SENC in 2024, the Administration is not proposing any changes to the fees that are currently set by the Incorporated bodies until 30 June 2024.
- 3.4 As such, the Administration has proposed the following fees and charges included in Attachment 1 from 1 January to 30 June 2024 for Council's adoption to ensure minimal disruption by the current users.
- 3.5 As part the overall 2024/2025 Business Plan and Budget process, the Administration does intend to review the fees and charges at both sites to ensure a consistent approach across all our community centres/hubs.
- 3.6 The Administration will work closely and communicate with existing groups during this time to ensure they understand any potential changes to the fees and charges for 2024/2025.

Furniture and Equipment

- 3.7 Following Council's decision to manage BRCC and SENC, the Administration have undertaken a review of both Centres to determine whether any additional resources are required to become operational in 2024.
- 3.8 This includes furniture and equipment, basic maintenance, IT and telephone systems (in addition to the additional cleaning, utilities and management costs that were reported in June 2023).
- 3.9 It has been assessed that most of the additional operational requirements will be able to be completed within existing budgets, however, it was identified that the existing tables and chairs that are regularly used by hirers at BRCC are at the end of their life and need replacement.
- 3.10 The ordering of furniture requires a 12-week lead in time which is currently not within the budget. This report is seeking an additional budget of \$60k required to purchase the furniture. This includes approximately 180 chairs and 27 trestle tables for five rooms and the hall. In addition, three round tables and chairs for the reception area.
- 3.11 All furniture and equipment will be added to Council's asset lists from January 2023.

4. FINANCIAL OVERVIEW

- 4.1 A budget of \$60,000 is requested for furniture replacement at BRCC.

5. CONCLUSION

- 5.1 To ensure a seamless continuity of service for the communities and groups, who utilize Bagster Road Community Centre and Salisbury East Neighbourhood Centre, the Administration recommends:
 - 5.1.1 The adoption of fees and charges for Bagster Road Community Centre and Salisbury East Neighbourhood Centre as set out in Attachment 1; and
 - 5.1.2 A budget of \$60,000 be approved to cover the purchase of the furniture at Bagster Road Community Centre.

Proposed Hire Fees and Charges*

Bagster Road Community Centre (BRCC) and Salisbury East Neighbourhood Centre (SENC) for period of 1 January to 30 June 2024.

*Noting at commercial rates and that community / NFP would be provided 50% discount in line with community hub fees and charges. Day rate only included for weekend hire

BRCC

	Jan to Jun 2024	GST
Bond Fees		
After hours events	\$400	no
Facility Hire		
Interview Room per hour	\$30	yes
Office per hour	\$30	yes
Small Meeting Room (Computer Room) per hour	\$60	yes
Meeting Room 1 weekday per hour	\$40	yes
Meeting Room 1 Saturday and Sunday per hour	\$40	yes
Meeting Room 2 weekday per hour	\$40	yes
Meeting Room 2 Saturday and Sunday per hour	\$40	yes
Meeting Room 1 and 2 combined weekday per hour	\$70	yes
Meeting Room 1 and 2 combined Saturday and Sunday per hour	\$70	yes
Meeting Room 1 and 2 combined Saturday and Sunday day rate	\$490	yes
Training Room weekday per hour	\$50	yes
Children's area per hour	\$50	yes
Children's area day rate	\$350	yes
Hall weekdays per hour	\$60	yes
Hall Saturday and Sunday per hour	\$60	yes
Hall Saturday and Sunday day rate	\$420	yes

SENC

Fees	Jan to Jun 2024	GST
Bond Fees		
After hours events	\$225	no
Facility Hire		
Small Meeting Room (8) per hour	\$15	yes
Garden Room (6) per hour	\$30	yes
Large Meeting Room (9) per hour	\$30	yes
Hall (3) weekdays per hour	\$40	yes
Hall (3) Saturday and Sunday per hour	\$40	yes
Hall (3) Saturday and Sunday full day rate (More than 7 hours)	\$280	yes

ITEM	5.1.3
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Thrive Strategy
AUTHOR	Joshua McDonnell, Senior Social Planner – Wellbeing, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	Developed as the replacement of the Building City Pride Strategy, the Thrive Strategy outlines Council’s contribution towards achieving improved outcomes in our community’s health and wellbeing. Supporting the delivery of the Thrive Strategy will be an Action Plan setting out current and new initiatives directed at enhancing our community’s wellbeing in each Thrive domain.

RECOMMENDATION

That Council:

1. Approves the Thrive Strategy as included in Attachment 1 (Item No. 5.1.3, Community Wellbeing and Sport Committee, 21 November 2023).
2. Approves the Thrive Action Plan as included in Attachment 2 (Item No. 5.1.3, Community Wellbeing and Sport Committee, 21 November 2023).
3. Approves a non-discretionary budget review in the second quarter of 2023/24 for the budget of \$80,000 for FY23-24, with an additional \$160,000 to be considered as part of the 2024/25 Annual Budget Process and \$80,000 to be considered as part of the 2025/26 Annual Budget Process, for the implementation of the Thrive Action Plan.

ATTACHMENTS

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

1. Thrive Strategy [↓](#)
2. Thrive Action Plan [↓](#)
3. Thrive current initiatives - Addendum [↓](#)

1. BACKGROUND

- 1.1 In 2013, the City of Salisbury released the ‘Building City Pride Strategy’ which included a focus on building community pride and belonging, in response to the priorities of Council’s City Plan 2020.

- 1.2 In order to inform a new City Pride Strategy and to provide an evidence-base for Council's public health and wellbeing decisions, an "Indicators of Community Wellbeing for the Salisbury Local Government Area" report was produced in April 2022. This report evaluated research and evidence on wellbeing and offered guidance as to the role of local government in addressing the social determinants of wellbeing at the local level.
 - 1.3 A CEO Briefing was held with Elected Members in late 2022 and at the time two domains were identified for further priority action; physical activity and social isolation.
 - 1.4 In addition, community consultation was undertaken in July and August 2022 to better understand levels of physical inactivity and social isolation across the City, as well as to receive suggestions from community members as to how these pressing issues could be overcome.
 - 1.5 Based on this research and consultation, a replacement to the Building City Pride Strategy has been developed under the name of Thrive, reflecting our corporate focus on wellbeing.
 - 1.6 The Thrive Strategy will operate as a strategic driver of Council's community development activities, ensuring that Council's programmes and initiatives are coordinated strategically towards building community members' sense of mental and physical health and wellbeing.
 - 1.7 The draft Thrive Strategy was presented to the Community Wellbeing and Sport Committee on 20 June 2023 who deferred it to a CEO Briefing.
 - 1.8 Draft versions of the Thrive Strategy were presented at two CEO Briefings 4 September and 13 November. Feedback received has been incorporated into the final Thrive Strategy.
- 2. CITY PLAN CRITICAL ACTION**
- 2.1 Update the 'City Pride' Strategy.
 - 2.2 Work closely with Community and Senior Centres to provide effective and well received programs.
 - 2.3 Implement the regional public health plan and wellbeing agenda.
- 3. CONSULTATION / COMMUNICATION**
- 3.1 External
 - 3.1.1 Wellbeing SA
 - 3.1.2 Department for Health and Wellbeing
 - 3.1.3 UniSA

4. REPORT

- 4.1 Reflecting Council's wellbeing agenda, the 'Building City Pride Strategy' has been reimagined as the 'Thrive Strategy' (reference Attachment 1 – Thrive Strategy). While civic pride and a sense of belonging remain essential components, the Thrive Strategy acknowledges that people's happiness and prosperity are determined by a range of interdependent factors. Attention to each of these factors is important if Council is to have a meaningful impact on people's lives.
- 4.2 The Thrive Strategy identifies six wellbeing domains, or focus areas for action. To emphasise their importance as strategic drivers, these domains are phrased in terms of desired outcomes – that is, a thriving Salisbury is one which is:
- 4.2.1 Socially Connected
 - 4.2.2 Physically Active
 - 4.2.3 Culturally Enriched
 - 4.2.4 Civically Engaged
 - 4.2.5 Learning and Aspiring
 - 4.2.6 Safe and Secure.
- 4.3 These six domains reflect Council's role in addressing the social determinants of wellbeing – that is, Council's role in fostering the social and physical conditions within which all community members are able to Thrive.
- 4.4 While Council already contributes significantly to each of these outcomes, the growing prevalence of poor physical and mental health outcomes within the City requires a more focused approach, as set out in Thrive.
- 4.5 To ensure that Council's activities achieve their desired results and produce lasting change, the Thrive Strategy includes a set of Programme Principles.
- 4.6 Developed, based on best-practice evidence, the Programme Principles will be used to guide and review programme delivery, acknowledging that the way in which services are delivered promote positive wellbeing effects. These Programme Principles are:
- 4.6.1 **Participant-led** – to empower community leaders, leverage skillsets, and instil a sense of ownership
 - 4.6.2 **Build capacities and connections** – to build community members' skills and connections
 - 4.6.3 **Group-based and purposeful** – to facilitate peer motivation based around shared interests
 - 4.6.4 **Foster community identity** – to instill a sense of belonging and pride
 - 4.6.5 **Minimise barriers and cater for diversity** – to ensure that programs are inclusive, accessible and relevant
 - 4.6.6 **Leverage partnerships** – to ensure sustainability, reach targeted populations, and achieve scale
- 4.7 Accompanying the Thrive Strategy document, Council's efforts (both existing initiatives and new initiatives) to address each Thrive domain are detailed in an Action Plan (reference Attachment 1 – Thrive Action Plan).

- 4.8 As well outlining Council’s existing activities, the Action Plan contains a range of new initiatives – or ‘opportunities’ – under each Thrive domain. The aim is to identify and trial new and promising opportunities over a two-year period, and to test their efficacy by applying a rigorous approach to evaluation, in partnership with a university. Attachment 3 - Thrive current initiatives provides additional information on current actions/activities.
- 4.9 To track Council’s impact, three layers of measurement/review are built into the Thrive Strategy – measuring output quantity and quality, participant wellbeing outcomes, and population-wide wellbeing indicators (acknowledging that achieving wellbeing is a complex process that cannot be resolved by local government alone).
- 4.10 At the conclusion of the initial two-year trial and testing period, a review will examine outcomes and learnings, including opportunities to modify, embed or scale-up (through partnerships) the initiatives.
- 4.11 A Thrive Working Group, comprising relevant managers and team leaders, will be established to monitor delivery. This will include oversight of progress at the process, programme and population levels. The Working Group will report back to Council periodically.
- 4.12 The new actions require a new budget allocation as estimated in the table below. The existing initiatives in the action plans will be maintained within existing budgets.

Thrive domain	FY23-24	FY24-25	Deliverable
Socially connected	\$65,000	\$50,000	<ul style="list-style-type: none"> • Our Places • Skills sharing and the circular economy
Physically active	\$20,000	\$20,000	<ul style="list-style-type: none"> • Salisbury Fit Club • Little Para Activation • Trail and Recreation Maps • Social and Modified Sports
Culturally enriched		\$10,000	<ul style="list-style-type: none"> • Salisbury’s Story
Civically engaged	\$5,000	\$5,000	<ul style="list-style-type: none"> • Non-council volunteering
Learning and aspiring	\$35,000	\$30,000	<ul style="list-style-type: none"> • Libraries alive after dark • Bibliotrek
Safe and secure	\$10,000	\$20,000	<ul style="list-style-type: none"> • Cost of Living Strategy and initiatives
Evaluation	\$25,000	\$25,000	University partnership
Total estimated	\$160,000	\$160,000	

5. CONCLUSION / PROPOSAL

- 5.1 The Thrive Strategy identifies six wellbeing domains/focus areas for action:
 - 5.1.1 Socially Connected
 - 5.1.2 Physically Active
 - 5.1.3 Culturally Enriched
 - 5.1.4 Civically Engaged
 - 5.1.5 Learning and Aspiring
 - 5.1.6 Safe and Secure
- 5.2 While Council currently contributes significantly to each of these outcomes, the growing prevalence of poor physical and social isolation outcomes within the City of Salisbury requires a more focused approach.
- 5.3 The Thrive Strategy guides Council’s efforts to build community wellbeing. The Strategy will be supported by an Action Plan that identifies a range of new trial initiatives that build upon the extensive work we already do in these areas.
- 5.4 The new actions will be trialed over the next two years, with a review process designed to evaluate outcomes, identify learnings, and inform future programme delivery.
- 5.5 The proposed implementation of the new initiatives is estimated to have a combined additional budget requirement of \$80,000 for FY23-24 (second half), \$160,000 for FY24-25, and \$80,000 for FY25-26 (second half).



Item 5.1.3 - Attachment 1 - Thrive Strategy

Acknowledgement of Country

The City of Salisbury acknowledges that we are on the traditional Country of the Kurna 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 Kurna people living today.

MAYOR'S MESSAGE

The past three years have highlighted the strength and resolve of our community. Managing through the COVID pandemic, we pulled together, supported one another and made important sacrifices for our fellow community members. For many of us, the pandemic was also a timely reminder of our values – of the importance of family, community, and the need to invest in our own self-care. It was a reminder of the critical importance of our individual and collective wellbeing.

The City of Salisbury has long invested in services and infrastructure that support our community's wellbeing. The THRiVE strategy builds on this to drive forward and expand our wellbeing agenda. THRiVE provides a wellbeing framework to focus our collaborative efforts on initiatives that will make a meaningful impact on our community members' sense of wellbeing.

THRiVE was shaped by feedback from the community and input from my fellow councillors, reflecting a community-wide commitment to physical and mental health, and quality of life. I believe THRiVE will provide a unifying catalyst to accelerate our efforts and impact.

I hope you will join me in my enthusiasm for THRiVE and the exciting initiatives that we will be implementing together over the coming years.



Gillian Aldridge OAM
Mayor

INTRODUCTION

The City of Salisbury is committed to supporting the health and wellbeing of our community. Whether through the provision of spaces and facilities, the delivery of services, programs and events, or our support for community groups and initiatives, Council plays a key role in helping our residents to come together, develop a sense of community, and build physical and mental health.

Despite this important work, the challenges that face our communities remain significant. A range of factors – from an ageing population, to rapid shifts in technologies, to economic inequalities and cost-of-living pressures – have contributed to increasing levels of social isolation, complex mental and chronic ill-health, and physical inactivity. These are, of course, not all uniquely Salisbury challenges. However, by acting strategically and working collaboratively, we can identify the uniquely Salisbury solutions that will drive meaningful change.

THRiVE is a strategy for achieving a step-change in our community's health and wellbeing. It establishes an outcomes-based wellbeing framework to guide us in the planning of our community services, programs and activities. It also establishes Program Principles and a measurement model to ensure that what we are delivering is evidence-based and effective. Most importantly, THRiVE provides a focal point for our shared efforts, ensuring that we are working together towards a common goal – *the ultimate goal*: our community's wellbeing.



WHY THRIVE?
WHY NOW?



Council’s commitment to community wellbeing is built right into our City Plan 2035, which outlines our vision of being:

“ A progressive, sustainable and connected community ”

Under the ‘Welcoming and Liveable City’ corporate direction, the City Plan identifies our community’s health and wellbeing as a foundational priority; it emphasises the need for people to feel valued, safe, included, connected and resilient, and it understands the importance of taking pride in our strengths, achievements, diversity, and our built and natural environment.

THRiVE represents the culmination of a long-term planning process to align our work with this strategic vision. This process commenced with the GAME PLAN – a comprehensive re-evaluation of our City’s open space, recreation, sporting and community facilities, and continues with our PLACE ACTIVATION STRATEGIES, which guide ongoing facility provision. As a result of this strategic planning and investment, the City of Salisbury is the custodian of an enviable portfolio of community assets.

While our places and spaces are enablers of community activity, their provision alone does not guarantee that they will be used, or that they will be used effectively in ways that build wellbeing. With THRiVE, we shift our focus from place to person; from physical provision to social outcomes. By placing a wellbeing lens over our social infrastructure planning and service delivery, we aim to ensure that our places and spaces are working for our community and supporting positive health and wellbeing.

WHAT IS COMMUNITY WELLBEING?

Wellbeing is important to all of us. No matter our present circumstances, everyone wants to be safe, healthy and happy; everyone wants to feel a sense of purpose and prosperity. And while, in many ways, our individual journeys to wellbeing are deeply personal – we each have different goals and strengths, and are each faced with different circumstances – much of what we need to build our wellbeing is shared in common.

Mounting research has confirmed that the ingredients we all need to lead happy and healthy lives are remarkably consistent from person to person and culture to culture. These can be summarised by what the New Economics Foundation calls The Five Ways to Wellbeing: *Connect, Be active, Take notice, Keep learning, Give*. By acknowledging the multi-faceted nature of wellbeing, we are acknowledging that we are all holistic beings whose happiness is determined by multiple interlinked factors. Attention to each of these factors is essential to our self-development and prosperity.

Importantly, while our sense of wellbeing is a personal journey, it is also affected by our physical and the social environments, which can shape the opportunities that are available to us. The goal of this strategy is support community members' wellbeing journeys by identifying and fostering the social conditions that enable them to THRIVE.

Indicators of Community Wellbeing for the Salisbury Local Government Area



To inform our role in building our communities' wellbeing, in 2022 Council commissioned the *Indicators of Community Wellbeing for the Salisbury Local Government Area*. This report identified twenty 'indicators' that can be used as measures of our community's health and wellbeing. By directing THRIVE actions towards improving these indicators, we can be confident that we are making a meaningful difference to the wellbeing of those who live and work within our council area.

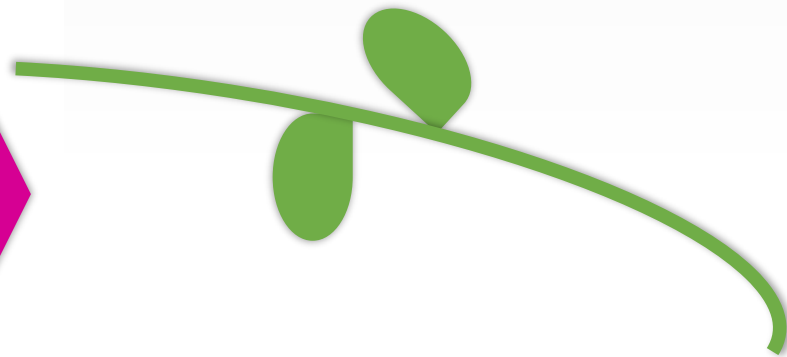
**THRIVE
DOMAINS**



Informed by research on wellbeing, and adapted for our local context, we have identified that a thriving Salisbury is one which is:

- Socially connected
- Physically active
- Culturally enriched
- Civically engaged
- Learning and aspiring
- Safe and secure

In combination, these six building-blocks provide an outcomes-based framework to ensure that our actions are focussed on what matters and what works.



