



AGENDA

FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON

**20 FEBRUARY 2024 AT THE 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
Governance Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Community Wellbeing and Sport Committee Meeting held on 12 December 2023.

REPORTS

Administration

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For Decision

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QUESTIONS ON NOTICE

There are no Questions on Notice.

MOTIONS ON NOTICE

There are no Motions on Notice.

OTHER BUSINESS

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

EXCLUSION ORDERS

5.4.1 Salisbury Aquatic Centre Operationalisation and Management Contract

Recommendation

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

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - *information the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *public disclosure would adversely impact the commercial position of Council*

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

5.4.2 Review of Lease Agreements – Working Group

Recommendation

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

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

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

CLOSE



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

34 CHURCH STREET, SALISBURY ON

12 DECEMBER 2023

MEMBERS PRESENT

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

STAFF

Chief Executive Officer, Mr J Harry
General Manager Community Development, Mrs A Pokoney Cramey
Deputy Chief Executive Officer, Mr C Mansueto
A/ Manager Governance, Ms J O'Keefe-Craig
Personal Assistant to General Manager Community Development,
Ms S Howley

The meeting commenced at 6:43pm.

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

APOLOGIES

An apology has been received from Cr M Mazzeo.

LEAVE OF ABSENCE

Leave of absence for this meeting was previously granted to Deputy Mayor, Cr C Buchanan.

PRESENTATION OF MINUTES

Moved Cr P Jensen
Seconded Mayor G Aldridge

The Minutes of the Community Wellbeing and Sport Committee
Meeting held on 21 November 2023, be taken as read and confirmed.

CARRIED

REPORTS

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Cr P Jensen
Seconded Cr S McKell

That Council:

1. Notes the report.

CARRIED

For Decision

5.1.1 Salisbury Aquatic Centre Redevelopment - Project Status Report

Moved Mayor G Aldridge
Seconded Cr S McKell

That Council:

1. Notes the Salisbury Aquatic Centre project status report (Community Wellbeing and Sport Committee, 12 December 2023) with construction now well advanced and on schedule with Operational Readiness works also now commenced.
2. Notes that the Salisbury Aquatic Centre is scheduled to open in July 2024.
3. Notes that a Project Control Group meeting will be held in January 2024 and CEO briefing will be held with Council on 5 February 2024 on the Operational Readiness Plan, including associated budgets and Fees and Charges, with a Council report to follow in February 2024.

CARRIED

5.1.2 Grant Funding Update

Moved Mayor G Aldridge
Seconded Cr A Graham

That Council:

1. Notes the Grant Spending relating to the Youth Sponsorship Program has been over committed by \$1,600 and the Community Grants Program will likely be expended by January 2024.
2. Notes that there are insufficient funds to continue to provide Youth Sponsorship and Community Development Grants for the remainder for the 2023/24 financial year.
3. Approves the Youth Sponsorship Applications outlined in the report titled 'Youth Sponsorship Applications' (Item No. 5.1.3, Community Wellbeing and Sport Committee, 12 December 2023).

With leave of the meeting and consent of the seconder, Mayor Aldridge VARIED the MOTION as follows:

That Council:

1. Notes the Grant Spending relating to the Youth Sponsorship Program has been over committed by \$1,600 and the Community Grants Program will likely be expended by January 2024.
2. Notes that there are insufficient funds to continue to provide Youth Sponsorship and Community Development Grants for the remainder for the 2023/24 financial year.
3. Approves the Youth Sponsorship Applications outlined in the report titled 'Youth Sponsorship Applications' (Item No. 5.1.3, Community Wellbeing and Sport Committee, 12 December 2023).
4. Approves a non-discretionary transfer from the Minor Capital Works Grants Program Budget to the Community Development Grants Program of \$50k be included in the Quarter 2 Budget review 2023/24 for the Community Development Grants.
5. Approves a non-discretionary transfer from Minor Capital Works Grants Program Budget to the Youth Sponsorship Program of \$25k be included in the Quarter 2 Budget Review 2023/24 for the Youth Sponsorship grants.

CARRIED

5.1.3 Youth Sponsorship Applications - November 2023

Moved Cr P Jensen
Seconded Cr A Graham

That Council:

1. Notes that 5 Youth Sponsorship Applications were assessed in November 2023, as included in this report (Item No. 5.1.3, Community Wellbeing and Sport Committee, 12 December 2023).

CARRIED

5.1.4 Grant No. 26/2023-24: Para Hills Tennis Club 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 December 2023 round of Community Grants as follows:
 - a. Grant No. 26/2023-24 Para Hills Tennis Club Community Grant Application: to the value of \$1,500: to assist with purchasing six tennis nets.

CARRIED

5.1.5 Grant No. 27/2023-24: Salisbury City Band Community Grant Application

Moved Cr S Ouk
Seconded Cr A Graham

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 December 2023 round of Community Grants as follows:
 - a. Grant No. 27/2023-24 Salisbury City Band Community Grant Application: to the value of \$5,000: to assist with purchasing musical instruments, specifically Neo Cornet, Trombone and Flugel Horn.

CARRIED

5.1.6 Waste Management for City of Salisbury Events

Moved Mayor G Aldridge
Seconded Cr S McKell

That Council:

1. Approves:
 - a. The Administration to undertaking a procurement process to source a waste management contractor whose services reflect the State Government's 'Waste and Recycling at Events and Venues Guidelines' principles and deliver a three-bin solution to meet the current participation levels of Council's six larger events.
 - b. The Administration providing the State Government's 'Waste and Recycling at Events and Venues Guidelines' to all future service providers at Council events.
 - c. The Administration providing the State Government's 'Waste and Recycling at Events and Venues Guidelines' to all future casual hirers who intend to deliver a major event and encouraging them to transition towards adherence to the Guidelines over time, noting that all costs associated are at the expense of the event organiser.
2. Approves the engagement of a service provider up to the value of \$30k.
3. Approves a non-discretionary \$30k Second Quarter Budget Review in 2023/24.

CARRIED

5.1.7 Grant No. 28/2023-24: La Festa di San Giuseppe Association Inc. 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 December 2023 round of Community Grants as follows:
 - a. Grant No. 28/2023-24 La Festa di San Giuseppe Association Inc. Community Grant Application: to the value of \$5,000: to assist with hosting its 'Festa di San Giuseppe' event in March 2024.