The flower motif represents our roots in community, our reaching for opportunity, and the dynamic process of growth and regrowth that we must each experience if we are to THRIVE.



Our need for social contact is a fundamental, biological imperative – all of us, at some stage in our lives, will rely on others for support. In addition to the physical and material assistance our family and friends provide, our social connections offer fellowship and emotional nourishment, give us a sense of meaning and belonging, open doors to opportunities, and build our sense of social trust.



Wherever we are along the life course, regular physical activity is critical for reinforcing strong physical and mental health. Physical activity fosters a connection to nature, increased productivity, reduced burden on the health system, and reduced traffic congestion and environmental pollution. A physically active community is one where physical activity is the default choice and the social choice – marked by high levels of active transport and wide participation in group-based exercise, sports and recreation.



Being culturally enriched is about having a mindful connection to place, nature, and Country. Our cultural connections offer us a feeling of belonging built around a shared identity; they instil our values, give life to our aspirations, and enrich the soul. A culturally enriched community is one built on meaningful reconciliation, respectful and joyous interculturalism, and strong connection to our civic, built, and ecological heritage. It is, not less importantly, one that celebrates local art and artists as an integral component of community life.



Using our voice and participating in our self-government is foundational to democratic citizenship. As well as ensuring more accountable and representative governance, our active participation in our communities instils us with a sense of agency in our daily lives, ownership in our neighbourhoods, and empathy for others. A civically engaged community is one where people are actively involved in local and community affairs/governance, where they join and volunteer, and where civic contributions are celebrated.



Engagement in formal education and life-long learning, and the pursuit of a fulfilling vocation (paid or unpaid), are critical to our personal journeys of self-development and achievement. A community that encourages people's self-development, values meaningful work, and fosters local enterprise is one where individuals can take pride in their talents and realise their potential. It is also one that is inclusive, adaptable and resilient in the face of crisis and change.



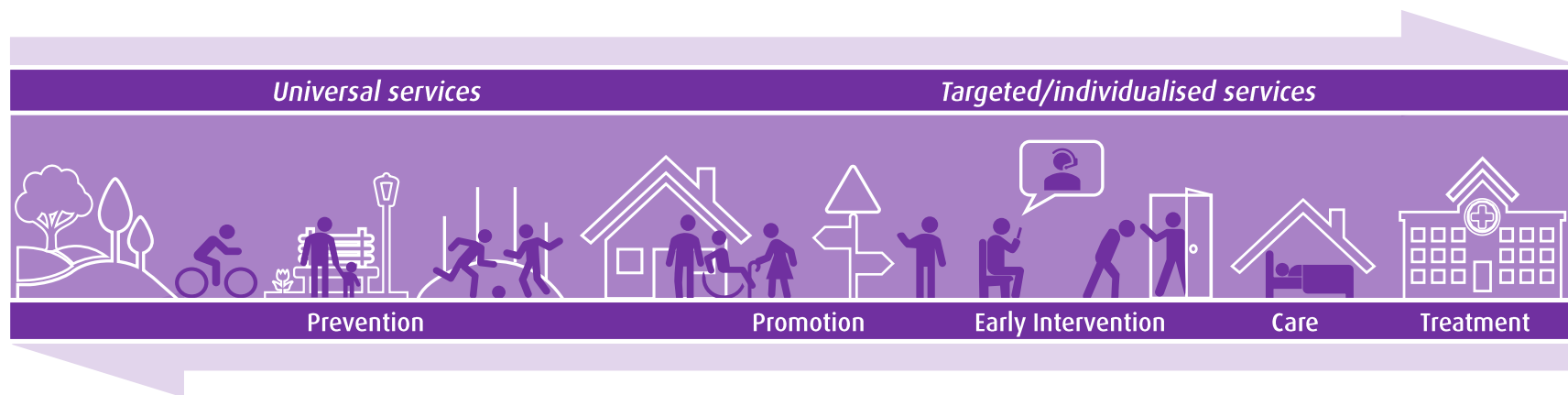
As we have seen, thriving is very much a journey towards fulfilment, purpose and belonging. But we cannot realistically achieve these outcomes unless our basic needs are met. A safe and secure community has attractive, safe and inclusive public spaces (through CPTED and universal design), excellent environmental health, accessible and suitable housing options for people in all circumstances, is financially inclusive, and has access to affordable and nutritious food (food security).

COUNCIL'S ROLE IN BUILDING WELLBEING

Our wellbeing is influenced by complex personal, social, physical, technological, economic, and environmental systems. To achieve real change, we need to work together.

An enormous range of organisations contribute to supporting our community's health and wellbeing – from state and federal government, to non-government organisations, community organisations and the business sector. Each organisation has a unique role to play, supporting people at different points in their wellbeing journeys. And at each point, the support that is required will differ. As depicted in the illustration below, those at the left are mostly well but require certain social and environmental conditions to ensure they can maintain good wellbeing and avoid deteriorating health. Further to the right, interventions become increasingly targeted and specialised for the support and care of individuals who are demonstrating signs of ill-health. By understanding our role within this continuum, we can ensure that THRIVE's actions are targeted and coordinated for greatest community impact.

Reflecting on Council's public health responsibilities and our unique organisational strengths, THRiVE is focussed on interventions at the **Prevention and Promotion** end of the public health continuum. This means working alongside state government and community stakeholders to ensure that we have the physical and social infrastructure available that enables people to come together and achieve their wellbeing goals, and it means ensuring our community members have access to programs and services to support positive lifestyle choices. Ultimately, we aim to leverage and strategically target our capabilities in a way that most effectively contributes to community-wide outcomes.



PROGRAM PRINCIPLES

THRiVE acknowledges that there are a range of ways that Council can contribute to building community wellbeing. We can deliver services and infrastructure ourselves, we can provide a coordination role working alongside other agencies, and we can support community-led action. The most appropriate course of action to take in any circumstance is the one that best aligns with our organisation’s strengths, addresses gaps, maximises impact, and ensures sustainable outcomes.

Whether we are delivering or supporting an intervention, we need to ensure that it is based on best-practice evidence. To this end, a set of Program Principles has been developed to guide program design and delivery. The following six principles, which draw on the asset-based community development model, aim to ensure that our programs encourage positive behaviour change beyond the life of any specific intervention. By building connections, and equipping and empowering community leaders, these principles also aim to make an impact that is shared much more widely than the immediate participant group.

By incorporating these six principles, we can achieve broad and lasting change in our community’s level of wellbeing.





THRIVE provides an overarching outcomes-focused framework to guide our community services programming, ensuring that everything we do is directed towards improving our community’s wellbeing across all six domains. To this end, THRIVE is supported by a range of existing strategies that provide accountability around our day-to-day activities, including the Regional Public Health Plan and strategies targeting particular population groups – Youth Strategic Plan, Age-Friendly Salisbury, Intercultural Strategy, Reconciliation Plan, and the Ability Inclusion Strategy.

To turbocharge our efforts, and build coordination and momentum around the THRIVE vision, a THRIVE Action Plan will also be developed. This Action Plan will reach above and beyond our existing strategies, activities, and legislative obligations, identifying new opportunities to make an impact in each THRIVE domain. The Action Plan will enable us to **trial** new initiatives, **test** evidence-based approaches, **embed** the learnings into practice, and **scale** up successful initiatives.



Trial



Test



Embed



Scale

MEASUREMENT & REPORTING

Measurement and reporting are critical for ensuring that we are meeting our commitments and achieving change. The THRIVE Action Plan will incorporate three levels of measurement to gauge success:

- Process Indicators
- Program Indicators
- Population Indicators

Reporting on the Action Plan will take place at the conclusion of the yearly cycle. The annual reports will:

- Comment on the progress of each action and its success as measured against the Process and Program Indicators.
- Present the latest population-level data in relation to the identified Population Indicators.
- Based on an analysis of what worked, provide recommendations for ongoing program changes.

Process indicators

Process indicators measure the number and quality of outputs. The number of outputs concerns the number of initiatives delivered and number of participants reached, while the quality of outputs relates specifically to alignment with the THRIVE Program Principles – that is, how and to what extent did the initiative address each of the six Program Principles.

Program indicators

Program-level indicators measure individuals’ wellbeing outcomes as a direct result of their participation in the program. What we are interested in here is not how many initiatives were delivered or how many people participated, but whether our efforts helped to improve the wellbeing of participants. Did our interventions work? Relevant program-level indicators will be identified, and measurement will take place via short surveys and observation, as context-appropriate.

Population indicators

Ultimately, we want to move the dial on wellbeing at a population level. We want, for example, to make an impactful difference to levels of social isolation, physical inactivity, and civic engagement within our communities. However, these are enormously complex issues, and we cannot give ourselves unrealistic expectations. Nevertheless, measuring population-level statistics is important for keeping track of how our communities are faring, and gauging the long-term impacts of our efforts. The Action Plan will identify relevant indicators for each domain, reflecting the overall changes we are seeking to achieve as a result of THRIVE.

THRIVE





Item 5.1.3 - Attachment 2 - Thrive Action Plan

THRIVE ACTION PLAN

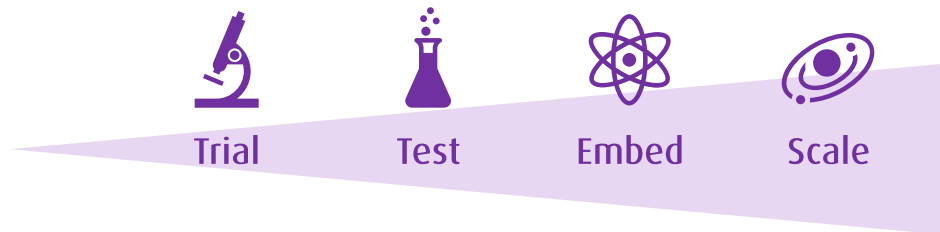


THRIVE provides an overarching outcomes-focused framework to guide our community services programming, ensuring that everything we do is directed towards improving our community's wellbeing across six key domains.

THRIVE is supported by a range of existing initiatives and strategies that provide accountability around our day-to-day activities.

However, to turbocharge our efforts, and build coordination and momentum around the THRIVE vision, this Action Plan also reaches above and beyond our existing strategies, activities, and legislative obligations, identifying new opportunities to make an impact in each THRIVE domain.

The opportunities outlined in this Action Plan, to be delivered over a two year period, will enable us to **trial** new initiatives, **test** evidence-based approaches, **embed** the learnings into practice, and **scale** up the successes.



DELIVERY & EVALUATION

How we identified the opportunities



Community feedback
What are our local



Research & evidence
What works?



Strategic positioning
What are our strengths?

How we will deliver the opportunities





What does a Socially Connected Salisbury look like?

- ⇒ Fewer of us feel lonely and socially isolated
- ⇒ We are a 'joining' community, with high levels of participation in community groups across all demographics
- ⇒ We know our neighbours and live in friendly streets
- ⇒ We have strong support networks and are able to access the services we need, when we need them

Our challenges

- ⇒ *Tackling the loneliness epidemic.*
- ⇒ *Reaching those who are socially isolated – not already connected with our programs.*
- ⇒ *Building neighbour connections.*
- ⇒ *Addressing gaps and linkages in the continuum of care.*





What does a Physically Active Salisbury look like?

- ⇒ Community members meet or exceed recommended levels of physical activity
- ⇒ We have high levels of participation in formal (sporting clubs) and informal recreation
- ⇒ An increasing number of us are walking and cycling to our destinations
- ⇒ Recreation spaces and facilities are highly utilised and accessible to everybody

Our challenges

- ⇒ *Moving the dial on low rates of physical inactivity and declining sports participation*
- ⇒ *Reaching those who are disengaged from clubs, gyms, and council programs – by considering the full range of barriers (e.g. physical, psychological, time pressures, safety, knowledge, cost)*
- ⇒ *Activating our underutilised open spaces.*
- ⇒ *Meeting rising demand for active transport.*



Item 5.1.3 - Attachment 2 - Thrive Action Plan



What does a Culturally Enriched Salisbury look like?

- ⇒ We are actively engaged in local cultural pursuits, and we express our identities and stories
- ⇒ Community members are accepting of others and trusting of their neighbours
- ⇒ People feel a strong sense of community and belonging
- ⇒ We advance interculturalism and reconciliation, and discrimination of all kinds is eliminated

Our challenges

- ⇒ *Continuing to advance reconciliation and interculturalism.*
- ⇒ *Continuing to ensure that our neighbourhoods are safe for those of diverse backgrounds, abilities, and identities.*
- ⇒ *Connecting new generations and incoming residents with our rich, shared local heritage.*



Item 5.1.3 - Attachment 2 - Thrive Action Plan

Civically Engaged



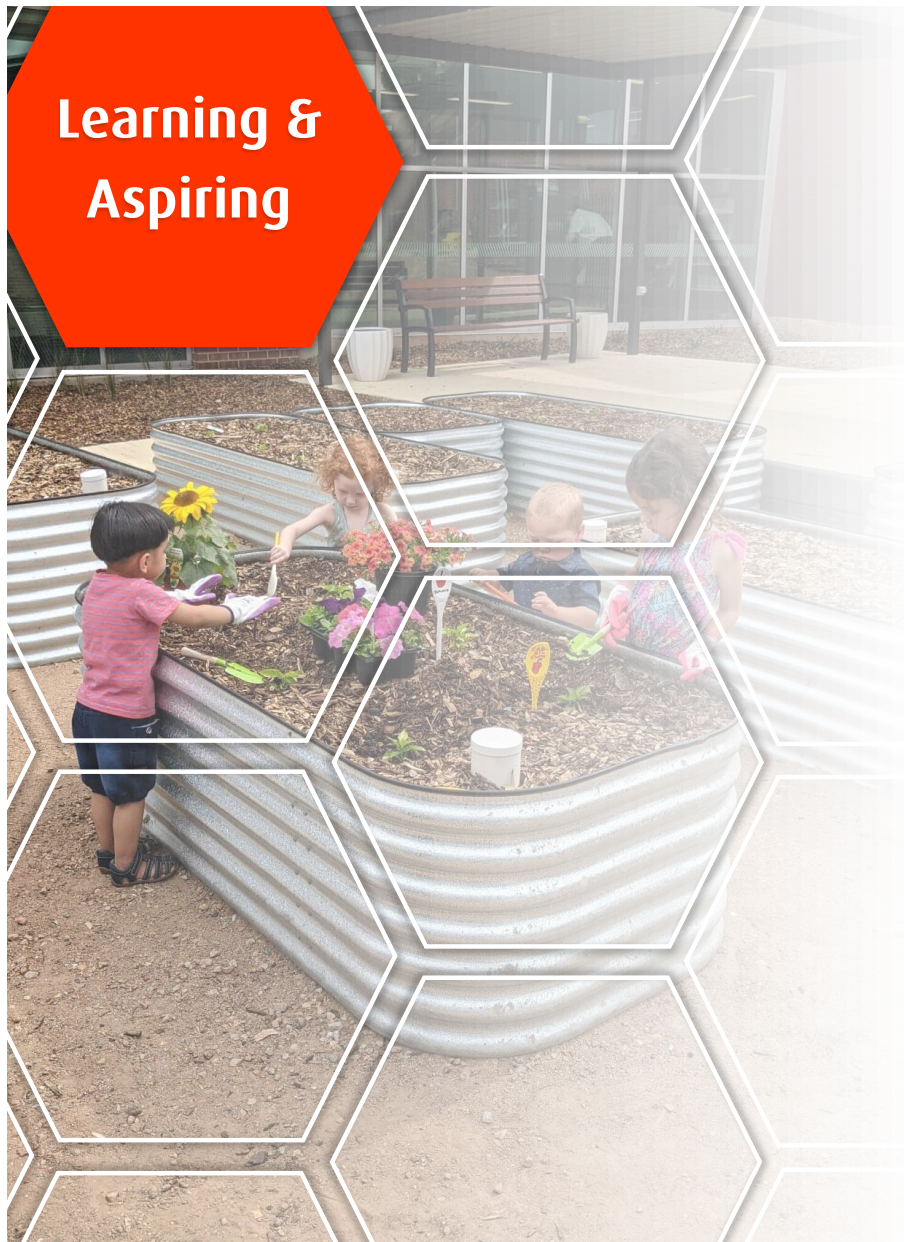
What does a Civically Engaged Salisbury look like?

- ⇒ Community members have a strong knowledge of the role and work of Council
- ⇒ High levels of engagement with council (Elected Members and staff) and active participation in local democratic processes
- ⇒ Community members are highly satisfied with the work of council (Elected Members and staff)
- ⇒ People are actively involved in shaping their communities through volunteering, committee work, and membership of service clubs/friends groups

Our challenges

- ⇒ *Rebuilding a volunteering culture that diminished during the COVID period.*
- ⇒ *Tackling the issue of declining knowledge and trust in democracy.*
- ⇒ *Addressing social and political alienation by fostering a sense of community agency.*





What does a Learning & Aspiring Salisbury look like?

- ⇒ The capabilities and potentialities of children and young people are nurtured (healthy growth and development)
- ⇒ We have high levels of engagement in both formal education and informal learning
- ⇒ Our community has a vibrant spirit of entrepreneurialism with strong start-up growth

Our challenges

- ⇒ *Addressing low levels of digital inclusion and literacy.*
- ⇒ *Moving the dial on childhood developmental vulnerability.*
- ⇒ *Building stronger connections between school-leavers and Salisbury's growing industrial base.*
- ⇒ *Enabling more Salisbury residents to utilise our libraries' cost-free collections.*





What does a Safe and Secure Salisbury look like?