CARRIED

For Information

5.2.1 2024 Salisbury Fringe Carnival - Event Overview

Moved Mayor G Aldridge

Seconded Cr A Graham

That Council:

1. Approves the 2024 Fringe program and associated site plan as detailed in Attachment 1 – 2024 Fringe Site Plan (Item 5.2.1, Community Wellbeing and Sport Committee, 12 December 2023). Approves the Administration undertaking a procurement process to source major rides and amusements for future Fringes, from 2025 to 2028.

CARRIED

5.2.2 Events - 2023 & 2024

Moved Cr A Graham

Seconded Mayor G Aldridge

That Council:

1. Approve the draft 2024 Events Calendar as outlined in Attachment 2 to this report - Draft 2024 Events Calendar (Item 5.2.2, Community Wellbeing and Sport Committee, 12 December 2023).
2. Approve the consolidation of the Lights @ Mawson event to be delivered over one weekend to improve the quality and impact of the event.
3. Notes the intention to develop a framework for the improved evaluation of larger events in the City of Salisbury (both Council and community sponsored events over \$10k).

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions On Notice.

OTHER BUSINESS

CWS-MWON Libraries Board SA Nomination

Moved Mayor G Aldridge

Seconded Cr S Ouk

That Council:

1. Notes the LGA is seeking nominations to fill one LGA-nominated position on the Libraries Board SA following the resignation of a current member.
2. Notes the Libraries Board SA consists of up to 8 members appointed by the Governor, with three of those members nominated by the LGA.
3. Approves the nomination of Chandler Giles, Manager Community Participation and Partnerships be submitted for this position.

CARRIED

The meeting closed at 7:01pm.

CHAIRMAN.....

DATE.....

ITEM	5.0.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	20 February 2024
HEADING	Future Reports for the Community Wellbeing and Sport Committee
AUTHOR	Hayley Berrisford, PA to General Manager Community Development, Business Excellence
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	Commonwealth Home Support Programme (CHSP) Payment In Arrears	Vesna Haracic
5.2.1	Notes that the Administration will provide a future report to Council as more information on CHSP Payment in Arrears becomes available.	
Due:	February 2024	
Deferred to:	March 2024	
Reason:	The Commonwealth government has announced an extension to the current CHSP program until 2027. A report will be provided in March 2024.	

25/07/2022 5.1.1	Bridgestone Athletics Centre Advisory Group Requests that the minutes of each Bridgestone Coordination Group meeting will be reported to the Community Wellbeing & Sport Committee. Due: February 2024 Deferred to: August 2024 Reason: July Advisory Group not meeting whilst Bridgestone Licences under review (refer US-OB2).	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
23/10/2023 5.1.8	Homelessness - Update on Services 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. Due: June 2024	Andrew Hamilton
23/10/2023 5.4.1	Chapel of the Holy Family - End of Lease Arrangements Council has previously resolved this resolution to be confidential. Due: April 2024	Andrew Hamilton
27/11/2023	Ongoing management of the St Kilda Community Hall on behalf of the Community 5 Approves the Administration develop an opportunities and options report 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. Due: February 2024 Deferred to: June 2024 Reason: This piece of work will be included as part of a Master Plan for this site.	Amy Pokoney Cramey
27/11/2023	Community Grant Program Progress Update 2 Requests the Administration to review the new Community Grant Guidelines by June 2024. Due: June 2024	Leandro Lopez Digon.
27/11/2023	Community Centres Update Council has previously resolved this resolution to be confidential. Due: March 2024	

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	20 February 2024
HEADING	Minor Capital Works Grant Program Application - Salisbury United Junior Soccer Club - Renovation of spectator area including BBQ space.
AUTHORS	Sarah McEwen, Club Leasing Officer, City Infrastructure Lavinia Morcoase, Senior Club Leasing Officer, City Infrastructure
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	A Minor Capital Works Grant Program application has been received from the Salisbury United Junior Soccer Club for the renovation of the existing covered spectator viewing area.



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 allocation of funding from the 2023/24 Minor Capital Works Grant Program budget as follows:
 - a. The Salisbury United Junior Soccer Club (SUJSC) in the amount of \$75,000 for the renovation of the existing covered spectator viewing area including the existing BBQ space at Adams Oval, Decimal Road, Salisbury North noting that any additional costs are to be funded by the SUJSC as per the funding agreement.

ATTACHMENTS

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

1. MCWGP – SUJSC [🔗](#) – Application Redacted 
2. MCWGP - SUJSC [🔗](#) – Certificate of Inc. 
3. MCWGP - SUJSC – Fence Plans

1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program (MCWGP) aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance club sustainability.
- 1.3 A Minor Capital Works Grant Program application has been received from the SUJSC for renovation of the existing spectator viewing area including the existing BBQ space at Adams Oval, Decimal Road, Salisbury North.

- 1.4 SUJSC application has been assessed and meets the relevant criteria.
- 1.5 Quotes have been provided within the framework of the MCWG application and reviewed by the City of Salisbury to ensure the standard of integrity are met and adherence to current regulations.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Salisbury United Junior Soccer Club (SUJSC)

3. DISCUSSION

- 3.1 SUJSC holds a current lease of a Council owned building and an executed licence with the City of Salisbury for the use of the playing areas located at Adams Oval, Decimal Road, Salisbury North.
- 3.2 The SUJSC provides junior and senior sporting and leisure opportunities to male and female participants with a total of 740 participants for competitive and social soccer.
- 3.3 The existing covered spectator area in front of the club room is ageing with several issues related to broken seats, rust and poorly functioning areas. The suggested improvements will address these issues, improve the amenity of the space and create a more functional and usable area.

Project Overview

- Remove the existing seating and boundary fence
 - Patch/repair existing steel work
 - Re-paint steel work and structure
 - Supply and install new electric alfresco heaters to underside of verandah
 - Supply and install new seating onto existing concrete slab
 - Modify and repair existing BBQ enclosure
- 3.4 Consultation between the City of Salisbury and the SUJSC was carried out at length, to identify a suitable outcome within the constraints of the site and ensure the desired outcome could be achieved within the funding allocation.

4. FINANCIAL OVERVIEW

- 4.1 SUJSC has agreed to cover any costs above the allocated grant funding from either applicant contribution or from external funding programs. Accordingly, an assessment of the financial capacity of the applicant to meet additional costs has been undertaken by staff. Based on the financial position of the applicant and value of the MCWGP grant, it is expected the Club will be able to meet its obligations and not be in financial hardship as a result of undertaking this project.
- 4.2 This year to date 2023/24 MCWGP has awarded \$350,000. If this grant application for \$75,000 is approved, along with the current MCWGP - Category A proposals, the total amount awarded would be \$610,000 and there would be \$456,000 remaining in the 2023/24 MCWGP Budget.
- 4.3 Discussions are underway for further MCWGP applications within the 2023/24 budget which may exceed the remaining budget. Applications received later in the financial year may be deferred until 2024/25.