- ⇒ We feel safe, and are safe, in public and in our homes
- ⇒ Every one of us has access to secure and dignified housing
- ⇒ We all have access to healthy, nourishing meals
- ⇒ No one is prevented from meeting their needs, and being included in community, on account of financial stress

Our challenges

- ⇒ *Supporting our residents through the escalating cost-of-living and food security crisis.*
- ⇒ *Increasing safety (and perceptions of safety) in our neighbourhoods.*
- ⇒ *Responding to changing technologies and community expectations in relation to facility provision.*



MEASUREMENT & REPORTING

Measurement and reporting are critical for ensuring that we are meeting our commitments and achieving change. Three levels of measurement will be applied to evaluate the success of all new actions identified in this Plan:

- Process Indicators
- Program Indicators
- Population Indicators

Reporting on the Action Plan will take place at the conclusion of the yearly cycle. The annual reports will:

- Comment on the progress of each action and its success as measured against the Process and Program Indicators.
- Present the latest population-level data in relation to the identified Population Indicators.
- Based on an analysis of what worked, provide recommendations for ongoing program changes.

Process indicators

Process indicators measure the number and quality of outputs. The number of outputs concerns the number of initiatives delivered and number of participants reached, while the quality of outputs relates specifically to alignment with the THRIVE Program Principles – that is, how and to what extent did the initiative address each of the seven Program Principles.

Program indicators

Program-level indicators measure individuals' wellbeing outcomes as a direct result of their participation in the program. What we are interested in here is not how many initiatives were delivered or how many people participated, but whether our efforts helped to improve the wellbeing of participants. Did our interventions work? Relevant program-level indicators will be identified, and measurement will take place via short surveys and observation, as context-appropriate.

Population indicators

Ultimately, we want to move the dial on wellbeing at a population level. We want, for example, to make an impactful difference to levels of social isolation, physical inactivity, and civic engagement within our communities. However, these are enormously complex issues, and we cannot give ourselves unrealistic expectations. Nevertheless, measuring population-level statistics is important for keeping track of how our communities are faring, and gauging the long-term impacts of our efforts. The Action Plan identifies relevant indicators for each domain, reflecting the overall changes we are seeking to achieve in that domain.



Item 5.1.3 - Attachment 2 - Thrive Action Plan



THRIVE

Current initiatives

- Socially Connected
- Learning & Aspiring
- Civically Engaged
- Culturally Enriched
- Safe & Secure
- Physically Active

Socially Connected: current initiatives

Community Development Programs

Delivery of a range of programs from community centres and libraries that build community connections, including the art and craft activities, support and discussion groups, gardening programs, health and wellbeing sessions, financial literacy classes, and support for Neighbour Day. We also participate in collaborations that respond to community needs and demands.

Be Social, Seniors Program

Be Social focusses on supporting community members over 50 to connect with others while engaging in a wide variety of enjoyable activities. The program provides a range of opportunities for participants to access timely, relevant, and accurate information in relation to services and community.

Disability

We deliver a range of group-based programs for people with disability, their families and carers, providing opportunities for socialisation and fellowship, through purposeful engagement in a range of enriching activities. These include STARS, Fun on Friday, Salisbury Social Group, and The Shed, run regularly from Council's community and seniors centres.

Salisbury Community Grants and Event Sponsorship

Council supports incorporated community groups, voluntary associations, health, and religious organisations to deliver community projects and events that foster opportunities for community participation and development.

Planning and infrastructure

Council's Strategic Growth Framework and precinct plans provide mechanisms for improved community outcomes in new urban developments, through coordinated social infrastructure provision and liveable urban environments.

Learning & Aspiring: current initiatives

Library collections and programs

Our five library branches provide study spaces, resources, and programs to support our residents' life-long learning ambitions throughout the life course. We have an enormous selection of physical and digital collections – including magazines, ebooks, and educational courses – available to borrow at no cost.

Digital Literacy, Technology, and Sustainability

Delivery of a range of programs that build digital literacy, including weekly Tech Try sessions, technology 101 sessions, online safety classes, and STEM and creative technology programs. In partnership with Green Adelaide, delivery of nature education programs and workshops.

Work-Readiness Programs

A range of Community Centre and Twelve25 programs designed to connect people to information, and programs that help them achieve their goals, including ACE Adult Education programs, English language classes, YEP! Youth Entrepreneurs Program, the Qualifications Program, Getting Your L's, Student Exchange Program, and Salisbury After Dark homework sessions. We also partner with local industry and schools to deliver events and programs that support employment pathways and career opportunities in STEM.

Traineeships and Scholarships

Council's traineeship program provides exciting opportunities for school-leavers to gain on-the-job skills and experience while studying a nationally accredited certificate qualification. Additionally, the Phoebe Wanganeen Scholarship supports Aboriginal and Torres Strait Islander residents to pursue university and vocational study.

Polaris Business Development Centre

The Polaris Centre specialises in providing business support, advice and training for small to medium enterprises in the northern region. Through group and one-on-one consultations, workshops, mentoring, and networking events – such as the Intercultural Employment and Business Expo and Women in Business Conference – Polaris supports residents to reach their business goals.

Civically Engaged: current initiatives

CoS Volunteering

Our volunteer program encourages and enables participants to become active and engaged community leaders, providing support in various capacities across the City while building skills, confidence, networks, and purpose.

DAIN (Disability, Access and Inclusion Network)

The Disability Access and Inclusion Network gives a voice to this community, providing advocacy and advice to Council in relation to inclusion and universal design.

SICA (Salisbury Intercultural Community Alliance)

SICA is an advisory group composed of community members from culturally diverse communities who come together on a quarterly basis to discuss priorities, problem solve and advise council.

Interfaith Network

The interfaith network provides an opportunity for information sharing between council and our diverse faith community through their trusted faith leaders. The network includes faith leaders and Multifaith SA.

RAP Working Group

Panel of internal staff and external representatives meeting on a voluntary basis to oversee the delivery of the Reconciliation Action Plan.

Salisbury Seniors Alliance

Advisory Group for older people to have their say on policy and programs, in support of Salisbury's Age Friendly Strategy.

Civic Awards

City of Salisbury's Citizen of the Year Awards give important recognition to the contributions and achievements of our residents.

Culturally Enriched: current initiatives

Arts and culture

We deliver or support a wide range of community events, including the Community Markets and Youth Market, Community Christmas Carols, and the Walking Through a Songline Exhibition. We also offer a range of creative arts programming, including special interest talks, NOADE Content Creators Workshop, Salisbury Authors Series, and the Watershed Creative Art Prize. We work with local and accomplished musicians and theatre companies, such as the Salisbury Youth Performing Arts Group, to offer inclusive and inspiring events for our communities.

Cultural programs

We support a range of social groups at our community and seniors Centres that enable people from diverse cultures to maintain their social and cultural connections.

Interculturalism

Our Intercultural Strategic Plan celebrates our City's rich cultural diversity, and sets out our commitment to a range of initiatives designed to welcome new arrivals, support community connections through culture, advocate for diverse cultural groups, recognise and celebrate, and build cross-cultural understanding and connections.

Reconciliation

We actively celebrate and recognise our First Nations communities by holding events commemorating significant First Nations dates, such as Sorry Day, Reconciliation Week, and NAIDOC Week. In addition, we incorporate First Nations history and culture in public art, including the Salisbury Clock Tower and the Burton Mural, and support local First Nations communities to realise local projects through our community centres.

Local and family history

Council plays an important role in documenting and promoting local history, through protection of heritage places, Local History Collections and publications, family history and genealogy services, and management and maintenance of historical community facilities – including the Salisbury Memorial Park.

Physically Active: current initiatives

Physical Activity programs for seniors

Our Seniors Centres provide a range of classes and programs that support older residents to stay active, build strength, flexibility and balance in a supportive, group-based environment. These initiatives are supported by our “Be Active – Find Your Why” peer-to-peer motivational campaign, which encourages lifestyle change and connects older residents with the many activity options available across the City.

Walking and Cycling Groups

Council supports community-led initiatives to help people to get active, including Cycle Salisbury, Heart Foundation Walking Groups, and Salisbury Run.

Youth Programs

Our Growing for Gold program introduces young people to a range of sports and encourages them to connect with local sports clubs. Through our Youth Sponsorship Program, we also support promising local athletes to compete in representative events. In addition, our Twelve25 Youth Centre provides a range of active recreation programs to build fitness and physical literacy.

Physical and Social Infrastructure

Council manages an extensive network of open space, paths, trails, sporting and recreation facilities, and outdoor gyms, which are critical for enabling our community to be physically active. Our community centres and hubs also offer programs and activities to help people stay active, including community gardens.

Club Development

Council supports local volunteers and coaches to further their training and development through the Volunteer, Club Coach and Official Education Subsidy Program.

Safe & Secure: current initiatives

Meals and nutrition

We deliver a range of programs to support healthy eating and nutrition. The Morella Community Kitchen and our community gardens, for example, teach participants cooking and nutrition skills. Community members can also access free nutritious meals at the Life Community Kitchen at Para Hills, while seniors can enjoy affordable, healthy meals in great company at our Jack Young Seniors Centre.

Ageing in Place

The Housing Support Program supports vulnerable older people who are homeless or at risk of homelessness to locate safe and secure housing and aged care services. The Home Assist Program supports eligible community members to remain living independently at home, through domestic assistance, transport, minor maintenance and gardening.

Housing Affordability

Council takes a proactive role in the delivery of affordable housing, through the development of surplus council-owned land. We commit to providing between 15% to 20% affordable housing in all our developments.

Personal safety

As a White Ribbon accredited workplace, we are committed to ending violence against women. We partner with a range of stakeholders to raise awareness of family and domestic violence, and deliver a range of programs to support victims and family members. We also prioritise safety in the public realm through well designed public spaces, and through our Community Safety CCTV Program.

Community Centres

Our libraries and community centres are a safe, secure and welcoming place to visit, offering amenities and providing shelter from extreme heat and weather events. They also offer social support and resilience-building programs, addressing living skills, parenting, and cost of living, including the Rent Right Tenant Advisory Service which operates out of Twelve25.

ITEM	5.1.4
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Youth Sponsorship Applications - October 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 October 2023.

RECOMMENDATION

That Council:

1. Notes that 12 Youth Sponsorship Applications were assessed in October 2023, as included in this report (Item No. 5.1.4, Community Wellbeing and Sport Committee, 21 November 2023).
2. Notes one application, as outlined in section 3.2 of this report (Item No. 5.1.4, Community Wellbeing and Sport Committee, 21 November 2023), did not meet the eligibility criteria as it was not received 14 days clear of the event.
3. Approves the application as outlined in section 3.2 of this report (Item No. 5.1.4, Community Wellbeing and Sport Committee, 21 November 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 October 2023.

Funding per application	Event	Total Funding
2 @ \$1,250	Representing Force Elite Academy at the 2024 Hawaii Marquee Cheerleading Competition	\$2,500
1 @ \$350	Blitz FCD Cheer & Dance SA at the 2023 CheerCon National Championships	\$350
1 @ \$350	Northern Cheer Elite SA at the 2023 CheerCon National Championships	\$350
2 @ \$750	Australia at the World Cup Cycle Speedway Championships	\$1,500
2 @ \$350	Outlaws All Stars SA at the Australian Cheerleading Federation National Cheer & Dance Championships 2023	\$700
1 @ \$350	SA Crowns Indoor Netball at the Indoor Netball Australia Junior Championships	\$350
2 @ \$350	Football SA at the 2024 Futsal Championship Nationals	\$700
1 @ \$350	SA at the Australian Schools Volleyball Cup 2023	\$350
TOTAL		\$6,800

- 3.2 Please note that the below application has been received outside of the eligibility criteria, as it was not received 14 days clear of the event start date.
- 3.3 In accordance with the Terms of Reference, it is recommended that the Committee consider the below application for Council's approval.

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

4. CONCLUSION / PROPOSAL

- 4.1 The Youth Sponsorship Program annual funding budget for 2023/2024 is \$45,000 with a balance of \$1,050 if all the above applications are approved for October 2023.

ITEM	5.1.5 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Grant No. 17/2023-24: Woodworkers Shed Northern Districts (S.A) 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 Woodworkers Shed 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 November 2023 round of Community Grants as follows:
 - a. Grant No. 17/2023-24 Woodworkers Shed Northern Districts (S.A) Inc. Community Grant Application: to the value of \$5,000: to assist with purchasing various equipment including but not limited to; paint, timbers and blades.

ATTACHMENTS

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

1. Community Grant Eligibility Criteria and Guidelines [↓](#)
2. Woodworkers Shed Northern Districts (S.A) Inc. Community Grant Application [↓](#)

1. BACKGROUND

- 1.1 The Woodworkers Shed Northern Districts (S.A) Inc. (Woodworkers Shed) has applied for the November 2023 round of Community Grants to assist with purchasing various equipment including but not limited to; paint, timbers, glue, thinners, wood filler, nuts and bolts and blades.
- 1.2 The Woodworkers Shed received community grant funding in August 2011 and are eligible to apply for the November 2023 round of grant funding.

2. REPORT

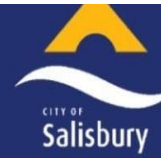
- 2.1 Founded in 1999, the Woodworkers Shed is located in the Happy Homes Reserve in Salisbury.

- 2.2 The Woodworkers Shed has approximately 26 members (the majority of which reside in the City of Salisbury). These members work from February – December each year to make wooden toys for children that are donated to local charities.
- 2.3 The Woodworkers Shed donate approximately 200 toys made throughout the year to Uniting in Care Salisbury, the Lions Club of Paralowie and the Playford Community Fund.
- 2.4 The Woodworkers Shed is a place for men of all backgrounds and skill levels to come to learn new skills, make new friends, have a laugh and create something that will be donated to be enjoyed by children and families in need.
- 2.5 This application is requesting funds to purchase various equipment to assist with the creation of these toys. This includes paint, timbers, glue, thinners, wood filler, nuts and bolts and blades.
- 2.6 The Woodworkers Shed consistently hold barbeques at Bunnings to raise funds for equipment. Each year, the Woodworkers raise approximately \$3,500 through these barbeques which helps pay for the larger equipment the group needs (saws and blades etc.).
- 2.7 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.8 The money committed to this application for the November 2023 round, if approved, is \$5,000. Based on the Administration recommendations, the money committed to all grant applications received for the November round (7 in total) is \$31,516.
- 2.9 The remaining balance of the grant funding if all grant applications received (7 in total) for the November 2023 round are approved based on the Administration recommendations is \$22,484.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Woodworkers Shed Community Grant Application: to the value of \$5,000: to assist with various equipment including paint, timbers and blades.

Effective 23 August 2021



Community Grants Program

Guidelines and Eligibility Criteria



live it up

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City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

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

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

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

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

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

1. Introduction

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

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

2. Submitting an Application

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

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

3. Community Grants Program Aim and Objectives

Aim

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

Objectives

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

4. Funding Rounds Opening and Closing Dates

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

5. Community Grants Program Categories

Community Grants Program funding is available under the following categories:

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

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

6. Types of Community Grants and Amount of Funding

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

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

7. Eligible Areas

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

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

8. Eligibility to Apply

Eligible Organisations

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

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

Non-Eligible Organisations

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

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

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

It is recommended that organisations register the availability of their AEDs to increase public awareness and availability of AEDs in emergency situations. SA Ambulance and St John Ambulance Australia manage separate voluntary registration platforms that organisations can utilize to register their AEDs availability for public use.

The SA Ambulance register is only used by 000 emergency operators during suspected SCA episode to direct callers to the nearest public use AED location. The registration website can be accessed via <http://www.saambulance.com.au/NewsPublications/AEDRegister.aspx> The St John AED registration website can be accessed via <https://data.aed.stjohn.org.au/registration.aspx> and will be made available to the public via a website map or phone app.

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

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.

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

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment C
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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

Applicant Organisation Information			
1. GROUP / ORGANISATION DETAILS			
Name:	<i>Woodworkers Shed Northern Districts (S.A.) Inc.</i>		
Address:	<i>Happy Home Reserve, Lawrie Ave.</i>		
Suburb:	<i>Salisbury</i> Postcode: <i>5108</i>		
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)			
Name:	<i>Mr Peter Scanlon</i>		
Title (your role with the group/organisation):			
Address:	<i>PO Box 1057, Salisbury, SA 5108</i>		
Phone:	Landline: Mobile:		
Email:	<i>www.ndsainc@gmail.com</i>		
3. COMMUNITY GRANT RESPONSIBILITY			
Name of Person Responsible for the Grant:	<i>Other: Michael Richer</i>		
Title (role with the group/organisation):	<i>Treasurer</i>		
4. GROUP / ORGANISATION MANAGEMENT DETAILS			
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	<i>By a member elected committee</i>		
Is your organisation:			
a) Incorporated:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> Yes <input checked="" type="checkbox"/> (go to question c) </td> <td style="width: 50%;"> No <input type="checkbox"/> (go to question b) </td> </tr> </table>	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> Yes <input type="checkbox"/> (go to question c) </td> <td style="width: 50%;"> No <input checked="" type="checkbox"/> (go to question c) </td> </tr> </table>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)
Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)		
Parent Organisation			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input 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:	<i>Funds raising and membership fees</i>	
f) Purpose:	<i>Manufacturing of wooden toys that are donated to local charities</i>	
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>Woodworkers Shed Northern Districts (S.A.) Inc.</i> <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:		
Referee's Contact Information:		

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

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i> <u>5 8 5 8 6 5 5 2 1 3 1</u> <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>NB: GST Registration</p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> <div style="float: right; text-align: right;"> No <input checked="" type="checkbox"/> <i>(enter '0' dollar amounts below)</i> </div>
INCOME	\$ AMOUNT
Project or event generated income:	
Organisation's contribution:	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Twelve months labour provided by the club members in the manufacture of the wooden toys. The club members membership fees and attendance fees which along with money raised by attending Bunnings BBQs provide the funds need to maintain the club.</i>
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT
TOTAL (including GST):	\$ 0

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Wooden toy manufacturing for donation to local charities.</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>ongoing</i>
Total cost of Project/Event	<i>\$ 0</i>
Amount of Community Grant Funding Requested	<i>\$ 1,114</i>
Is there any other information that you may feel is relevant to your application?	<i>Non profit organization funded by the club members.</i>
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input 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"/>

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):	<i>August 2011</i>
What amount of Grant funding was provided:	<i>\$ 2,000</i>
When was the previous Grant acquitted (month & year):	<i>June 2012</i>
Group/Organisation Information	
Group/Organisation Name	<i>Woodworkls Shed Northern Districts (S.A.) Inc.</i>
Group/Organisation Description	<i>Member run Woodworking Club</i>
Group/Organisation Registered Address	Number/Street: <i>Lawrie Ave.</i> Suburb: <i>Salisbury</i> Postcode: <i>5108</i>
Is the Club Incorporated?	<i>Yes</i>
Number of Members	<i>26</i>
% of Membership that reside in the City of Salisbury	<i>60 %</i>
Project/Event Details	
Project/Event Name	<i>Manufacture of wooden toys that are donated to local charities</i>
Project/Event Summary	
Date(s) of Project/Event	<i>The project runs for February to December each year.</i>
Location of Project/Event:	Number/Street: <i>Lawrie Ave.</i> Suburb: <i>Slisbury</i> Postcode: <i>5108</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>The toys manufactured by the club members are donated to local charities that distribute them to disadvantaged local children.</i>
How many individuals will benefit from the Project/Event?	<i>200</i>
% of project/event participants that reside in the City of Salisbury	<i>60 %</i>
If it is an Event, is it open to the public?	<i>No</i>
How will the Project/Event be promoted?	<i>Though the charities that receive the toys.</i>

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

Grant Money Requested	
Amount Requested	\$ 5000
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Titebond Original Wood Glue	\$400
Mirocat / Mirosol / Mirolac finishes	\$ 772
Bobin sander sleeves	\$ 54
Regeem 6mm axle caps 200	\$ 126
Bandsaw Blades	\$ 83
Sand Paper 120g/180g/240g	\$ 96
Masking Tape	\$ 94
Mineral Turps	\$ 71
General Purpose Thinners	\$ 82
Paint Brushes	\$310
12" Sanding Disc 80g	\$ 33
TAS OAK Dowel 9.5mm x 2.4 lg x 2	\$ 40
TAS OAK Dowel 16mm x 2.4 lg x 2	\$ 66
TAS OAK Dowel 8mm x 2.4 lg x 4	\$ 61
Wood Filler	\$ 81
Blades for various saws	\$2700
	\$
TOTAL (including GST):	5,000
Quote Attached:	<input type="checkbox"/> Yes <input checked="" 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>	

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

Project or Event Scope

Provide a description of the proposed project or event:

The members of the Woodworkers Shed manufacture wooden toys during each year between February and November. These toys are then presented to three local charities at the clubs end of year function. The charities then distribute the toys to needy local families for their children as gifts at Christmas. Approximately 200 individual items are produced each year.

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:

The toys produced enable disadvantaged children within the local community to receive quality toys as gifts at Christmas each year.

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

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i> <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 community organizations that receive the toys are</i></p> <p><i>Uniting in Care Salisbury</i> <i>Lion club of Paralowie</i> <i>Playford Community Fund</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><i>Ongoing Projects or Events</i></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><i>One-off Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p>

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

ITEM	5.1.6
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Grant No. 18/2023-24: Uniting in Care Salisbury Inc. Community Grant Application
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Uniting in Care Salisbury 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 November 2023 round of Community Grants as follows:
 - a. Grant No. 18/2023-24 Uniting in Care Inc. Salisbury Community Grant Application: to the value of \$5,000: to assist with purchasing 250 x \$20 Woolworth/Big W Gift Cards as part of its 'Parcel of Love' project.

ATTACHMENTS

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

1. Uniting in Care Salisbury - Community Grant Application [↓](#)

1. BACKGROUND

- 1.1 Uniting in Care Salisbury has applied for the November 2023 round of Community Grants to assist with purchasing 250 x \$20 Woolworth/Big W 'Gift Cards' as part of its 'Parcel of Love' project.
- 1.2 Uniting in Care Salisbury Inc. received community grant funding in January 2023 (originally applied for in November 2023, however the grant application was unable to be assessed by the Community Wellbeing and Sport Committee until January 2023 due to Local Government Elections).
- 1.3 Technically, as the funds were not released until January 2023, the Uniting in Care Salisbury Inc. would not be eligible for the November 2023 grant funding, but noting that this was out of their control, it is recommended that this application be considered for the November 2023 round of grant funding.

- 1.4 Uniting in Care Salisbury Inc. receive Government Funding from the Department of Social Services for the purpose of being an 'Emergency Relief Provider to the Salisbury Area'.
- 1.5 The grant funding Uniting in Care Salisbury Inc. receive from the Department of Social Services can only be used on emergency relief items such as food parcels, chemist vouchers and bus tickets. In addition, this funding is used to cater a free community lunch and morning tea once a month.

2. REPORT

- 2.1 Uniting in Care Salisbury Inc. was created in 1993 by the Salisbury Uniting Church, which in turn has its roots going back to the 1850s, to provide practical assistance to the Salisbury community.
- 2.2 Uniting in Care Salisbury Inc. operates out of the Salisbury Uniting Church in Salisbury. Both Uniting in Care Salisbury and Salisbury Uniting Church have submitted a community grant application for the November 2023 round.
- 2.3 It is staffed by volunteers from the church community who want to make a positive difference to the community in which they live.
- 2.4 Uniting in Care Salisbury Inc. has approximately 1,500 members (the large majority of which reside in the City of Salisbury).
- 2.5 Eight years ago, Uniting in Care Inc. decided they wanted to raise funds to provide a 'Parcel of Love' to its clients. The Parcels of Love were created to add extra special items for their clients on Christmas Day, items which were not able to be provided under the grant funding provided by the Department of Social Services.
- 2.6 Uniting in Care Salisbury Inc. donate approximately 250 Parcels of Love to the Salisbury community.
- 2.7 Uniting in Care Salisbury Inc. work with the Salisbury Uniting Church, Pedare Christian College, Parafield Gardens Uniting Church and this year Lions Club of Paralowie to create the Parcels of Love.
- 2.8 The Parcels of Love include include various items which many families cannot afford, but which make Christmas Day a celebration. This includes items such as; bon-bons, drinks, puddings, custard, fruit, chocolates, tinned vegetables, gravy, table cloths, serviettes, ham and stuffing.
- 2.9 As per previous years, Uniting in Care Salisbury Inc. are requesting funds to add a \$20 Woolworths/Big W Voucher to the Parcels of Love.
- 2.10 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.11 Based on the Administration recommendations, the money committed to all grant applications received for the November round (7 in total) is \$31,516.
- 2.12 The remaining balance of the grant funding if all grant applications received (7 in total) for the November 2023 round are approved based on the Administration recommendations is \$22,484.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Uniting in Care Salisbury Inc. Community Grant Application: to the value of \$5,000: to assist with purchasing 250 x \$20 Woolworth/Big W 'Gift Cards' as part of its 'Parcel of Love' project.

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

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>
<i>If Yes, provide details:</i>	
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>	<i>Christmas Items from Congregation & Lions Club Paralowie</i>
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>We will provide volunteers to pack bags and grocery items to fill the bags.</i>
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
265 x \$20 Essential Cards	\$5,035.00
TOTAL (including GST):	\$5,035.00

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>A Parcel of Love</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>November- December 2023</i>
Total cost of Project/Event	<i>\$ 5,035</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>Quote Essential Cards</i> 2. <i>DGR Endorsement</i>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Project/Event Details		
Previous Community Grants Program Funding		
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	<i>We received it in January 2023 for Christmas 2022 delayed (Elections)</i>	
What amount of Grant funding was provided:	<i>\$ 5,000</i>	
When was the previous Grant acquitted (month & year):	<i>May 2023</i>	
Group/Organisation Information		
Group/Organisation Name	<i>Uniting In Care Salisbury Inc</i>	
Group/Organisation Description	<i>Uniting In Care is a public Benevolent Institution</i>	
Group/Organisation Registered Address	<i>Number/Street: 59-61 Park Terrace Suburb: Salisbury Postcode: 5108</i>	
Is the Club Incorporated?	<i>Yes</i>	
Number of Members	<i>1,500</i>	
% of Membership that reside in the City of Salisbury	<i>100 %</i>	
Project/Event Details		
Project/Event Name	<i>A Parcel of Love</i>	
Project/Event Summary	<i>A Parcel of Christmas supplies to assist those in need,</i>	
Date(s) of Project/Event	<i>November-December 2023</i>	
Location of Project/Event:	<i>Number/Street: 59-61 Park Terrace Suburb: Salisbury Postcode: 5108</i>	
How will the Project/Event benefit the residents of the City of Salisbury?	<i>It will assist those in need in our local community at Christmas.</i>	
How many individuals will benefit from the Project/Event?	<i>250</i>	
% of project/event participants that reside in the City of Salisbury	<i>100 %</i>	
If it is an Event, is it open to the public?	<i>No</i>	
How will the Project/Event be promoted?	<i>Brouchers are distributed to participating donors.</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

Project or Event Scope

Provide a description of the proposed project or event:

Throughout the Year Uniting In Care volunteers assist those in the Salisbury City Council area by providing Emergency Food Relief to those in need. At Christmas the Salisbury Uniting Church community collect grocery items for the Christmas Table for 'A Parcel of Love' Appeal. These items consist of all the special things that you might find on your Christmas Day Table. For most clients, they can not afford the 'Trimnings' but with the assistance of our church community, Pedare Christian College, and Parafield Gardens Uniting Church 'A Parcel of Love' provides those doing it tough a chance to experience a Christmas Day Feast! We welcome the assistance of Lions Club Paralowie to join us this year to share with those in need.

Items that feature in our parcels are: Bon-Bons, drinks, puddings, custard, fruit, chocolates, nuts, tinned vegetables, gravy, table cloths, serviettes, Ham & Stuffing.

With the help of the Salisbury City Council Grant in previous years we provided an Essential Card so that they may purchase a Roast meat for the Christmas Table.

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. *Quote for Essential Cards*
 2. *DGR gift endorsement*
 3. *Minutes - Approval*

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:

We have had so many comments from clients in the past about how much this means to them especially those families that are struggling due to unemployment. Each Parcel given out is different some are aimed for single clients, some for families, some for migrant families, some gluten free. Every Parcel is packed as a gift from someone who cares. This year we hope to distribute 250 parcels as well as toys for the children.

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>We have had wonderful support in the past from the Salisbury Uniting Church, Parafield Gardens Uniting Church, Pedare Christian College, Para Hills Uniting Church, Commonwealth bank, and the Woodworkers Shed. (provides toys)</i></p> <p><i>I believe the support we receive is because those that donate pack the bag themselves and it becomes very personal to the giver and to the those that receive the gift. A Christmas card is included in the parcel acknowledging the Grant from Salisbury City Council.</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><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>'A parcel of Love' has always been well supported by the Salisbury Uniting Church congregation and local churches. We launched the project in October with the hope of receiving donations well before the busy Christmas Project.</i></p>

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

ITEM	5.1.7
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Grant No. 19/2023-24: Salisbury 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 Salisbury 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 November 2023 round of Community Grants as follows:
 - a. Grant No. 19/2023-24 Salisbury Uniting Church Community Grant Application: to the value of \$1,516: to assist with purchasing lighting equipment and stage hire for its 'Carols on the Lawn' event.
2. Notes that this applicant requested \$3,399 for the purchase of an ice-cream freezer display however this is not deemed to be required to deliver a Carols on the Lawn event as the application states and as such has not been recommended for funding through the Community Grants program.

ATTACHMENTS

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

1. Salisbury Uniting Church Community Grant Application [↓](#)

1. BACKGROUND

- 1.1 The Salisbury Uniting Church has applied for the November 2023 round of Community Grants to assist with hosting its 'Carols on the Lawn' event.
- 1.2 The Salisbury Uniting Church received \$5,000 in November 2019 to purchase a Portable Sound System, Sound Installation and TV for its Christmas Family Carols event and \$2,000 of community grant funding in July 2022 to purchase a defibrillator.
- 1.3 Both of these grants have been acquitted and the Salisbury Uniting Church is eligible to apply for the November 2023 Grant Funding.

2. REPORT

- 2.1 The Salisbury Uniting Church has its roots going back to the 1850s in Salisbury.
- 2.2 The Salisbury Uniting Church has approximately 160 members (the large majority of which reside in the City of Salisbury).
- 2.3 The Salisbury Uniting Church has a vision to be a healthy church which interacts with the community.
- 2.4 The Salisbury Uniting Church created Uniting Care in Salisbury who operate at the same location (these organisations have separate Australian Business Numbers). Both organisations have submitted a community grant application for the November 2023 grant round.
- 2.5 The Administration have recommended the full amount be supported for the Uniting Care in Salisbury application.
- 2.6 This application is requesting funds to purchase lighting equipment, stage hire and an ice-cream freezer display as part of its Carols on the Lawn event.
- 2.7 The ice-cream freezer display requested in this application is not recommended to be included in this grant funding due to its limited community value and unlikely continued use.
- 2.8 Carols on the Lawn is a free community event with entertainment, free food and free presents for children.
- 2.9 The Salisbury Uniting Church have invited Audacious Ministry (Youth), Adelaide Burmese Matu Church and Romanian Church to participate in this event, however it is unclear if they are participating.
- 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 November 2023 round, if approved, is \$1,516. Based on the Administration recommendations, the money committed to all grant applications received for the November round (7 in total) is \$31,516.
- 2.12 The remaining balance of the grant funding if all grant applications received (7 in total) for the November 2023 round are approved based on the Administration recommendations is \$22,484.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Salisbury Uniting Church Community Grant Application: to the value of \$1,516: to assist with purchasing lighting equipment and stage hire for its 'Carols on the Lawn' event.

Applicant Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name:	Salisbury Uniting Church	
Address:	59-61 Park Terrace	
Suburb:	Salisbury Postcode: 5108	
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	Mrs Denise Franklin	
Title (your role with the group/organisation):	Deputy Chairperson	
Address:	59-61 Park Terrace, Salisbury SA	
Phone:	Landline: 8258 2675 Mobile: 0439 700 706	
Email:	salisburyuca@bigpond.com	
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	Mrs Denise Franklin	
Title (role with the group/organisation):	Deputy Chairperson	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	by Church Council	
Is your organisation:		
a) Incorporated:	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)
Parent Organisation		
Name:		
ASIC Registration Number:		

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input 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:	<i>We are funded by Salisbury Church Congregational Members</i>	
f) Purpose:	<i>Religious Education</i>	
g) Other (please specify): <i>rooms available for hire to local community and multicultural churches.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: [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:	<i>Hanne Konrad</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

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN:)</small> 5 8 4 1 2 4 3 5 4 9 1 <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
NB: GST Registration If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)? <i>If Yes, provide details:</i>	<div style="display: flex; justify-content: space-around;"> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </div> <p style="text-align: right; font-size: small;"><i>(enter '0' dollar amounts below)</i></p>
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>We will provide free drinks & ice-creams. Activities for children and supply musicians & singers.</i>
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
<i>Hire of Staging</i>	\$ 817
<i>Stage Lighting Purchase</i>	\$ 699
<i>Icecream display freezer</i>	\$ 3,399
TOTAL (including GST):	\$ 4,915

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 checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>'Carols on the Lawn'</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>December 15th 2023 ongoing</i>
Total cost of Project/Event	<i>\$ 4,915</i>
Amount of Community Grant Funding Requested	<i>\$ 4,915</i>
Is there any other information that you may feel is relevant to your application?	<i>The event will be open to the community an opportunity for low income families to attend a Family fun free event, enjoy activities, music & Christmas Carols</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>quotes for the event</i> 2. <i>invoice and minutes from Church Council</i>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

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):	December 2020
What amount of Grant funding was provided:	\$ 5,000
When was the previous Grant acquitted (month & year):	May 2021
Group/Organisation Information	
Group/Organisation Name	Salisbury Uniting Church
Group/Organisation Description	Uniting Church of Australia
Group/Organisation Registered Address	Number/Street: 59-61 Park Terrace Suburb: Salisbury Postcode: 5108
Is the Club Incorporated?	NO
Number of Members	160
% of Membership that reside in the City of Salisbury	98 %
Project/Event Details	
Project/Event Name	Carols on the lawn
Project/Event Summary	Christmas Carols and Activities
Date(s) of Project/Event	15/12/2023
Location of Project/Event:	Number/Street: 59-61 Park Terrace Suburb: Salisbury Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	It will be a free family event, for the local community.
How many individuals will benefit from the Project/Event?	250
% 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?	postcards, banners, web-page and TV Advertising via Drop-in Centre.

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Community Grant Application - Page 8 of 13

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p><i>'Carols on the Lawn' will be held at 7pm-9pm on Friday 15th December. This is an outreach event for the local community. We have invited local multicultural churches to join us. Audacious Ministry (Youth) Adelaide Burmese Matu Church & Romanian Church have all been invited to take part. We will have activities for children, musicians, drinks & ice-creams before commencing the interactive Carols service. We will invite low income families who visit our Emergency Relief Centre, Salisbury primary School and residents of the local community. Due to Covid 19 impact on Event Gatherings over the past years Salisbury Uniting Church are excited to welcome the local community & Multicultural Churches to join us for 'Carols on the Lawn'</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. <i>Quotes for Carols on the Lawn</i> 2. <i>Invoice for the event</i> 3. <i>Board Minutes</i>

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>For some in the community they lack the funds or support family network to attend Christmas events. Having a free family event with entertainment, and support from our congregation as they welcome the local community to join us will hopefully encourage all who attend to share in the love and peace that Christmas brings. We have already seen the benefits from prior events as many who attended were very grateful for the hospitality shown and especially the children who were able to receive gifts from under the tree. We are positioned well on Park Terrace clearly visible. The front lawns are fenced to assist families with young children to relax and enjoy the Carols in safety.</i></p>

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ITEM	5.1.8
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Grant No. 20/2023-24: Bahr El-Ghazal Community Association of SA 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 Bahr El-Ghazal Community Association of SA Inc. 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 November 2023 round of Community Grants as follows:
 - a. Grant No. 20/2023-24 Bahr El-Ghazal Community Association of SA Inc. Community Grant Application: to the value of \$5,000: to assist with costs of hall hire and costumer hire as part of its ‘South Sudanese Community Celebration’ event.

ATTACHMENTS

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

1. Bahr El-Ghazal Community Association of SA Inc. Community Grant Application [↓](#)
2. Further Information regarding Bahr El-Ghazal Community Association of SA Inc. Community Grant Application [↓](#)

1. BACKGROUND

- 1.1 The Bahr El Ghazal Community Association of SA Inc. (BEGCA) has applied for the November 2023 round of Community Grants to assist with hosting its ‘Carols on the Lawn’ event.
- 1.2 BEGCA has not received any prior Community Grant funding and is eligible to apply for the November 2023 round of grant funding.