5. CONCLUSION / PROPOSAL

- 5.1 It is recommended that the application to the 2023/24 MCWGP by the SUJSC at Adams Oval, Decimal Road, Salisbury North, be approved for the amount of \$75,000 and be allocated for the renovation of the existing covered spectator viewing area including the existing BBQ space.

City of Salisbury - Minor Capital Works Grant Program Application

City of Salisbury - Minor Capital Works Grant Program Category A, B and C



Submitted on

Receipt number

MCWGP71

Related form version

30

Organisation Information

Name of the Club / Organisation:	Salisbury United Junior Soccer Club
Club Incorporation Number OR ASIC Registration Number:	A7435
Australian Business Number (ABN):	76699725692
Facility Name:	Salisbury United Junior Soccer Club
Facility Address:	1-31 Decimal Road, Adams Oval, Salisbury North
Postal Address:	PO Box 65, Salisbury North,
Person Responsible for the Grant:	Jodi Shelbourn
Role/Position within Club:	Secretary
Contact Email:	
Contact Mobile:	

Club Membership

Male - Junior	180
Female - Junior	30
Social - Junior	350
Male - Senior	60
Female - Senior	20
Social - Senior	100

1 of 4

City of Salisbury - Minor Capital Works Grant Program Application

Total Membership:	740
Please provide membership numbers for the previous 3 seasons:	2022 -380 2021- 630 2020- 550

Funding Category

Category A – up to \$75,000 Clubs that meet one of the following may apply for Category A funding: have a current lease or sub-lease of a Council owned building; or

Category B – up to \$35,000

Category C – up to \$10,000

Which category of funding is being applied for? Category A - up to \$75,000

Have you sought, or intend to seek funds from another source for this project? No

If yes, please list the source/s and amount/s requested:

About the Project

Name of Project:	Grandstand Upgrade
What does the project involve?	Full renovation of stadium seating, BBQ area, outdoor heating and grandstand fencing replacement.
Are there any time constraints for the project?	Yes. Our season is now finished and our last event inside the building in on November 18th. Our 2024 season begins in March and we are booked to host a Wedding on 16th March 2024.
Why is the project needed?	As our facilities are quite old, the stadium seating, especially is quite unsafe as seats have either cracked or broken. It would therefore increase the safety of participants/spectators safety. We also have many families with elderly supporters who will now be able to attend home games in the winter months and be kept comfortably warm. We feel that with these upgrades we will attract new players, families and therefore increase revenue for the club.
How will the project increase participation opportunities for sport and recreation?	These upgrades will increase the safety of participants/spectators safety. We also have many families with elderly supporters who will now be able to attend home games in the winter months and be kept comfortably warm. We feel that with these upgrades we will attract new players, families and therefore increase revenue for the club.
How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles?	At the moment many spectators are unable to comfortably attend games as the seating is inadequate or broken. We have no outdoor heating, which makes it very cold for our aging supporters to attend. These upgrades will increase our supporter base and give a much more welcoming atmosphere to all people of our community.
Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?	No

2 of 4

City of Salisbury - Minor Capital Works Grant Program Application

Please indicate which group/s and how they will benefit:

Budget Information

Total Project Cost	75000
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Club/Organisation's Contribution	0
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Other grants / funds secured	0
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MCWGP Amount Requested:	75000
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Can the proposed works proceed if the full amount requested is not provided?	No
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Please upload a copy of the completed MCWGP Project Budget Form:

Quote 1

Quote 2

Quote 3

Essential Documentation

Provide a Certificate of Incorporation demonstrating not-for-profit status	SUJSC - Cert of Incorporation.pdf
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Provide a signed copy of committee minutes endorsing the project, authorising an application to the MCW Grants Program and documenting the authorised project contact	SSUSC Meeting Minutes 7th March (1).pdf
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Club/organisation's most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	PROFIT AND LOSS
--	---------------------------------

Where applicable supply evidence of cash support (e.g. recent bank statement)

A copy of building works drawings or concept plans for the project	ND FENCE..pdf
--	-------------------------------

Provide photos that clearly demonstrate why the works are needed	soccer club photos.pdf
--	--

Where applicable provide letters of support for the project from each of the user groups

Where applicable provide a letter/email from the head lessee supporting the application

3 of 4

City of Salisbury - Minor Capital Works Grant Program Application

Please upload any further information / documentation

Application Declaration

On behalf of (Club/Organisation)	Salisbury United Soccer Club
Name & Position (President/Chairperson)	Jason Baker
Date of Signature	04/10/2023
Signature 1	
Name & Position (Representative 2)	Jodi Shelbourn
Date of application	04/10/2023
Signature 2	

We agree to abide by the terms and conditions of funding

I declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the City of Salisbury's Minor Capital Works Grant Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which funding for this project is offered.

4 of 4



OFFICE OF
Consumer and Business Affairs
www.ocba.sa.gov.au

SOUTH AUSTRALIA

Associations Incorporation Act 1985
Section 24(5)(b)

Incorporation Number: A7435

Certified Copy of the Certificate of Incorporation of an Association

This is to certify that

SALISBURY UNITED JUNIOR SOCCER CLUB INCORPORATED

was, on and from the fourth day of June 1981
incorporated under the Associations Incorporation Act 1985.

Given under the seal of the Corporate Affairs Commission at Adelaide on this
thirteenth day of December 2002

Commissioner for Corporate Affairs



Corporate Affairs and Compliance

Incorporating the Corporate Affairs Commission ABN 30 652 402 747

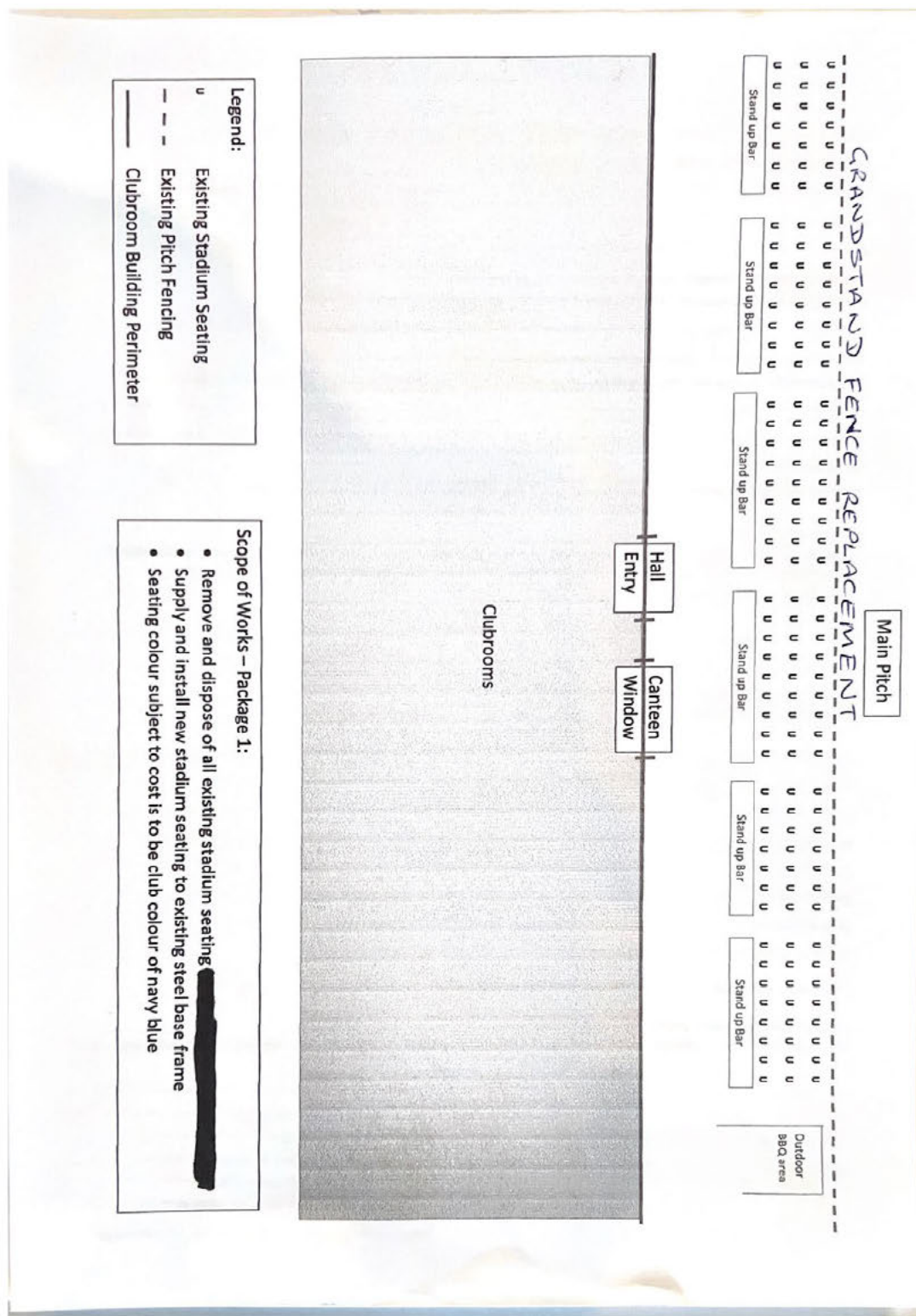
Ground Floor Chesser House
91 - 97 Grenfell Street
Adelaide SA 5000

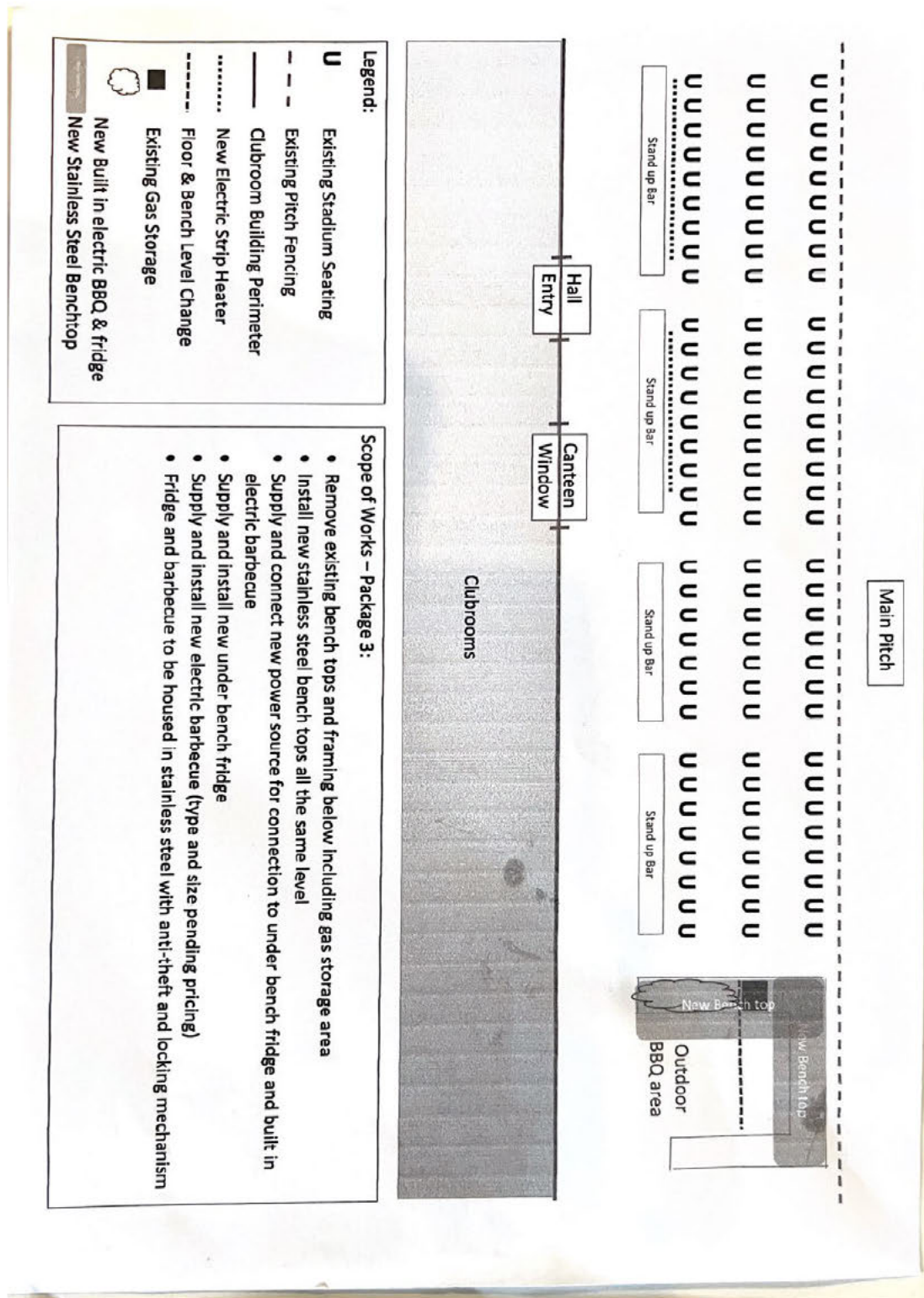
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Email: businessnames@ad.sa.gov.au