2. REPORT

- 2.1 BEGCA is a community led organization which consists of various members of the South Sudanese Community to discuss the relevant needs of men, women and youth across the various community groups.
- 2.2 BEGCA is highly motivated to work with the South Sudanese community to develop programs into the future, in particular for women and youth which is the main reason for this grant application.
- 2.3 BEGCA has approximately 1100 members in South Australia. The applicant has advised that a majority of which reside in the City of Salisbury, but is not certain of which percentage.
- 2.4 This application is requesting funds to help with hosting a South Sudanese Community Celebration in the Angkor Hall in Parafield Gardens. Specifically, the costs of the Angkor Hall Hire and the costs of costumes for the performances.
- 2.5 The South Sudanese Community Celebration is a community led event which aims to bring together the South Sudanese-Australian community to come and celebrate culture and community.
- 2.6 It is anticipated that 500 people will attend this event to celebrate culture through dance, music and sharing of food. This event will allow the South Sudanese-Australian community network and share successes and stories as well as to plan future events and further community development projects.
- 2.7 This event will be held at the Angkor Hall and BEGCA will be required to comply with any relevant restrictions of the site.
- 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 November 2023 round, if approved, is \$5,000. Based on the Administration recommendations, the money committed to all grant applications received for the November round (7 in total) is \$31,516.
- 2.10 The remaining balance of the grant funding if all grant applications received (7 in total) for the November 2023 round are approved based on the Administration recommendations is \$22,484.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Bahr El Ghazal Community Association of SA Inc Community Grant Application: to the value of \$5,000: to assist with costs of hall hire and costumer hire as part of its 'South Sudanese Community Celebration' event.

Applicant Organisation Information			
1. GROUP / ORGANISATION DETAILS			
Name:	Bahr El-Ghazal Community Association of South Australia Incorporated		
Address:	280 Portrush Rd		
Suburb:	Belulah Park, SA Postcode: 5067		
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)			
Name:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Monica Amer		
Title (your role with the group/organisation):	Women's Leader, Bahr El-Ghazal Community Association of SA Inc.		
Address:	[REDACTED]		
Phone:	Landline: [REDACTED] Mobile:		
Email:			
3. COMMUNITY GRANT RESPONSIBILITY			
Name of Person Responsible for the Grant:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> As above		
Title (role with the group/organisation):			
4. GROUP / ORGANISATION MANAGEMENT DETAILS			
How is your group/organisation managed:	This organisation is a registered incorporated community group and has a team of leaders who work together to facilitate community objectives.		
Is your organisation:			
a) Incorporated:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Yes <input checked="" type="checkbox"/> (go to question c)</td> <td style="width: 50%;">No <input type="checkbox"/> (go to question b)</td> </tr> </table>	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)		
ASIC Registration Number:	A40204		
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Yes <input type="checkbox"/> (go to question c)</td> <td style="width: 50%;">No <input type="checkbox"/> (go to question c)</td> </tr> </table>	Yes <input type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)
Yes <input type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)		
Parent Organisation			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input 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:
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:	Emily Miller	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

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

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information		
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>		
INCOME	\$ AMOUNT This project will no generate an income.	
Project or event generated income:	\$0	
Organisation's contribution:	\$ 4,000	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$ 0	
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$ 0	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$ The \$4,000 listed above will be provided from the community funds.	
Have you sought any other funding for the project: <i>(please specify the source and amount of funding requested)</i>	\$ N/A	
TOTAL (including GST):	\$ 4,000	
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?		
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT	
Hire of Hall	\$ 3250 (\$2950 + use of dishwasher at hall \$150 + use of Fairy lights in main hall \$150)	
Cultural Costumes for Performances	\$ 2689.50	
DJ	\$ Approx \$700	
Photographer	\$ 900-\$1,000	
Food	\$ 2600	
Decorations	\$ 1400	
	\$	
	\$	
TOTAL (including GST):	\$ 9,100	

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	South Sudanese Community Celebration
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	The event is proposed for early 2024, on a Saturday, however, this will depend on the funding timeframe. It will begin in the afternoon and follow on into the evening.
Total cost of Project/Event	\$9,100
Amount of Community Grant Funding Requested	\$5,000
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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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 type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	\$
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	Bahr El-Ghazal Community Association of South Australia Incorporated
Group/Organisation Description	This organisation is a registered incorporated community group and has a team of leaders who work together to facilitate community objectives.
Group/Organisation Registered Address	Number/Street: 80 Portrush Rd, Beulah Park, SA 5067
Is the Club Incorporated?	Yes
Number of Members	Approx 26
% of Membership that reside in the City of Salisbury	approx 90%
Project/Event Details	
Project/Event Name	South Sudanese Community Celebration
Project/Event Summary	This event will bring together members of the South Sudanese community in Adelaide.
Date(s) of Project/Event	TBC (Early 2024)
Location of Project/Event:	Number/Street: Angkor Hall (376-386 Salisbury Highway) Suburb: Parafield Gardens Postcode: SA 5107
How will the Project/Event benefit the residents of the City of Salisbury?	We estimate that 90% of event attendees will be living within the City of Salisbury and will directly benefit from engagement with the event itself. We also expect that there will be ongoing benefits for residents of Salisbury in several ways.
How many individuals will benefit from the Project/Event?	We estimate that there will be 500 attendees to the event. These attendees will benefit from the event itself as well as from the planning that will occur at this event. We anticipate that future programs and activities will be planned during this event, and/or developed following the event and as a direct result of conversations held during the event.
% of project/event participants that reside in the City of Salisbury	We estimate that approximately 90% of attendees will be living within the City of Salisbury.
If it is an Event, is it open to the public?	No, the event is open to South Sudanese communities and friends and associates.
How will the Project/Event be promoted?	Community Organisation & Social Media sites

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 project is predominantly focused on one community event. In addition, the event is expected to provide opportunity for key discussions regarding program planning for the short- and longer-term future.

The event itself will be held in a community centre within the City of Salisbury. It will be a celebration of culture and community. The event will include music and food, with cultural costumes and dance as a special feature during the event. It is a highly inclusive event as it will bring together women, men, youth and children, as well South Sudanese communities together.

A major strength of this event is that is community driven and will be organised and run by community members. Key leaders within the community will plan for and manage the event, with consultations with the wider community a key part of planning and management practices.

Community leaders organising and managing the event have already met several times to discuss the planning for the event. These conversations have included discussions about what kind of event would be most beneficial to the community, as well as more practical matters regarding timing, resourcing, promotion and management of the event on the day. Quotes for several elements of the event have been sought and secured.

Organisational matters regarding cooking, costume making and scheduling for before, during and after the event have been discussed at length.

Once funding is secured, the management team will move forward with bookings of the space, purchase of necessary equipment and resources, and promotion to the community. The management team will then collect details of expected attendee numbers in order to manage the event on the day. The management team will meet several times in the lead-up to the event itself, to plan for procedural matters on the day of the event.

During the event, key management team members will be allocated tasks such as overseeing attendee numbers and entry processes, coordinating event procedures such as speeches, performances and catering, and closing procedures such as general clean up and bump-out of personnel including musicians and camera crew.

Following the event, the management team will meet to assess the success of the event and to follow up on discussions begun during the event. A particular focus of the follow up discussions will be regarding programs for the future, to bring together key community members who will work together to realise these plans. The management team will also come together to reconcile outcomes with the City of Salisbury to report the successes of the event.

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:

This event is community driven and will be an important milestone celebration of successes to date whilst also providing opportunities for planning of further successes into the short- and long-term future. The event will be an important focal point to enable the community to build on their achievements to date and to strengthen the community into the future. Key benefits:

- Strengthen community relationships to support unity and resilience
- Provide critical opportunity for community leaders to plan for the future
- Be a springboard for immediate development of community led programs to benefit specific groups within the broader community, such as men, women and youth
- Enable leaders from the South Sudanese communities to come together and plan for further community development over the medium to long term

These benefits to the community will also benefit the wider City of Salisbury; programs will be developed to build resilience of communities living in this region. These developments may also provide a framework for other community-based activities for migrant communities from a range of culturally and linguistically diverse backgrounds. As the City of Salisbury has a highly diverse population, this is of key importance.

The South Sudanese-Australian community is a substantial and growing community within the City of Salisbury and surrounds. This event will be a critical focal point for the community, enabling community members to come together and celebrate achievements and culture whilst also planning for the future. It is a crucial event for the community as people can come together in celebration to strengthen relationships, with a goal not only of celebrating achievements but also to plan for programs and events in the future. By supporting this event, the City of Salisbury will contribute to strengthening the community as well as supporting ongoing community development into the future.

South Sudanese-Australian communities have been settling and growing in Australia since the early 2000s. Many first generation migrants had refugee experiences prior to migrating to Australia. Both first and second generation South Sudanese-Australians have encountered challenges in Australia, such as racism and discrimination. However, the community has faced these challenges and worked hard to build success, for example in relation to education and employment.

Family and community strength and support is a crucial element contributing to this resilience. This event and the discussions and future programming it will enable are critical to supporting ongoing successes with the South Sudanese-Australian community.

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
<p><i>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.</i></p> <p>The South Sudanese-Australian community is a substantial and growing community within the City of Salisbury and surrounds. This event will be a critical focal point for the community, enabling community members to come together and celebrate achievements and culture whilst also planning for the future. It is a crucial event for the community as people can come together in celebration to strengthen relationships, with a goal not only of celebrating achievements but also to plan for programs and events in the future. By supporting this event, the City of Salisbury will contribute to strengthening the community as well as supporting ongoing community development into the future.</p> <p>South Sudanese-Australian communities have been settling and growing in Australia since the early 2000s. Many first generation migrants had refugee experiences prior to migrating to Australia. Both first and second generation South Sudanese-Australians have encountered challenges in Australia, such as racism and discrimination. However, the community has faced these challenges and worked hard to build success, for example in relation to education and employment.</p> <p>Family and community strength and support is a crucial element contributing to this resilience. This event and the discussions and future programming it will enable are critical to supporting ongoing successes with the South Sudanese-Australian community.</p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 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: (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: (outline how you will achieve outcomes for the project or activity)</i></p> <p>This event will be led by Monica Amer and Chiman Kuch in collaboration with the CMT. The South Sudanese community will contribute to the event as relevant within their own skillsets. For example, Monica Amer, as the leader of the women’s group, will coordinate with women in the community to provide catering, to coordinate performances and cultural dances, and to facilitate dissemination of the event information to attendees and extend the invitation through her networks. Chiman Kuch will work within his networks to facilitate youth and men’s contributions to the performances and speeches, as Chiman is a key youth leader.</p> <p>In the lead up to the event, we will keep records of the processes of organisation. This will enable us to reflect on what went well and what could be improved for future events of this kind.</p> <p>During the event, we will have a central welcoming table where attendees can write their names and we can therefore have a record of who attended in terms of overall numbers. We will include space for parents/caregivers to list how many children they brought to the event. We will ask attendees to leave a phone number or email for a survey to be sent later.</p> <p>Following the event, a short survey (from SurveyMonkey) will be sent via text message or email to attendees of the event to gather information about their experiences. We will also call meetings of community leaders and members of the CMT to evaluate the event itself as well as to identify and further develop ongoing programs, particularly for youth as well as other groups of women and men.</p> <p>We will produce a written report of the event. This report will detail the planning and production phase, feedback about the event itself, and any ongoing programs that were instigated during the event or as a result of it. We will include a detailed write up of our evaluation process. We will work together with a university researcher (Dr Emily Miller, UniSA) to evaluate the project.</p> <p>Survey questions:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. How did you hear about the event? 2. What did you like best about the event? 3. Was there anything you think could have been better? 4. Do you think we should hold another event like this? 5. Are there any other suggestions for future events or programs we might organise? 6. Age (tickboxes with age range provided) 7. Gender (tickboxes provided) </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. What do you think went well during the event? 2. What do you think could have been done better? 3. Were there any challenges during the organisation of this event that made things difficult? 4. What helped the event to be a success? </td> </tr> </table> <p>Question for group discussions following the event:</p>	<ol style="list-style-type: none"> 1. How did you hear about the event? 2. What did you like best about the event? 3. Was there anything you think could have been better? 4. Do you think we should hold another event like this? 5. Are there any other suggestions for future events or programs we might organise? 6. Age (tickboxes with age range provided) 7. Gender (tickboxes provided) 	<ol style="list-style-type: none"> 1. What do you think went well during the event? 2. What do you think could have been done better? 3. Were there any challenges during the organisation of this event that made things difficult? 4. What helped the event to be a success?
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to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Project/Event Name

South Sudanese Community Celebration

Key contacts

Ms Monica Amer *Women's Leader*, **Monica is the person responsible for the grant**

Mr Chiman Kuch, *Youth Leader*,

Roles within organisation:

Monica is the Women's Leader within the organisation and Chiman is the Youth Leader. They are working together to lead and coordinate the project.

Organisation details

Organisation name: Bahr El-Ghazal Community Association of South Australia Incorporated

Organisation address (head office): 280 Portrush Rd, Beulah Park, SA 5067

Registration number: A40242

The organisation is incorporated, non-profit/community, and does not receive government funding. It does not have DGR status, does not have an ABN and is not registered for GST.

Organisation's Bank details: Commonwealth Bank, Salisbury Branch The account is in the organisation's name and signatories are organisation leaders: Agar Deng Mabok and Deng Dhol

Organisational structure and management:

This organisation is a registered incorporated community group and has a team of leaders who work together to facilitate community objectives. This team remains in place until a new group of leaders is ready to take a turn in the leadership positions at which point they are named as the organisational leaders with particular focus areas or roles that each person takes responsibility for (eg treasurer, secretary etc). The organisation runs official meetings with minutes and keeps financial records as appropriate for their purposes.

It is important to recognise that many of the organisation's meetings are coordinated and run in the Dinka language. As such, English translations are made when relevant for record keeping and when liaising with English speakers. The community has a strong oral heritage. The organisation has a men's leader, a women's leader and a youth leader, all of whom meet from time to time with sub-sections of the community as relevant to discuss the needs of men, women and youth. In addition to these smaller meetings, the group comes together with men and women to discuss overall group management and issues relevant for all. The community as a whole is highly motivated to work together to develop programs into the future, in particular for women and youth which is the reason Monica and Chiman are the key contacts for this project and grant application.

Referee

Emily Miller acts as a referee for the organisation.

Project summary

This event will bring together members of the South Sudanese community in Adelaide, including people within the Bahr El Ghazal Community, Aweil community, Lakes community, Warp community, Bor community, and Equatorial community. Other friends and associates will be invited to the event as well. In total, the event will likely include around 500 community members.

The purpose of this event is to bring South Sudanese-Australian community members together to celebrate cultural diversity and unity. Furthermore, the event will enable discussions and planning for community development.

The event will enable the community to celebrate through cultural dance, music and sharing of food. This environment will be an opportunity for community members to celebrate current successes together and to engage in discussions and planning for further community development into the short and longer term future.

Date(s) of Project/Event

The event is proposed for early 2024, on a Saturday, however, this will depend on the funding timeframe. It will begin in the afternoon and follow on into the evening.

Location of Project/Event

The event will require a community hall capable of fitting around 500 guests. We aim to hold the event in Ankhor Hall, 376-386 Salisbury Hwy, Parafield Gardens SA 5107.

How will the Project/Event benefit the residents of the City of Salisbury?

1. We estimate that 90% of event attendees will be living within the City of Salisbury and will directly benefit from engagement with the event itself.
2. We also expect that there will be ongoing benefits for residents of Salisbury in several ways.
 - Firstly, we expect that this event will enable conversations and planning for South Sudanese specific programs to be run within the City of Salisbury in the short-term future.
 - Secondly, we anticipate that these programs will benefit the wider City of Salisbury residents with community engagement and celebration of multicultural events in the medium- to long-term. Engagement of youth in particular will be an important element of growth into the future.

Council investment into this event will therefore support community development over the longer term, whilst also providing support for immediate engagement with the event and ongoing program development.

How many individuals will benefit from the Project/Event?

We estimate that there will be 500 attendees to the event. These attendees will benefit from the event itself as well as from the planning that will occur at this event. We anticipate that future programs and activities will be planned during this event, and/or developed following the event and as a direct result of conversations held during the event.

The benefits of this event will follow on through the coming year with new programs developed. Hence, we estimate an additional benefit to members of the South Sudanese-Australian community as well as residents of the broader City of Salisbury. Youth programs, for example, will enable community engagement into the future. These may additionally provide a blueprint for other communities to develop similar programs, encouraging community development and engagement.

Percentage (%) of project/event participants that reside in the City of Salisbury

We estimate that approximately 90% of attendees will be living within the City of Salisbury.

If it is an Event, is it open to the public?

The event is open to South Sudanese communities and friends and associates. Some attendees will not be from South Sudanese backgrounds, however, the main aim of the event is to bring together South Sudanese Australians and hence it will not be open to the general public.

Promotion

This event will be promoted through community organisations and social media. The South Sudanese Australian community has several key social media platform through which the event will be promoted. These include WhatsApp groups, including one specifically connecting key community leaders and members which currently has around 150 members. Each of these members is connected to their own networks of family and friends, with further promotion of the event through word of mouth. The community will call several meetings of community leaders to further promote the event via phone, email and in person. The organisation has a list of emails through which an event promotion will be shared. A flyer/invitation will be prepared to share through Instagram, Facebook, WhatsApp, TikTok, and email.

Grant money requested

Amount Requested

We would like to request \$5000 to go towards the cost of this event. The community has fundraised some money that can go towards the remainder of the costs of this event. Without funding from this grant, we will unfortunately not be able to afford to go ahead with the event.

Itemised Breakdown of Costs

In this section we itemise four of our main costs for the event. (1) Hall hire, (2) Costumes, (3) DJ and (4) photographer. There are several additional costs associated with the event, such as for food and decorations, as well as non-facility based infrastructure like chairs, crockery etc. As this grant only offers up to \$5000, we have only included the above in our estimation of costs for this application. The community will use the grant funds to covers the hall hire and to subsidise the full cost of costumes, DJ and/or photographer. The remainder of the costs for this event will be covered by fundraising and funds already saved for this purpose.