Government
of South Australia







ITEM	5.1.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	20 February 2024
HEADING	Minor Capital Works Grant Program Application - Salisbury North Football Club - New Coaches hut and storage area
AUTHORS	Sarah McEwen, Club Leasing Officer, City Infrastructure Lavinia Morcoase, Senior Club Leasing Officer, City Infrastructure
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	A Minor Capital Works Grant Program application has been received from the Salisbury North Football Club for the development of a new 2 storey coaches hut and storage shed.

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 allocation of funding from the 2023/24 Minor Capital Works Grant Program budget as follows:
 - a. The Salisbury North Football Club (SNFC) for the amount of \$75,000 for the development of a new 2 storey coaches hut and storage shed at Salisbury North Oval, Bagster Road, Salisbury North, noting that any additional costs are to be funded by the SNFC as per the funding agreement.

ATTACHMENTS

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

1. MCWG 2023-24 - SNFC - Application Redacted [📄](#)
2. MCWG 2023-24 - SNFC - Certificate of Incorporation [📄](#)
3. MCWG 2023-24 - SNFC - Coaches Box and Storage - Concept [📄](#)

1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program (MCWGP) aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance club sustainability.
- 1.3 A MCWGP application has been received from the SNFC for the development of a new 2 storey coaches hut and storage area at Salisbury North Oval, Bagster Road, Salisbury North.

- 1.4 SNFC Inc application has been assessed and meets the relevant criteria.
- 1.5 Quotes have been provided within the framework of the MCWG application and reviewed by the City of Salisbury to ensure the standard of integrity are met and adherence to current regulations.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Salisbury North Football Club (SNFC)

3. DISCUSSION

- 3.1 SNFC holds an executed licence with the City of Salisbury for the use of the playing areas located at Salisbury Oval, Bagster Road, Salisbury North.
- 3.2 The SNFC provides junior and senior sporting and leisure opportunities to male and female participants with a total of 9,833 participants for junior and senior football across both male and female teams.
- 3.3 The existing coaching huts are small and do not meet the club's requirements. The suggested improvements will enable both Football and Cricket coaching staff to get a greater view of the playing field. Having an elevated hut would not only enhance coaching/playing performance; it would also provide storage for all oval materials from goal pads to oval signage which would be beneficial for the volunteer group to not have to load and unload these items in and out of their vehicles and carry them from their cars.
- 3.4 The hut will also house the Amateur League camera crew and make it safer to film.

Project Overview

- Ground preparation and earth works
 - Footings and concrete works
 - Erect colourbond 2 storey steel structure, coaches area above storage area below with roller door access
 - Service connections
- 3.5 Consultation between the City of Salisbury and the SNFC was carried out at length to identify a suitable outcome within the constraints of the site and ensure the desired outcome could be achieved within the funding allocation.

4. FINANCIAL OVERVIEW

- 4.1 SNFC has agreed to cover any costs above the allocated grant funding from either applicant contribution or from external funding programs. Accordingly, an assessment of the financial capacity of the applicant to meet additional costs has been undertaken by staff. Based on the financial position of the applicant and value of the MCWGP grant, it is expected the Club will be able to meet its obligations and not be in financial hardship as a result of undertaking this project.
- 4.2 This year to date 2023/24 MCWGP has awarded \$350,000. If this grant application for \$75,000 is approved along with the current MCWGP proposals, the total amount awarded would be \$610,000 and there would be \$456,000 remaining in the 2023/24 MCWGP budget.

- 4.3 Discussions are underway for further MCWGP applications within the 2023/24 budget which may exceed the remaining budget. Applications received later in the financial year may be deferred until 2024/25.

5. CONCLUSION / PROPOSAL

- 5.1 It is recommended that the application to the 2023/24 MCWGP by the SNFC at Salisbury North Oval, Bagster Road, Salisbury North, be approved for the amount of \$75,000 for the development of a new 2 storey coaches hut and storage shed.

City of Salisbury - Minor Capital Works Grant Program Application

City of Salisbury - Minor Capital Works Grant Program Category A and B



Submitted on

Receipt number

MCWGP64

Related form version

30

Organisation Information

Name of the Club / Organisation:

Salisbury North Football Club

Club Incorporation Number OR ASIC Registration Number:

3448

Australian Business Number (ABN):

44071022540

Facility Name:

Salisbury North Football Club

Facility Address:

39-41 bagster road Salisbury North

Postal Address:

39-41 bagster Road

Person Responsible for the Grant:

Daniel Parry

Role/Position within Club:

General Manager

Contact Email:

Contact Mobile:

Club Membership

Male - Junior

250

Female - Junior

50

Social - Junior

400

Male - Senior

1000

Female - Senior

1000

Social - Senior

4500

Total Membership:

6500

1 of 4

City of Salisbury - Minor Capital Works Grant Program Application

Please provide membership numbers for the previous 3 seasons: 4000

Funding Category

Category A – up to \$75,000 Clubs that meet one of the following may apply for Category A funding: licence or sub-license over Council owned land; or

Category B – up to \$35,000

Category C – up to \$10,000

Which category of funding is being applied for? Category A - up to \$75,000

Have you sought, or intend to seek funds from another source for this project? No

If yes, please list the source/s and amount/s requested:

About the Project

Name of Project: Coaches hut and storage facility

What does the project involve? Build a coaches hut with and storage room next to the current electronic scoreboard on the western side of the main Salisbury North oval. The ground will need to be surveyed, prepped, dug and flooring concreted and then the hut and storage room built.

Are there any time constraints for the project? We would like this project to commence immediately, there will be local football at the club rooms until the end of August, this should not impact any work load

Why is the project needed? The use of this new hut and storage room will help the entire Salisbury north football club coaching squad become the elite football club as well as its volunteers as we currently do not have adequate storage space for all football, netball and cricket equipment and signage, to have all this located under the coaches hut will be a big help on all involved.