1. Item : Hire of hall

Cost: \$2950 + use of dishwasher at hall \$150 + use of Fairy lights in main hall \$150, **TOTAL = \$3250**

(Quote from Angkor Hall)

Justification: We need a large space for this event. We need the space to have adequate facilities for an event of this size (toilets, electricity, undercover etc). This hall is large enough to hold the number of attendees we expect and is fit for purpose.

2. Item: Cultural costumes for the performances during event

Cost: \$2689.50

(Quote from Artoprint for production of costumes and T-shirts with community emblem)

Justification: This event will bring the community together. These costumes are a central element of the event. They will enable the dancers to perform with cultural dress that gives a sense of cohesion to the performers and the South Sudanese community more broadly. T-shirt will be made for other community members coordinating and attending the event. The cultural costumes and T-shirts will have the emblem of the community as a key feature and will bring a sense of unity to the group.

3. & 4. Item: DJ and photographer

Cost: Approx. \$700 for the DJ, and \$900-1000 for the photographer. Fees will be finalised once the funding is secured, and we can set a firm date for the event. The cost will depend on availability and the timing of this event.

Justification: The event will include several performances and speeches from key community leaders. The official proceedings will be followed by focused discussions regarding planning for the future, as well as more informal dancing and celebration for attendees. The DJ costs will enable us to provide music for dancing following performances and speeches. A photographer will be engaged for the event to ensure that we can capture both video footage and still images of the event, to use for sharing with the community following the event and to use for promotion of future ongoing groups such as a youth group or a women's group for example.

Quote Attached

We attach the hall hire quote and costumes quote. We will be happy to provide further quotes if needed, however the full grant does not cover the costs of these two items alone, and we plan to use community funds for the remainder of our costs.

Project or event scope

Project plan

What

This project is predominantly focused on one community event. In addition, the event is expected to provide opportunity for key discussions regarding program planning for the short- and longer-term future.

The event itself will be held in a community centre within the City of Salisbury. It will be a celebration of culture and community. The event will include music and food, with cultural costumes and dance as a special feature during the event. It is a highly inclusive event as it will bring together women, men, youth and children, as well South Sudanese communities together.

Why

The South Sudanese-Australian community is a substantial and growing community within the City of Salisbury and surrounds. This event will be a critical focal point for the community, enabling community members to come together and celebrate achievements and culture whilst also planning for the future. It is a crucial event for the community as people can come together in celebration to strengthen relationships, with a goal not only of celebrating achievements but also to plan for programs and events in the future. By supporting this event, the City of Salisbury will contribute to strengthening the community as well as supporting ongoing community development into the future.

South Sudanese-Australian communities have been settling and growing in Australia since the early 2000s. Many first generation migrants had refugee experiences prior to migrating to Australia. Both first and second generation South Sudanese-Australians have encountered challenges in Australia, such as racism and discrimination. However, the community has faced these challenges and worked hard to build success, for example in relation to education and employment.

Family and community strength and support is a crucial element contributing to this resilience. This event and the discussions and future programming it will enable are critical to supporting ongoing successes with the South Sudanese-Australian community.

How

A major strength of this event is that is community driven and will be organised and run by community members. Key leaders within the community will plan for and manage the event, with consultations with the wider community a key part of planning and management practices.

Community leaders organising and managing the event have already met several times to discuss the planning for the event. These conversations have included discussions about what kind of event would be most beneficial to the community, as well as more practical matters regarding timing, resourcing, promotion and management of the event on the day. Quotes for several elements of the event have been sought and secured. Organisational matters regarding cooking, costume making and scheduling for before, during and after the event have been discussed at length.

Once funding is secured, the management team will move forward with bookings of the space, purchase of necessary equipment and resources, and promotion to the community. The management team will then collect details of expected attendee numbers in order to manage the event on the day. The management team will meet several times in the lead-up to the event itself, to plan for procedural matters on the day of the event.

During the event, key management team members will be allocated tasks such as overseeing attendee numbers and entry processes, coordinating event procedures such as speeches, performances and catering, and closing procedures such as general clean up and bump-out of personnel including musicians and camera crew.

Following the event, the management team will meet to assess the success of the event and to follow up on discussions begun during the event. A particular focus of the follow up discussions will be regarding programs for the future, to bring together key community members who will work together to realise these plans. The management team will also come together to reconcile outcomes with the City of Salisbury to report the successes of the event.

Who

The event itself will include members of the South Sudanese-Australian community, family members and associates who may be from other backgrounds.

The management of the event and follow up will be conducted by members of the South Sudanese-Australian community. This is a key strength of the project.

The event is expected to lead to program and event planning into the future which will include members of the South Sudanese-Australian community and associates.

Our central management team is led by Monica Amer and Chiman Kuch. The **central management team (CMT)** will oversee the organisational requirements for this event, and will ensure effective consultation and collaboration with members of the Bahr El Ghazal Community Association of SA and the broader South Sudanese-Australian community.

When

The event will ideally be held in early 2024, however, this is dependent on funding. If funding is secured in a timely manner the event will be held in January or February on a Saturday.

Timeline of planning, event management, and follow up procedures can be seen in the table below. This timeline is subject to alteration in response to the timeliness of funding. The current dates for the timeline are based on funding being secured in a timely manner. Should funding be secured later than anticipated, we may adjust the timeline accordingly. The number of weeks and general plan will be shifted to later dates, however, the overall plan sequence and time between activities will remain the same.

When	What	Who
October/November 2023	Finalise grant proposal Ensure planning is in place for procedures once funding is secured. Tentatively engage community members who will form the event committee	CMT in consultation with community members and organisational leaders
November 2023	Submit grant proposal and follow up with City of Salisbury	CMT
December 2023	Secure funding	City of Salisbury
December 2023/January 2024	Coordinate to receive funding Book and pay deposits for hall hire, cultural costuming, camera crew, DJ (and equipment)	City of Salisbury and CMT CMT
January/February	Coordinate meetings with CMT and other key people who will be involved with the event. Meetings will focus on planning for the event, including production of a schedule for the event, and identification of roles within the team for the event and event planning	CMT and selected community members to form an event committee
February/March 2024	Depending on funding timeliness and subsequent availability of hall hire, we aim to hold the event in January-March. Ideally, earlier is better, but this will depend on the funding timelines and subsequent availability of	CMT, event committee, South Sudanese-

	the hall.	Australian community
March/April 2024	Again, depending on the timelines of the grant funding and subsequent availability of hall, we plan to follow up in the weeks after the event to evaluate and assess the event and identify any projects that will follow on from the event and into the remainder of 2024	CMT in consultation with the community and attendees

Where

The event will be held at Angkor Hall, 376-386 Salisbury Hwy, Parafield Gardens SA 5107.

Benefits and outcomes of the project or event

This event is community driven and will be an important milestone celebration of successes to date whilst also providing opportunities for planning of further successes into the short- and long-term future. The event will be an important focal point to enable the community to build on their achievements to date and to strengthen the community into the future.

Key benefits:

- Strengthen community relationships to support unity and resilience
- Provide critical opportunity for community leaders to plan for the future
- Be a springboard for immediate development of community led programs to benefit specific groups within the broader community, such as men, women and youth
- Enable leaders from the South Sudanese communities to come together and plan for further community development over the medium to long term

These benefits to the community will also benefit the wider City of Salisbury; programs will be developed to build resilience of communities living in this region. These developments may also provide a framework for other community-based activities for migrant communities from a range of culturally and linguistically diverse backgrounds. As the City of Salisbury has a highly diverse population, this is of key importance.

Support for the project or event

This event will be coordinated and run by the Bahr El Ghazal Community Association of SA. Key leaders for the event are Monica Amer and Chiman Kuch who are leaders of the women’s and youth group in particular, and who are highly connected with other leaders in the community. Monica and Chiman will work with selected members of the community to form a central management team (CMT) to coordinate activities and event management in the lead up to the event, during the event, and following both in terms of immediate pack up and subsequent evaluation and acquittal of grant.

Project management

This event will be led by Monica Amer and Chiman Kuch in collaboration with the CMT. The South Sudanese community will contribute to the event as relevant within their own skillsets. For example, Monica Amer, as the leader of the women’s group, will coordinate with women in the community to provide catering, to coordinate performances and cultural dances, and to facilitate dissemination of the event information to attendees and extend the invitation through her networks. Chiman Kuch will work within his networks to facilitate youth and men’s contributions to the performances and speeches, as Chiman is a key youth leader.

When	What	Who
October/November 2023	Finalise grant proposal Ensure planning is in place for procedures once funding is secured. Tentatively engage community members who will form the event committee	CMT in consultation with community members and organisational leaders
November 2023	Submit grant proposal and follow up with City of Salisbury	CMT
December 2023	Secure funding	City of Salisbury
December 2023/January 2024	Coordinate to receive funding Book and pay deposits for hall hire, cultural costuming, camera crew, DJ (and equipment)	City of Salisbury and CMT CMT

January/February	Coordinate meetings with CMT and other key people who will be involved with the event. Meetings will focus on planning for the event, including production of a schedule for the event, and identification of roles within the team for the event and event planning	CMT and selected community members to form an event committee
February/March 2024	Depending on funding timeliness and subsequent availability of hall hire, we aim to hold the event in January-March. Ideally, earlier is better, but this will depend on the funding timelines and subsequent availability of the hall.	CMT, event committee, South Sudanese-Australian community
March/April 2024	Again, depending on the timelines of the grant funding and subsequent availability of hall, we plan to follow up in the weeks after the event to evaluate and assess, evaluate, and acquit the event and identify any projects that will follow on from the event and into the remainder of 2024	CMT in consultation with the community and attendees

Evaluation plan

In the lead up to the event, we will keep records of the processes of organisation. This will enable us to reflect on what went well and what could be improved for future events of this kind.

During the event, we will have a central welcoming table where attendees can write their names and we can therefore have a record of who attended in terms of overall numbers. We will include space for parents/caregivers to list how many children they brought to the event. We will ask attendees to leave a phone number or email for a survey to be sent later.

Following the event, a short survey (from SurveyMonkey) will be sent via text message or email to attendees of the event to gather information about their experiences. We will also call meetings of community leaders and members of the CMT to evaluate the event itself as well as to identify and further develop ongoing programs, particularly for youth as well as other groups of women and men.

We will produce a written report of the event. This report will detail the planning and production phase, feedback about the event itself, and any ongoing programs that were instigated during the event or as a result of it. We will include a detailed write up of our evaluation process. We will work together with a university researcher (Dr Emily Miller, UniSA) to evaluate the project.

Survey questions:

1. How did you hear about the event?
2. What did you like best about the event?
3. Was there anything you think could have been better?
4. Do you think we should hold another event like this?
5. Are there any other suggestions for future events or programs we might organise?
6. Age (tickboxes with age range provided)
7. Gender (tickboxes provided)

Question for group discussions following the event:

1. What do you think went well during the event?
2. What do you think could have been done better?
3. Were there any challenges during the organisation of this event that made things difficult?
4. What helped the event to be a success?

ITEM	5.1.9
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Grant No. 21/2023-24: Mawson Lakes Cricket 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 Mawson Lakes Cricket 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 November 2023 round of Community Grants as follows:
 - a. Grant No. 21/2023-24 Mawson Lakes Cricket Club Community Grant Application: to the value of \$5,000: to assist with purchasing turf cricket pitch covers and cricket balls.

ATTACHMENTS

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

1. Mawson Lakes Cricket Club Community Grant Application [↓](#)

1. BACKGROUND

- 1.1 The Mawson Lakes Cricket Club (MLCC) has applied for the November 2023 round of Community Grants to assist with purchasing turf cricket pitch covers and cricket balls.
- 1.2 The MLCC received \$2,500 of community grant funding in June 2018 and \$5,000 of community grant funding in April 2020.
- 1.3 Both grants were to purchase cricket balls and have been acquitted and the MLCC is eligible to apply for the November 2023 round of grant funding.

2. REPORT

- 2.1 The MLCC started as two social cricket clubs independently under the banners of the University of South Australia Cricket Club (Est. 1974) and Elders Cricket Club (Est. 1952). The two clubs eventually merged to become Elders-UniSA Cricket Club.
- 2.2 In 2009 with the support of its members, Elders-UniSA Cricket Club decided to change its name to Mawson Lakes Cricket Club.
- 2.3 The MLCC has approximately 50 members (the majority of which reside in the City of Salisbury).
- 2.4 In the 2023/24 Season (the MLCC's 100th Season), the MLCC will be playing A-Grade for the second season in a row.
- 2.5 This application is requesting funds to purchase turf cricket pitch covers and cricket balls. The turf cricket pitch covers will allow the MLCC to play more often and become more competitive as currently due to weather, games are called off or cannot commence.
- 2.6 This application states one quarter of all games in a season are called off due to weather, however this has not been independently researched.
- 2.7 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.8 The money committed to this application for the November 2023 round, if approved, is \$5,000. Based on the Administration recommendations, the money committed to all grant applications received for the November round (7 in total) is \$31,516.
- 2.9 The remaining balance of the grant funding if all grant applications received (7 in total) for the November 2023 round are approved based on the Administration recommendations is \$22,484.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Mawson Lakes Cricket Club Community Grant Application: to the value of \$5,000: to assist with purchasing turf cricket pitch covers and cricket balls.

Applicant Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name:	<i>MAWSON LAKES CRICKET CLUB</i>	
Address:	<i>CNR Main North Rd and Mawson Lakes Boulevard</i>	
Suburb:	<i>MAWSON LAKES</i> Postcode: <i>5095</i>	
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	<i>Mr Jason Sloan</i>	
Title (your role with the group/organisation):	<i>President Mawson Lakes Cricket Club</i>	
Address:		
Phone:	Landline: Mobile:	
Email:		
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	<i>Mr Andrew Plumridge</i>	
Title (role with the group/organisation):	<i>Grant Organiser/Committee Member</i>	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	<i>President, Secretary, Treasurer, legally constituted incorporated organisa</i>	
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:	<i>A41002</i>	
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)
Parent Organisation		
Name:		
ASIC Registration Number:		

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input 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>Mawson Lakes Cricket Club</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name:	Branch Location: <i>E</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>Cr Beau Brug JP</i>	
Referee's Contact Information:		

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN (If Yes - Please Quote ABN:) 6 4 9 4 4 7 4 2 4 5 2 (If No, the ABN Declaration Form attached must be signed)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>NB: GST Registration</p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	<div style="display: flex; justify-content: space-around;"> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </div> <p style="text-align: right; font-size: small; margin-top: 0;">(enter '0' dollar amounts below)</p>
<i>If Yes, provide details:</i>	
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 0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0 0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 0 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.?	
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
<i>Purchase of equipment (Pitch Covers)</i>	\$ 3,113
<i>Purchase of equipment (training and playing)</i>	\$ 1,887
TOTAL (including GST):	\$ 5,000

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>Purchase training of playing equipment ;</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>One off - Cricket Season 2023-24</i>
Total cost of Project/Event	<i>\$ 5,000</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<p><i>This year will be our clubs 100th season and our second season in a row that we have played A grade Cricket in Adelaide Turf in over 30+ years. Last season we consider a success, in our first year in A grade we were only 1 win from finals, we therefore request more help to put us on a level playing field. To do this we request funding for cricket pitch covers, as many as 25% of days can't commence due to rain in any given season. We are a modest club compared to the likes of North Districts, Pooraka, Ingle Farm, etc all of whom have covers.</i></p> <p><input type="checkbox"/> There are no relevant attachments. <input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached:</p> <p style="margin-left: 20px;">1. <i>Club A Grade History</i> 2. <i>Finish Season 2022_23</i></p>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input 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 <small><i>(go to Group/Organisation Information)</i></small>
When was the Grant funding received (month & year):	Sep-2022
What amount of Grant funding was provided:	\$ 5,000
When was the previous Grant acquitted (month & year):	Sep-2022
Group/Organisation Information	
Group/Organisation Name	Mawson Lakes Cricket Club
Group/Organisation Description	Cricket, Sport
Group/Organisation Registered Address	Number/Street: CNR Main North Rd and Mawson Lakes BLVD Suburb: Mawson Lakes Postcode: 5095
Is the Club Incorporated?	Yes
Number of Members	50
% of Membership that reside in the City of Salisbury	85 %
Project/Event Details	
Project/Event Name	Purchase training of playing equipment ;
Project/Event Summary	Purchase training of playing equipment ;
Date(s) of Project/Event	Season 2023-24
Location of Project/Event:	Number/Street: CNR Main North Rd and Mawson Lakes BLVD Suburb: Mawson Lakes Postcode: 5095
How will the Project/Event benefit the residents of the City of Salisbury?	Please see bottom of page 10 - same question
How many individuals will benefit from the Project/Event?	50
% of project/event participants that reside in the City of Salisbury	85 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	Online, Club newsletters, Facebook, Club Website, word of mouth

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:

To maximise the number of days we can play cricket on turf we request help to purchase covers for our main oval at Mawson Lakes. Turf cricket play is hindered by rain if it occurs one, two days, just before or during scheduled play. This puts us at a disadvantage to other well established A grade clubs who have been able to procure covers and had them for some time. It is a general standard that A grade clubs have covers as seen at other Salisbury Council Cricket Clubs such as Northern District, Ingle Farm and Pooraka.

As a club with a large multicultural cohort we have a lot of players who were born overseas (100% of our A grade for example). Our members are by and large not of a wealthy financial background and this means we are ever more thankful for support from the council to support our projects.

We will be able to store the covers when not in use in a locked facility in the roller shed at Mawson Lakes Oval.

We also request help purchasing cricket balls - one of our largest expenses as a new ball is required each game.

The vast majority of our members live in Salisbury council and have difficulty financing the game that they love to play.

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:

As stated the vast majority of members live in the City of Salisbury, a large number of which were born overseas. helping the club with a grant will release some of the financial stress our member experience, allowing them to participate with their friends in a healthy sporting activity. For a large number of our members playing the game is not only a bit of exercise but a true culturally significant element in their lives.

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

ITEM	5.1.10 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Grant No. 22/2023-24: Salisbury West Cricket 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 Salisbury West Cricket 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 November 2023 round of Community Grants as follows:
 - a. Grant No. 22/2023-24 Salisbury West Cricket Club Community Grant Application: to the value of \$5,000: to assist with purchasing players shirts and cricket balls.