How will the project increase participation opportunities for sport and recreation? The use of this hut will help coaches and officials from all grades get a better focus on coaching the game as visibility will be more clearer elevated off the ground.

How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles? The use of this hut will be restricted to Salisbury North Football Club coaches and officials from all football, and cricket grades. there will be no limit on age provided a responsible adult is with the hut at all times while the door is unlocked.

Apart from your organisation and its members, are there any other groups within the community that will benefit from the project? No

Please indicate which group/s and how they will benefit: No one outside of the Salisbury North football club will have access to this hut and storage space as it will contain Salisbury North equipment

2 of 4

City of Salisbury - Minor Capital Works Grant Program Application

Budget Information

Total Project Cost	100000
Club/Organisation's Contribution	25000
Other grants / funds secured	0
MCWGP Amount Requested:	75000
Can the proposed works proceed if the full amount requested is not provided?	No
Please upload a copy of the completed MCWGP Project Budget Form:	
Quote 1	FW Salisbury North Elevated Coaches Box and Storage - Concept Sketch.msg
Quote 2	
Quote 3	



Essential Documentation

Provide a Certificate of Incorporation demonstrating not-for-profit status	Asic Document.pdf
Provide a signed copy of committee minutes endorsing the project, authorising an application to the MCW Grants Program and documenting the authorised project contact	Board Minutes April for march1.pdf
Club/organisation's most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	SNFC 2022 Financials Final.pdf
Where applicable supply evidence of cash support (e.g. recent bank statement)	
A copy of building works drawings or concept plans for the project	Salisbury North Elevated Coaches Box and Storage - Concept (Rev00).pdf
Provide photos that clearly demonstrate why the works are needed	
Where applicable provide letters of support for the project from each of the user groups	
Where applicable provide a letter/email from the head lessee supporting the application	
Please upload any further information / documentation	

3 of 4

City of Salisbury - Minor Capital Works Grant Program Application

Application Declaration

On behalf of (Club/Organisation)	Salisbury North Football Club
Name & Position (President/Chairperson)	Daniel Parry (General Manager) Simon Warner (Chairperson)
Date of Signature	29/05/2023
Signature 1	
Name & Position (Representative 2)	Kyriakos Coutlakis
Date of application	29/05/2023
Signature 2	

We agree to abide by the terms and conditions of funding

I declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the City of Salisbury's Minor Capital Works Grant Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which funding for this project is offered.

4 of 4

No. of Association

3448

SOUTH



AUSTRALIA

ASSOCIATIONS INCORPORATION ACT, 1956-1965

CERTIFICATE OF INCORPORATION OF AN ASSOCIATION

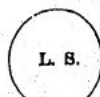
I Hereby Certify that

SALISBURY NORTH FOOTBALL CLUB INCORPORATED

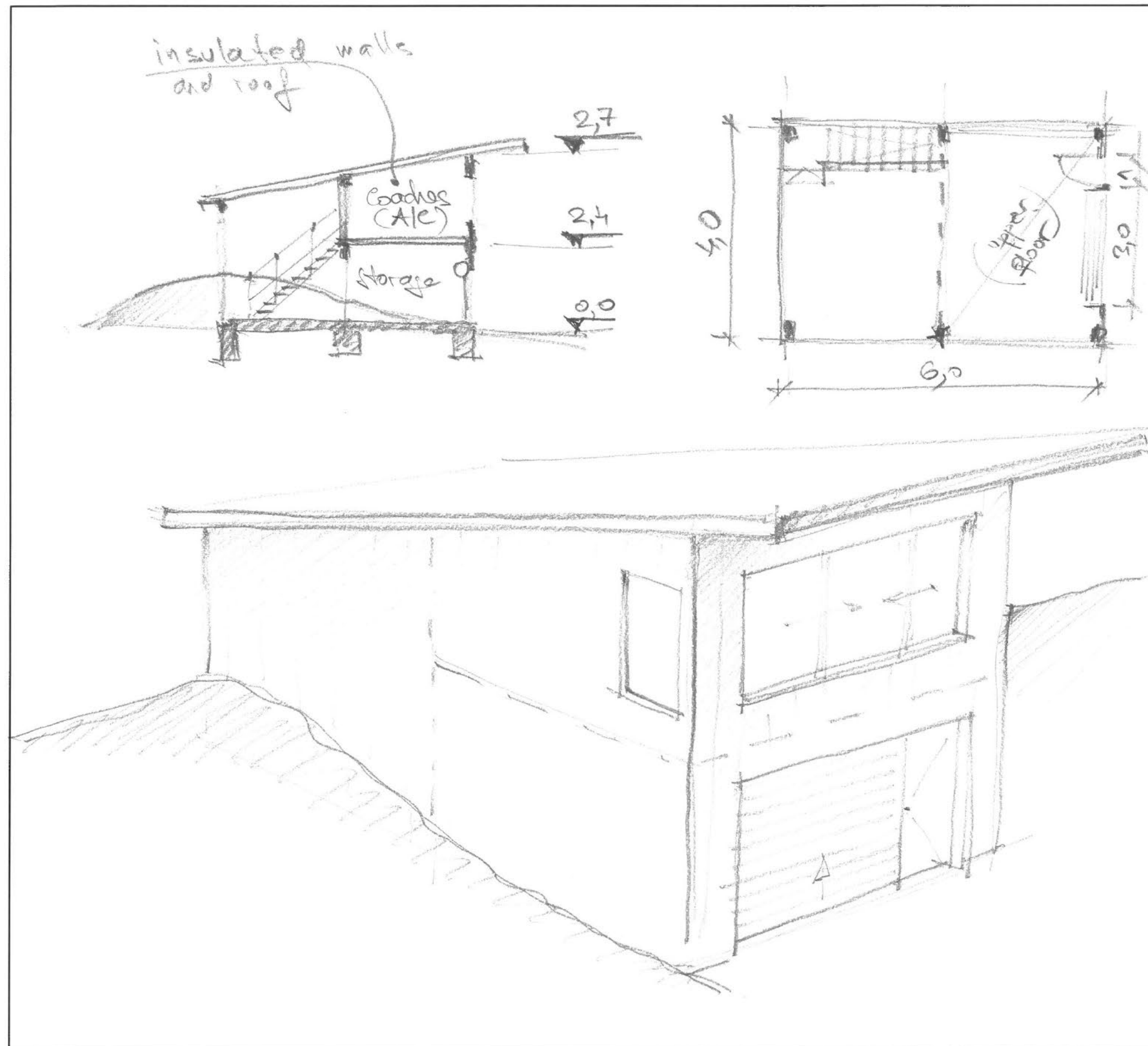
is incorporated under the provisions of the Associations Incorporation Act,
1956-1965.