ATTACHMENTS

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

1. Salisbury West Cricket Club Community Grant Application [↓](#)

1. BACKGROUND

- 1.1 The Salisbury West Cricket Club (SWCC) has applied for the November 2023 round of Community Grants to assist with purchasing players shirts and cricket balls.
- 1.2 The SWCC received \$5,000 of community grant funding in June 2022 to purchase a Flicx Pitch, cricket balls and cricket stumps. This grant has been acquitted and the SWCC are eligible to apply for the November 2023 round of grant funding.

2. REPORT

- 2.1 Established in 1965, the Salisbury West Cricket Club (SWCC) play at the Salisbury Downs Oval in the City of Salisbury.
- 2.2 The SWCC has approximately 200 members with 70% of these players residing in the City of Salisbury.

- 2.3 This application is requesting funds to purchase players shirts and cricket balls. The SWCC has advised that with 16 teams, match day balls are its biggest expense, costing approximately \$9,000 a season.
- 2.4 Whilst it is not mandatory for the clubs in the Para District Cricket Association (PDCA) to wear matching coloured shirts, it is within the guidelines and the PDCA have invited clubs to participate in wearing coloured shirts.
- 2.5 The SWCC consistently hold barbeques at Bunnings to raise funds for equipment.
- 2.6 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.7 The money committed to this application for the November 2023 round, if approved, is \$5,000. Based on the Administration recommendations, the money committed to all grant applications received for the November round (7 in total) is \$31,516.
- 2.8 The remaining balance of the grant funding if all grant applications received (7 in total) for the November 2023 round are approved based on the Administration recommendations is \$22,484.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Salisbury West Cricket Club Community Grant Application: to the value of \$5,000: to assist with purchasing players shirts and cricket balls.

Applicant Organisation Information			
1. GROUP / ORGANISATION DETAILS			
Name:	Salisbury West Cricket Club		
Address:	Lot 68 Londonderry Ave		
Suburb:	Salisbury Downs Postcode: 5108		
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)			
Name:	Ms <input type="checkbox"/> Kristy Gray		
Title (your role with the group/organisation):	Secretary		
Address:			
Phone:	Landline: Mobile:		
Email:			
3. COMMUNITY GRANT RESPONSIBILITY			
Name of Person Responsible for the Grant:	Ms <input type="checkbox"/> Kristy Gray		
Title (role with the group/organisation):	Secretary		
4. GROUP / ORGANISATION MANAGEMENT DETAILS			
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	Committee structure		
Is your organisation:			
a) Incorporated:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Yes <input type="checkbox"/> (go to question c)</td> <td style="width: 50%;">No <input checked="" type="checkbox"/> (go to question b)</td> </tr> </table>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question b)
Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Yes <input checked="" type="checkbox"/> (go to question c)</td> <td style="width: 50%;">No <input type="checkbox"/> (go to question c)</td> </tr> </table>	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)
Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)		
Parent Organisation			
Name:	Salisbury West Sports Club Inc. T/A Salisbury Downs Sports and Commu.		
ASIC Registration Number:	A3483		

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

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>Salisbury West Cricket Club</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name:	Branch Location:
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>Tania Thompson</i>	
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"/> <i>(enter '0' dollar amounts below)</i>
<i>If Yes, provide details:</i>	
INCOME	\$ AMOUNT
Project or event generated income:	
Organisation's contribution:	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Club volunteers collect and collate all uniform orders and collect from supplier. Club volunteers collect match balls from supplier, sort and distribute to team coaches/captains for match days, and ensure balls are returned to be used for training sessions.</i>
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT
<i>Senior Grade 1 and 2 one day players shirts</i>	<i>\$ 1,092</i>
<i>Match day balls</i>	<i>\$ 4,391</i>
TOTAL (including GST):	\$ 5,483

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>SWCC Senior One Day playing shirts and 2023/24 season prep</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>One off</i>
Total cost of Project/Event	<i>\$ 5,483</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>Match day balls for the complete season cos the club approximately \$9000 across our 16 fielded teams, with player ball fees/registrations covering approximately half of this amount.</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Sportspower Quote for match day balls</i> 2. <i>Email quote from Prime Sports for one day player shirts</i>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	August 2022
What amount of Grant funding was provided:	\$ 5,000
When was the previous Grant acquitted (month & year):	October 2023
Group/Organisation Information	
Group/Organisation Name	Salisbury West Cricket Club
Group/Organisation Description	Community cricket club
Group/Organisation Registered Address	Number/Street: Lot 68 Londonderry Ave Suburb: Salisbury Downs Postcode: 510
Is the Club Incorporated?	No
Number of Members	198
% of Membership that reside in the City of Salisbury	71 %
Project/Event Details	
Project/Event Name	Senior One Day playing shirts and season 23/24 match balls
Project/Event Summary	Purchasing of compulsory PDCA one day shirts and match day balls
Date(s) of Project/Event	One day matches start December 2nd 2023
Location of Project/Event:	Number/Street: Lot 68 Londonderry Ave Suburb: Salisbury Downs Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	Help ease the financial obligations of members playing cricket by allowing us to keep player fees low, which will allow more residents to
How many individuals will benefit from the Project/Event?	198
% of project/event participants that reside in the City of Salisbury	71 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	Via club facebook page and group, plus in-club advertising

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

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>	
Senior one day player shirts	\$ 1,092
Kookaburra jaffa pink 142g balls x 12	\$ 396
Kookaburra jaffa pink 156g balls x 12	\$ 396
Kookaburra practice red 156g x 12	\$ 300
Kookaburra practice red 142g x 12	\$ 300
Kookaburra tuff pitch red 156 g x 40	\$ 2,999
	\$
	\$
	\$
	\$
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	\$
	\$
TOTAL (including GST):	\$ 5,483
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Project or Event Scope

Provide a description of the proposed project or event:

Para Districts Cricket Association requires Grade one teams to wear a coloured one day playing shirt for all one day matches starting December 2nd 2023. Due to a large turnover of players this season, we require new playing shirts for these teams. Being able to provide these free of charge to our players takes financial pressure off these players and also is an incentive for junior players to strive to break in to these higher grade senior teams. We have had great success in recent years in the Grade one senior side, which has meant some players have decided to retire, therefore we are bringing the next generation into our grade one side. A lot of these players are playing junior cricket also, which is a further financial obligation to their parents.

Match day balls are always our highest expense each season. With 16 teams (including 5 girls/women's teams), we do rely on player registration/ball fees to help with this cost, but also like to keep these fees as low as possible to allow more people to play cricket that otherwise might not be able to financially. The grant money helps to cover some of these costs for the club, whilst allowing us to support out members and get more people playing cricket.

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:

Lower fees for players means an increase in player numbers. Benefits to residents are both physical (being outdoors playing sport) and social/emotional (being part of a community club and socialising weekly with team members)

The incentive of a senior one day playing shirt to junior players will lead to them striving to succeed in higher grade senior cricket and will see them continuing to play cricket at the club into their adult years, keeping them active and engaged in the community club environment.

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

Community Grant Application - Page 10 of 13

Support for the Project or Event

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

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

The Salisbury West Cricket Club committee supports this project, for the main purposes of easing financial pressure on our club members and growing our junior cricketers into strong, senior cricketers at the club for many years to come.

The Salisbury West Sports Club supports all projects that will increase player numbers and therefore patrons of the Sports Club.

We are focused on growing member numbers and improving the physical and mental wellbeing of all residents and the wider community through our cricket programs.

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)*

One-off project

Senior one day shirts will be ordered as soon as grant is approved. Organised by Kristy Gray, Secretary through Prime Sports

Match day balls will be ordered as soon as grant is approved. Organised by Les Harrison, Treasurer through Sportspower Salisbury

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

ITEM	5.1.11
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Grant No. 24/2023-24: LIFE Community (Adelaide) 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 LIFE Community (Adelaide) 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 November 2023 round of Community Grants as follows:
 - a. Grant No. 24/2023-24 LIFE Community (Adelaide) Community Grant Application: to the value of \$5,000: to assist with its Christmas Box project.
2. Notes that this grant funding is only eligible for use in the City of Salisbury and this will be conveyed to LIFE Community (Adelaide).

ATTACHMENTS

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

1. LIFE Community (Adelaide) Community Grant Application [↓](#)

1. BACKGROUND

- 1.1 The LIFE Community Adelaide (LIFE Community) has applied for the November 2023 round of Community Grants to assist with its Christmas Box project.
- 1.2 LIFE Community were previously known as Victory Church International Ltd.
- 1.3 Victory Church International Ltd. received \$5,000 in community grant funding in September 2019 for its Christmas Box project.
- 1.4 The community grant funding has been acquitted and the LIFE Community is eligible to apply for the November 2023 round of grant funding.

2. REPORT

- 2.1 Established in 1991, LIFE Community is a multi-campus church with locations in Auckland & Tauranga in New Zealand and Melbourne & Adelaide in Australia.
- 2.2 LIFE Community has 2,000 members with 50% of its members residing in the City of Salisbury.
- 2.3 This application is requesting funds to assist with its annual Christmas Box project.
- 2.4 According to its website, the LIFE Community Christmas Box project is one of Life Community's yearly food projects that aim to stop poverty. According to its website, a Christmas Box is a food box that caters to a family of 4-6, helping supplement breakfast, lunch and dinner meals over a week.
- 2.5 According to LIFE Community's grant application, the Christmas Box project will distribute 3,000 food hampers to families in need this Christmas.
- 2.6 Council Administration will work with LIFE Community to ensure that the Christmas Boxes provided through Council's Community Grant funding are distributed within the City of Salisbury through Community Centres and Hubs.
- 2.7 LIFE Community will work with various community and government organization across Adelaide to distribute the Christmas Boxes.
- 2.8 LIFE Community are contributing \$70,000 towards the Christmas Box project this year.
- 2.9 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.10 The money committed to this application for the November 2023 round, if approved, is \$5,000. Based on the Administration recommendations, the money committed to all grant applications received for the November round (7 in total) is \$31,516.
- 2.11 The remaining balance of the grant funding if all grant applications received (7 in total) for the November 2023 round are approved based on the Administration recommendations is \$22,484.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application: Grant No. 24/2023-24 LIFE Community (Adelaide) Community Grant Application: to the value of \$5,000: to assist with its Christmas Box project.
- 3.2 A requirement of this grant funding is that the Christmas Boxes created through the funds provided through Community Grant Program are to be distributed through Council's Community Centres and Hubs.

Applicant Organisation Information			
1. GROUP / ORGANISATION DETAILS			
Name:	<i>LIFE Community (Adelaide)</i>		
Address:	<i>5 Maxwell Road</i>		
Suburb:	<i>Pooraka</i> Postcode: <i>5095</i>		
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)			
Name:	<i>Ms</i> <input type="text" value="v"/> <i>Krystal Forrester</i>		
Title (your role with the group/organisation):	<i>Operations Manager</i>		
Address:	<i>5 Maxwell Road Pooraka, SA 5095</i>		
Phone:	Landline: <i>08 8262 7733</i> Mobile: XXXXXXXXXX		
Email:	XXXXXXXXXX@XXXXXX.XX		
3. COMMUNITY GRANT RESPONSIBILITY			
Name of Person Responsible for the Grant:	<i>Ms</i> <input type="text" value="v"/> <i>Krystal Forrester</i>		
Title (role with the group/organisation):	<i>Operations Manager</i>		
4. GROUP / ORGANISATION MANAGEMENT DETAILS			
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	<i>Board</i>		
Is your organisation:			
a) Incorporated:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"> Yes <input type="checkbox"/> (go to question c) </td> <td style="text-align: center; width: 50%;"> No <input checked="" type="checkbox"/> (go to question b) </td> </tr> </table>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question b)
Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"> Yes <input type="checkbox"/> (go to question c) </td> <td style="text-align: center; width: 50%;"> No <input checked="" type="checkbox"/> (go to question c) </td> </tr> </table>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)
Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)		
Parent Organisation			
Name:			
ASIC Registration Number:			

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

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input checked="" type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input type="checkbox"/> (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>Life Community (Adelaide)</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: ██████████	Branch Location: ████████████████████
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>Gillian Aldridge</i>	
Referee's Contact Information:	<i>galdridge@salisbury.sa.gov.au 0411 703 706</i>	

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

Community Grant Application - Page 4 of 13

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

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

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>(enter '0' dollar amounts below)</i>
<i>If Yes, provide details:</i>	
INCOME	\$ AMOUNT
Project or event generated income:	
Organisation's contribution:	\$ 70,000
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	0
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$ 0 <i>income from sponsors is \$0, however we have an expectation to raise funds from local businesses in the area</i>
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$ 50,000
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 120,000
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>recruitment of 150 volunteers over 7 hours in 1 day, equipment donations (e.g. forklift, transport), management hours x 78 hours (over four months), venue donation for 5 days</i>
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT
<i>Food items</i>	\$ 120,000
<i>Transport - Melb to Adl</i>	\$ 4,000
<i>Forklift (3 day hire)</i>	\$ 490
<i>Pallet Jack</i>	\$ 576
TOTAL (including GST):	\$ 125,066

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>Christmas Box Adelaide</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>Packing day Dec 2nd - Delivery until 25th Dec, annual project</i>
Total cost of Project/Event	<i>\$ 125,066</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>A Christmas Box provides a food hamper, catering to a family of 4-6 people, supplementing Breakfast, Lunch and Dinner meals over a week. Christmas Box has been operating across NZ since 2001, and Melbourne since 2013, Adelaide has been involved since 2019. This year Adelaide will be packing 3000 boxes, alongside NZ and Melbourne, with a total of 45,000 boxes distributed over Christmas. This will impact 180,000 people</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: <i>1. Information on Christmas Box 2. Link to AVs</i>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input checked="" 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (<i>month & year</i>):		
What amount of Grant funding was provided:		
When was the previous Grant acquitted (<i>month & year</i>):		
Group/Organisation Information		
Group/Organisation Name	<i>LIFE Community (Adelaide)</i>	
Group/Organisation Description	<i>Benevolent relief to people in need</i>	
Group/Organisation Registered Address	Number/Street: <i>5 Maxwell Road</i> Suburb: <i>Pooraka</i> Postcode: <i>5095</i>	
Is the Club Incorporated?	<i>No</i>	
Number of Members	<i>2,000</i>	
% of Membership that reside in the City of Salisbury	<i>50 %</i>	
Project/Event Details		
Project/Event Name	<i>Christmas Box Adelaide</i>	
Project/Event Summary	<i>Distribute 3000 food hampers to families in need at Christmas</i>	
Date(s) of Project/Event	<i>02/12/2023</i>	
Location of Project/Event:	Number/Street: <i>5 Maxwell Road</i> Suburb: <i>Pooraka</i> Postcode: <i>5095</i>	
How will the Project/Event benefit the residents of the City of Salisbury?	<i>At risk families in the Salisbury area will be targeted through our partnership with social agencies who will identify those that are in need</i>	
How many individuals will benefit from the Project/Event?	<i>15,000 Each box will feed a family of 4-6 for a week. We will complete 3000 boxes in 2023</i>	
% of project/event participants that reside in the City of Salisbury	<i>50 %</i>	
If it is an Event, is it open to the public?	<i>No open to registered volunteers only</i>	
How will the Project/Event be promoted?	<i>Social media, website, community partners and corporate partnerships</i>	

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

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Project or Event Scope

Provide a description of the proposed project or event:

45,000 Christmas boxes of essential food items and some treats will be assembled on 'packing day' across Australia, New Zealand and the Cook Islands. In Adelaide approximately 150 volunteers from the local community will assemble at Life Adelaide donating several hours to pack 3000, 12kg Christmas Boxes. Selected Community and Government organisations will have pre-identified recipient families with the highest needs. As Christmas Boxes are packed, these organisations will be scheduled to collect their allocations and then personally distribute the boxes to the families.

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. *Information regarding Christmas Box*
 - 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:

1 in 5 Aussie kids experience food insecurity over the past year, along with 15% of adults. Many families are not looking forward to Christmas because they don't have enough food to bring to the table. Their struggle is a daily battle, and yet it is amplified significantly more at Christmas time.

Benefits of a Christmas Box:

- Children have food throughout Christmas*
- Families are not isolated, able to be with extended friends and family*
- Families maintain their dignity, because they can bring something to the table*
- Releases finance for parents/caregivers to buy gifts for their children*

Outcomes:

*Adelaide will be packing 3000 boxes, alongside NZ and Melbourne, with a total of 45,000 boxes distributed over Christmas. This will impact 180,000 people
Adelaide's 3000 boxes will be distributed to families with a significant number of these in the Salisbury area.*

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.

To ensure that we do our due diligence on behalf of our funder/donors, we are distributing all of our Christmas Boxes through Community Organisations, who work with families with current needs.

We have established connections with charitable organisations including, but not limited to:

- Refugee and Domestic Violence support groups who provide accommodation and similar services for affected families,*
- local schools, and*
- our existing food relief programs LIFE Community Kitchen - Para Hills, LIFE Community BBQ - Salisbury*

Local businesses including retail and wholesalers have been invited to participate by providing food to contribute to Christmas Box at discounted rates.

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. *AV Testimony from Christmas Box recipient.*
- 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)*

Since 2001, Christmas Box has provided essential food for over 272,018 families, impacting 1,360,090 people in Australia and NZ.

With active support from the main NZ office and the Australian office in Melbourne (both registered Charitable Trust) Life Community (Adelaide) will be one of 17 packing locations and over 510+ project wide organisations.

With an established and proven system and with sponsorship and commercial collaboration, the support and longevity of this project are assured.

LIFE Community (Adelaide) comes with the full support and backing of LIFE Adelaide Church (previously Victory Church) and it's members, many who are local Salisbury residents. LIFE Adelaide Church was established in 1994, and has been located in Pooraka for the last 14 years.

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

ITEM	5.1.12
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Community Grant Program Progress Update
AUTHOR	Leandro Lopez Digon, Manager Economic Development & Urban Policy, City Development
CITY PLAN LINKS	1.5 Our community is resilient and adaptive to change 2.2 We make the most of our resources including water, waste and energy 2.3 Our community, environment and infrastructure are adaptive to a changing climate
SUMMARY	This report details the proposed changes to the Community Grants Program, specifically to the Sustainability and Economic Growth Grant Streams.

RECOMMENDATIONThat Council:

1. Approves the draft guidelines for the Economic Growth and Sustainability Grant Streams as per Attachment 1 and 2 (Item 5.1.12, Community Wellbeing and Sport Committee, 21 November 2023).