Given under my hand and seal at Adelaide, in the State of South Australia,

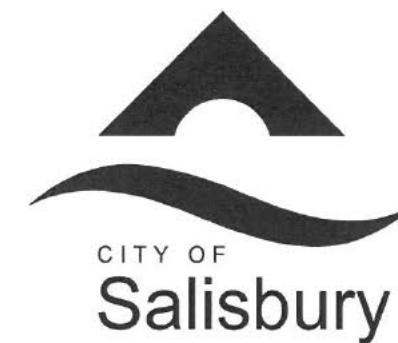
this 30th day of July 19 69



R. Harris



NOTES:



Client	City of Salisbury
Project	MCWG
Building	Salisbury North Elevated Coaches Box and Storage
Drawing Title	Concept

FOR CONSULTATION

Project Director: Jarred C.	Design By: John Olar
Revision: 00	Scale: N/A
Date: 11/05/2023	
Drawing Number:	North:
AWD-00	

ITEM	5.1.3
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	20 February 2024
HEADING	Salisbury Hub After Dark Pilot Project Evaluation
AUTHOR	Claudine Spinner, Team Leader, Community Learning and Development, Community Development
CITY PLAN LINKS	4.4 We plan effectively to address community needs and identify new opportunities 4.1 Members of our community receive an exceptional experience when interacting with Council
SUMMARY	The Salisbury Community Hub After Dark Pilot Project was held on Monday evenings from August 2023 to February 2024. The target group for this pilot was those who were seeking quiet spaces for work, study or other passive activities. This report provides an evaluation of the pilot and evidence-based recommendations for future development.


RECOMMENDATION

That Council:

1. Notes Administration's evaluation of the Salisbury After Dark pilot program as included in this report (Item No. 5.1.3, Community Wellbeing and Sport Committee, 20 February 2024).
2. Approves the transition of the Salisbury After Dark pilot program to the proposed ongoing operational model on Monday, Tuesday and Wednesday evenings as outlined in paragraph 5.4 of this report (Item No. 5.1.3, Community Wellbeing and Sport Committee, 20 February 2024).
3. Approves the consideration of non-discretionary budget bid of \$12,000 as part of the 2023/24 Third Quarter Budget Review to support the additional operational costs until 30 June 2024.
4. Notes that full year on-going operational costs will be included in Council's budget process for 2024/2025.

ATTACHMENTS

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

1. Salisbury Hub After Dark Pilot Program Evaluation [↓](#) 

1. BACKGROUND

- 1.1 There are growing international and national trends and initiatives related to community facilities extending their hours of operation. These trends are driven by the desire to make community facilities more accessible and responsive to the needs of the communities they serve.

- 1.2 As part of the annual Library Services Update report, Council resolved at its meeting held on 30 June 2023 that it;

1.1 Approves the delivery of the 6-month Monday Night Salisbury Hub Pilot. (0378/2023).

- 1.3 The pilot provided an opportunity to trial extended opening hours at the Salisbury Community Hub where community members access parts of the ground and first floors for the purposes of reading, studying and working. Self-service access to PC's, photocopying and parts of the collection were also available with any current library card.
- 1.4 As part of an innovative approach to activation, the Administration tested an unstaffed operational model with only Security present on site.
- 1.5 The pilot commenced in August 2023 and has been held every Monday since from 5.30pm to 10.00pm for a 6-month period.

2. EXTERNAL CONSULTATION

- 2.1 TAFE SA AMEP Program
- 2.2 Australian Refugee Association
- 2.3 Northern Adelaide State Secondary Schools' Alliance

3. DISCUSSION

- 3.1 During the period from 21 August 2023 to 8 January 2024, there were 525 individual attendances to the Salisbury Hub After Dark pilot with the average attendance per night ranging from 20 to 25 people.
- 3.2 Aside from individuals, the pilot attracted local study groups, who took advantage of the extended service for their members including;
- 3.2.1 the Salisbury TAFE Australian Migrant English Program, who brought over 100 students to conduct site tours; and
- 3.2.2 the Australian Refugee Association Homework Club, who hosted on average of up to 20 students each week during term time.
- 3.3 Further to this, we also received several enquiries regarding opportunities to add value to the activation by offering complementary programs including author talks, community-based presentations, meetings and training.
- 3.4 During the exam period in Term 4, the Administration temporarily increased the Pilot's focus to attracting local High School and University students. Whilst there was a small representation of young people attending during this time, it did not significantly impact our attendance rates and the evaluation (Attachment 1) showed that the largest cohort of attendees were 31-50 years of age.
- 3.5 Whilst the pilot was offered until 10pm, it was evident across the 6 months that the highest demand for the service was only until 8.30pm with very limited demand from community to remain until 10pm.
- 3.6 For evaluation purposes, each attendee used the Sine In visitor registration system and was offered an opportunity to complete a survey with 88 surveys being completed.

- 3.7 Attachment 1 includes the survey evaluation data and whilst this survey was not compulsory, the sample size the Administration received indicatively reflects that the pilot;
 - 3.7.1 overwhelmingly helped them to achieve their study, work or other goals; and
 - 3.7.2 showcased that there is demand from our community for this service including additional nights.
- 3.8 Further to this, the operational model, which tested the building being accessible with only Security present, was also considered successful and there were no security incidents recorded during throughout the pilot.

4. FINANCIAL OVERVIEW

- 4.1 The Salisbury Hub After Dark pilot was funded through existing operational Community Development budgets with a total cost from commencement to 29 January 2024 of \$3,500 plus GST, which equates to an investment of \$6 per head.
- 4.2 To increase the activation of the pilot from one (1) to three (3) nights as per proposal, the total cost for Security would be an additional \$35,000 per annum to the current budget. This includes;
 - 4.2.1 One (1) additional Security Guard on Monday and Tuesday evenings; due to one security guard already rostered most Monday and Tuesday evenings; and
 - 4.2.2 Two (2) on Wednesday evenings.
- 4.3 Two Security Guards present is considered a minimum requirement to allow for appropriate coverage at the entrance as well as the building.
- 4.4 The Administration proposes to seek approval from Council of non-discretionary amount of \$12,000 to support the costs until 30 June 2024 with the on-going operational costs to be included in Council's budget process for 2024/2025.