ATTACHMENTS

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

1. Draft Guidelines - Community Grant Program 'Economic Growth'[↓](#)
2. Draft Guidelines - Community Grant Program 'Sustainability'[↓](#)

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.*

1.2 In October 2023, Council resolved:

That 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.*

2. CITY PLAN CRITICAL ACTION

2.1 Welcoming and Liveable

- 2.1.1 Provide support and grants to sporting and community groups

2.2 Sustainable City

- 2.2.1 Work with and educate our community on ways to improve the environmental performance of households and our City

2.3 A Growing City that Creates New Opportunities

- 2.3.1 Supports new and existing businesses and industries to grow and create jobs
- 2.3.2 Streamline processes to improve how Council works with businesses

2.4 Innovation and Business Development

- 2.4.1 Improve how we use data to better inform decision making
- 2.4.2 Meaningfully engage with our community so we better anticipate and respond to needs and opportunities
- 2.4.3 Improve communication with community members to increase awareness of Council initiatives
- 2.4.4 Acknowledgement and celebrate the achievements of staff and our community

3. DISCUSSION

- 3.1 The Administration is in the process of aligning the Community Grants Program to the City of Salisbury City Plan 2035.
- 3.2 The new Community Grants program has three priority areas:
 - 3.2.1 Active and Connected
 - 3.2.2 Sustainability
 - 3.2.3 Economic Growth.
- 3.3 The guidelines for the 'Active and Connected' Community Grants were considered by the Community Wellbeing and Sport Committee and approved by Council in October 2023.
- 3.4 The Administration has developed draft guidelines for the 'Sustainability' and the 'Economic Growth' priority areas of the Community Grant Program for the Community Wellbeing and Sport Committee's feedback.
- 3.5 As referenced in Council's City Plan 2035, the purpose of the Economic Growth Community Grants are to:
 - 3.5.1 Increase the liveability of the City of Salisbury
 - 3.5.2 Provide experiences that make our places lively and interesting
 - 3.5.3 Encourage businesses to become more involved in our community
 - 3.5.4 Salisbury is a place of choice for businesses to start, invest and grow
 - 3.5.5 Build work readiness in our community so residents are aware of and can pursue job opportunities.
- 3.6 As referenced in Council's City Plan 2035 and the Sustainability Strategy 2035, the purpose of the Sustainability Community Grants are to:
 - 3.6.1 Encourage our community to be actively involved in caring for our environment
 - 3.6.2 Support the establishment of a circular economy
 - 3.6.3 Help the community and businesses reduce waste, water and energy and associated costs
 - 3.6.4 Increase the sustainability of our community
 - 3.6.5 Support our community in being carbon responsible.
- 3.7 The guidelines (outlined in Attachments 1 and 2) provide a base for how the Administration will review and weigh 'Sustainability' and the 'Economic Growth' Community Grants.
- 3.8 Specifically, the guidelines detail:
 - 3.8.1 Priority Areas
 - 3.8.2 Grant Sizes Available
 - 3.8.3 Eligible Applicants
 - 3.8.4 Example of Eligible Activities (What can / cannot be funded)
 - 3.8.5 Application Assessment Process
 - 3.8.6 Funding Conditions and Acquittal Reporting

4. FINANCIAL OVERVIEW

- 4.1 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).
- 4.2 There is no proposed budgetary split between any of the three Community Grant Priority Areas of Active and Connected, Sustainability and Economic Growth.

5. CONCLUSION

- 5.1 The guidelines for the ‘Active and Connected’ Grant Stream were considered by the Community Wellbeing and Sport Committee and approved by in October 2023.
- 5.2 This report details the proposed changes to the Community Grants Program, specifically to the ‘Sustainability’ and the ‘Economic Growth’ Grant Streams.



City of Salisbury Community Grant Program

Economic Growth

The City of Salisbury acknowledges the traditional Country of the Kurna 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 Kurna 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 **Economic Growth** 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 Economic Growth Community Grants aim to achieve:

A growing city that creates new opportunities

- Support and deliver initiatives to create jobs and increase investment
- Build work readiness in our community so residents are aware of and can pursue job opportunities
- Be business friendly
- Provide services and infrastructure that support entrepreneurs and emerging industry sectors
- Ensure Salisbury's activity centres are interesting places to visit, attractive places to invest and great locations to work.

Priority areas

Priority Area	Desired Outcomes
Activation	Our businesses offer vibrant and dynamic experiences that embrace the diverse offerings and culture of Salisbury.

	<p>Activate local places and spaces with creative programming, supporting the development of our region as a destination for arts and culture and shopping.</p> <p>Demonstrate collaboration between business, arts, community and Council.</p> <p>Support creative practitioners to deliver arts-based performances or workshops</p>
Youth entrepreneurship	<p>Develop a strong culture of entrepreneurship across our younger generation.</p> <p>Support new businesses and industry to grow</p>

Grant Sizes Available

Mini Grant: Up to \$2k

- Mini Grants are to the value of \$2,000 (incl. GST)
- 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

- Small Grants are to the value of \$7,000 (incl. GST)
 - 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*
 - Small 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.

Mini Grant for local entrepreneurs: Up to \$1k

- Mini Grants for local entrepreneurs are to the value of \$1,000 (incl. GST)
- Mini grants are able to be applied for every year.
- For the Youth Entrepreneurship grant applicants of up to 25 years old will be eligible

Who can apply

The below table identifies who is eligible to apply for a Economic Growth Grant. Further information about eligible groups can be found below.

Economic Growth Community Grant		
What's Included:	Who can apply?	Grant Sizes Available
Youth Entrepreneurship	<ul style="list-style-type: none"> Local entrepreneurs 	✓ Mini Grant
Activate local spaces	<ul style="list-style-type: none"> Local entrepreneurs Community Groups Sporting Clubs Not for Profit Organisations Businesses Business Associations 	✓ Mini Grant ✓ Small Grant

Example of Eligible activities for Mini – Small Grants

What can be funded ✓

- Courses or training for young local entrepreneurs
- Activations that promote and raise the profile of the City of Salisbury
- Live music performance or DJs
- Pop-up exhibitions
- Creative workshops or sessions
- Events
- Markets

What can't be funded ✗

- Activities occurring outside of the [City of Salisbury boundary](#)
- Maintenance costs
- Travel or accommodation costs
- Requests for reimbursement of funds already spent
- Works undertaken on residential properties (including home based business)
- Applications from organisations who have outstanding debt with Council or have previously not submitted required grant acquittal documentation.
- Activities that have not received development approval (if required)

- Activities that have not received property owner consent (if required)
- Activities for which the requested supporting documentation has not been provided
- Staff wages
- Private events.

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 for Young Local Entrepreneurs		
Criteria	Consideration	Weighting
1	Demonstrates how the activity will build entrepreneurial skills.	50%
4	Experience of suppliers or contractors nominated to deliver the training or course.	20%
5	Use of local City of Salisbury, Adelaide or South Australian suppliers and products (where possible).	15%
6	Demonstrates a clear alignment with and delivers outcomes based on Council's City Plan 2035.	15%

Mini and Small Grants for Activation		
Criteria	Consideration	Weighting
1	Demonstrates how each activity addresses the Economic Grants priority areas and desired outcomes.	20%
2	The extent of increase activity in the local area.	15%
3	Cost effectiveness of the proposed activities (value for money).	15%

4	Experience of suppliers or contractors nominated to undertake activities.	10%
5	Use of local City of Salisbury, Adelaide or South Australian suppliers and products (where possible).	10%
6	Demonstrates a clear alignment with and delivers outcomes based on Council's City Plan 2035	10%
7	Demonstrates the organisation's ability and capacity to successfully deliver on the proposed activities.	10%
8	Contribution (in kind, material and financial) by the business.	10%

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.



City of Salisbury Community Grant Program

Sustainability

The City of Salisbury acknowledges the traditional Country of the Kurna 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 Kurna people living today.

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Applicants may also be required to present, promote, and share their successful grant projects with the local community/other grant recipients 8

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Item 5.1.12 - Attachment 2 - Draft Guidelines - Community Grant Program 'Sustainability'

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 **Sustainability** 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 Sustainability Community Grants aim to achieve:

A Sustainable City

- Encourage our community to be actively involved in caring for our environment
- Support the establishment of a circular economy
- Help the community and businesses reduce waste, water and energy and associated costs
- Increase the sustainability of our community
- Support our community in being carbon responsible.

Priority areas

Priority Area	Desired Outcomes
Greenhouse Gas Emissions Reduction	Completion of energy efficiency audits to identify priority initiatives. Installation of appliances or equipment that reduces the energy use and greenhouse gas emissions of the organisation. Development of greenhouse gas inventories and emissions reduction strategies.

Climate Resilience	Installation of rainwater tanks or Water Sensitive Urban Design (WSUD) interventions (e.g. permeable paving, rain gardens, tree inlets). Tree planting and native gardens in association with irrigation systems or WSUD interventions.
Resource Recovery and Circular Economy	Completion of waste minimisation audits to identify priority actions. Installation of resource recovery systems including food and garden organics separation, co-mingled recyclable. Trialling or purchase of commercial rapid composters, commercial dehydrators or similar systems to divert green waste from landfill. Signage and education materials. Other initiatives that assist to avoid and reduce waste including achievement of circular economy outcomes.

Grant Sizes Available

Mini Grant: Up to \$2k

- Mini Grants are to the value of \$2,000 (incl. GST)
- 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

- Small Grants are to the value of \$7,000 (incl. GST)
 - 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.
- ❖ 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 a Sustainability Grant. Further information about eligible groups can be found below.

Sustainability Community Grant		
What's Included:	Who can apply?	Grant Sizes Available
Energy Audits	<ul style="list-style-type: none"> • Community Groups • Sporting Clubs • Not for Profit Organisations • Businesses 	✓ Mini Grant
Completion of waste minimisation audits to identify priority actions		
Installation of resource recovery systems		
Trialling or purchase of commercial rapid composters, commercial dehydrators or similar systems to divert green waste from landfill		
Signage and education materials		
Initiatives that assist to avoid and reduce waste including achievement of circular economy outcomes	<ul style="list-style-type: none"> • Community Groups • Sporting Clubs • Not for Profit Organisations • Businesses 	✓ Mini Grant ✓ Small Grant
Development of greenhouse gas inventories and emissions reduction strategies		
Installation of appliances or equipment that reduces the energy use and greenhouse gas emissions of the organisation		
Installation of rainwater tanks or Water Sensitive Urban Design (WSUD) interventions (eg permeable paving, rain gardens, tree inlets)		

Example of Eligible activities for Mini – Small Grants

What can be funded ✓

- Energy efficiency audits to identify priority initiatives
- Solar photovoltaic systems (new only, not replacement systems)
- Energy battery storage systems
- Replacement of gas appliances with energy efficient electric or solar powered (eg hot water, heating, cook tops or ovens)
- Energy efficiency upgrades recommended in an energy efficiency audit
- Greenhouse gas inventory developed by a qualified consultant
- Greenhouse gas emissions reduction strategies developed by a qualified consultant
- Rainwater tanks and plumbing of the tank to an appliance, fixture or irrigation
- Water Sensitive Urban Design (WSUD) interventions (eg permeable paving)
- Tree planting and native gardens in association with irrigation systems or WSUD interventions
- Completion of waste minimisation audits to identify priority actions

- Installation of resource recovery systems including food and garden organics separation
- Trialling or purchase of commercial rapid composters, commercial dehydrators or similar systems to divert green waste from landfill
- Other initiatives that assist to avoid and reduce waste including achievement of circular economy outcomes.

What can't be funded ✕

- Activities occurring outside of the [City of Salisbury boundary](#)
- Maintenance costs
- Travel or accommodation costs
- Requests for reimbursement of funds already spent
- Works undertaken on residential properties (including home based business)
- Applications from organisations who have outstanding debt with Council or have previously not submitted required grant acquittal documentation.
- Activities that have not received development approval (if required)
- Activities that have not received property owner consent (if required)
- Activities for which the requested supporting documentation has not been provided
- Staff wages.

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 and Small Grants		
Criteria	Consideration	Weighting
1	Demonstrates how each activity addresses the Sustainability Grants priority areas and desired outcomes.	20%
2	The extent of expected environmental sustainability improvement to the operations of the organisation.	15%
3	Cost effectiveness of the proposed activities (value for money).	15%
4	Experience of suppliers or contractors nominated to undertake activities.	10%
5	Use of local City of Salisbury, Adelaide or South Australian suppliers and products (where possible).	10%
6	Demonstrates a clear alignment with and delivers outcomes based on Council's City Plan 2035 and Sustainability Strategy 2035.	10%
7	Demonstrates the organisation's ability and capacity to successfully deliver on the proposed activities.	10%
8	Contribution (in kind, material and financial) by the business.	10%

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	5.1.13
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	21 November 2023
HEADING	Turf Pitches
AUTHOR	Jamie Hosking, Team Leader Urban Built Assets, City Infrastructure
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community

SUMMARY This report provides an update on the proposal to provide sporting clubs that manage turf wickets a rebate to assist with maintenance costs at the end or commencement of each season.

RECOMMENDATION

That Council:

1. Notes that the City of Salisbury currently provides several different services for clubs with both turf and concrete wickets including, the covering and uncovering of concrete wickets at the changeover of seasons.
2. Approves that a rebate of \$1,300 per year be offered to each sporting club listed in paragraph 3.2 of this report to assist with the maintenance of turf wickets with the conditions set out in this report (Item 5.1.13, Community Wellbeing and Sport Committee, 21 November 2023).
3. Approves a non-discretionary 2nd Quarter 2023/24 Budget Bid for an additional \$7,800 to be included in the operating budget of the 2023-2024 financial year to cover the cost of the rebate to the cricket clubs listed in paragraph 3.2 of this report (Item 5.1.13, Community Wellbeing and Sport Committee, 21 November 2023).

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

1.1 At its meeting held on Monday, 25 September 2023 it was resolved 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.”

Resolution Number 0474/2023

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 Nil

3. DISCUSSION

3.1 Council currently provides several different services for clubs with both turf and concrete wickets including;

3.2 Concrete wickets (9 sites), covering and uncovering of wickets at the changeover of seasons

3.2.1 Andrew Smith Drive Reserve

3.2.2 Hausler Reserve

3.2.3 The Paddocks x 2

3.2.4 Parafield Gardens Oval

3.2.5 Salisbury North Oval x 2

3.2.6 Salisbury Downs Oval x 2

3.3 Club managed turf wicket (6 sites); review, inspection and advice.

3.3.1 Brahma Lodge

3.3.2 Ingle Farm Sports Club

3.3.3 Para Hills Oval x 2

3.3.4 Lindblom Park x 2

3.4 Council manage turf wickets (3 sites); management and maintenance including renovation at the change of season.

3.4.1 Salisbury Oval

3.4.2 The Paddocks x 2

3.5 Salisbury Oval and The Paddocks are premium sites that are managed by Council staff to maintain a high quality of playing surface. The clubs utilising these sites have lease arrangements with Council whereby the clubs have agreed to contribute to the cost of maintaining the assets on the site.

3.6 Table 1 provides a brief high-level overview of the responsibilities of sporting clubs who lease concrete wickets and turf wickets.

Table 1. Summary of wicket types based on current lease and license arrangements.

Wicket Type	No. of sites	Maintenance Responsibility
Concrete wicket	9	Council is responsible for covering and uncovering at change of season. The work is undertaken by contractors at an annual cost of approximately \$1,300 for each site.
Club managed turf wicket	6	Clubs are responsible for repair, maintain and replacement of turf, irrigation assets.

- 3.7 All the clubs associated with the different wicket types shown in Table 1 pay the same leasing fees.
- 3.8 However, clubs with concrete wickets (refer to Item 0) receive a free service from Council, which is to prepare the surface for the cricket season and at the end of season.
- 3.9 Clubs with turf wickets (listed in Item 0) do not receive any support from Council to manage their turf wickets.
- 3.10 To assist clubs that manage their own turf wickets it is proposed that each of these clubs be offered a rebate to support costs associated with the maintenance of turf wickets, particularly at the change of season.
- 3.11 The rebate will initially be offered at \$1,300 (once per year per site), this value represents the same cost that council incurs for the covering and uncovering of concrete wickets and maintains equity for clubs. The total budget required to cover the cost of the rebates each year is \$7,800.
- 3.12 The rebate would cover maintenance activities and materials to ensure that the pitch is suitable for play, this would extend to;
 - 3.12.1 Chemicals/fertilizers
 - 3.12.2 Re-seeding
 - 3.12.3 Top dressing
 - 3.12.4 Coring/scarifying
 - 3.12.5 Contractor costs to undertake maintenance activities
- 3.13 Conditions for the rebate with the following conditions:
 - 3.13.1 Rebate is available once per year, only to clubs that currently undertake their own maintenance.
 - 3.13.2 Payable by Council upon receipt of invoices for materials, chemicals, re-turfing, topdressing or contractor costs for turf wicket maintenance.
 - 3.13.3 Rebate should be included as part of the lease/license agreements between Council and the sports club and reviewed annually.
 - 3.13.4 The existing lease/license will be updated to reflect to rebate conditions and will be reviewed annually. Appropriate conditions required to administer the rebate will be incorporated into the lease/license.
- 3.14 It is hoped that the rebate will assist clubs in the preparation of wickets at the change of season to bring them to a suitable level of play more quickly.
- 3.15 Financial Overview It is expected that the rebate will incur a cost of \$7,800 per year, which is currently un-budgeted.
- 3.16 A budget review will be required to increase operational budgets to cover the cost of the rebate.
- 3.17 This additional cost will be on-going and will be subject to indexation.

4. CONCLUSION

- 4.1 There are 9 sporting clubs listed in paragraph 3.2 of this report with lease arrangements on sites that have concrete wickets. Council covers the cost of preparing the wickets at the start of the season each year. The value of this service is approximately \$1,300 per year.
- 4.2 There are 6 sporting clubs listed in paragraph 3.3 that are responsible for managing their turf wickets who do not receive any support from Council for maintaining the turf wickets.
- 4.3 To improve the equitable treatment between cricket clubs and provide support to clubs who managed their own turf wickets, it is recommended that Council provides financial support up to an amount of \$1,300 per year for these clubs (as listed in paragraph 3.2 of this report).