5. THE PROPOSAL

- 5.1 The objective of this pilot was to explore new and innovative ways to activate community spaces and to test our community's appetite for this service.
- 5.2 The pilot has demonstrated that for a relatively small investment, the service is having a positive impact in the lives of many our community.
- 5.3 The success of this pilot has shown that there is now an opportunity to expand on this pilot and transition to an ongoing operational model. As can be seen in Attachment 1, the strongest theme from the evaluation was that the community would like additional evenings to be offered and greater access in the building.
- 5.4 As part of that transition, the Administration propose the following:
 - 5.4.1 the Salisbury Hub After Dark be an on-going service offered to our community;
 - 5.4.2 the service be extended to 3 nights a week (excluding Public Holidays) from 5.30 to 8.30pm only;

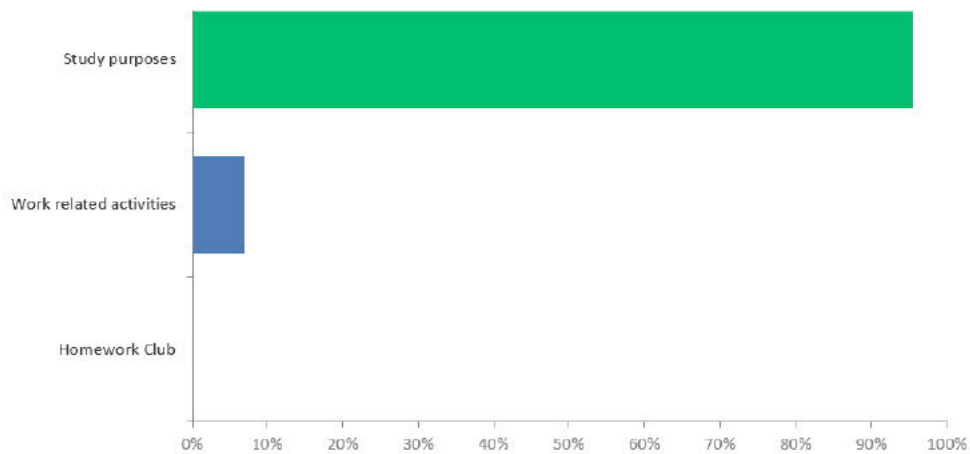
- 5.4.3 the service be offered on Monday, Tuesday and Wednesday nights but with the ability for the Administration to change nights based on community demand if required;
- 5.4.4 in conjunction with Security, review the ability to provide greater access to the public to areas on the ground and first floor;
- 5.4.5 expand and promote the current service to make the Hub available for bookings by external and internal stakeholders for a range of compatible, group-based activities such as homework clubs, study groups and training sessions run, noting that any larger, one-off booking requests would go through Council's standard booking procedures, may incur additional charges and may result in the After Dark service being reviewed or cancelled; and
- 5.4.6 to provide a future report to Council on additional opportunities and models that can be explored at other community facilities that extends the accessibility of our facilities for our community.

6. CONCLUSION

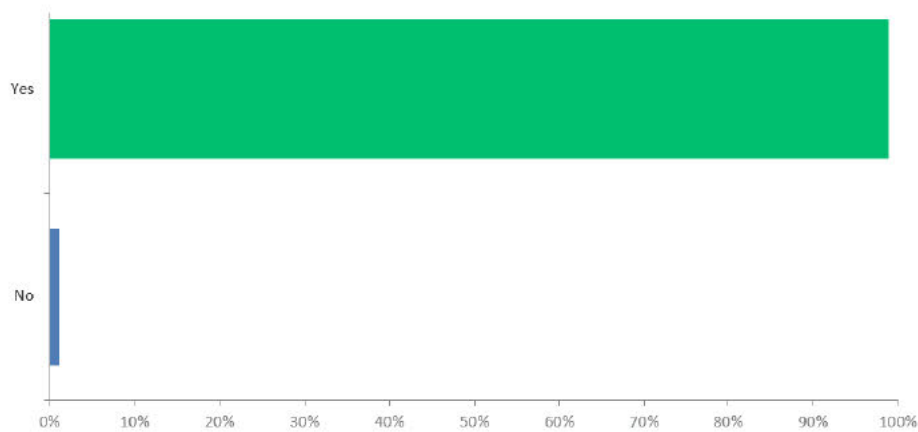
- 6.1 The Salisbury Community Hub is an important civic facility for Salisbury and northern Adelaide, and as such the ability to offer extended use of facility will not only have benefits for the community who will use it, but also for the activation of the City Centre across 4 nights of the week.
- 6.2 The Salisbury Hub After Dark pilot program has been a success and demonstrated a community driven need for an extended hours service at the Salisbury Community Hub.
- 6.3 As a result of the success of this pilot, the Administration proposes several changes to the model as outlined in paragraph 5.4 and recommends that future management become part of Council's general operations and offering to the community.

Salisbury Hub After Dark Survey Evaluation

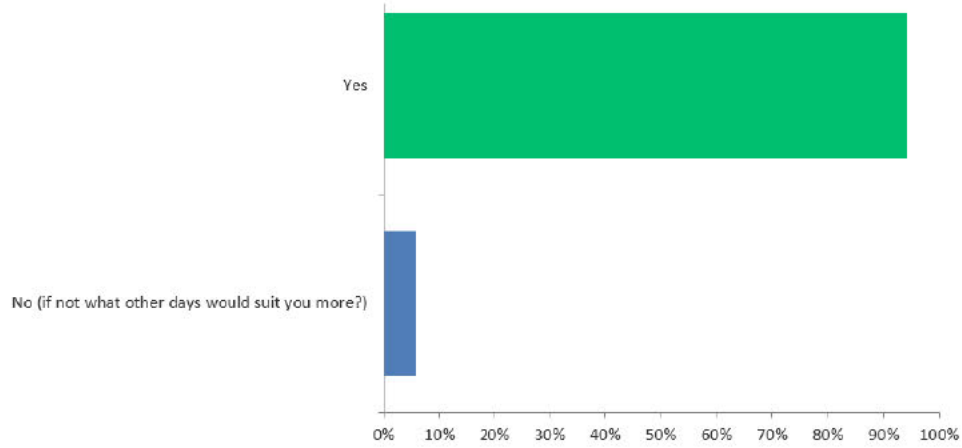
Q1: What was the purpose of your visit to Salisbury Hub After Dark?



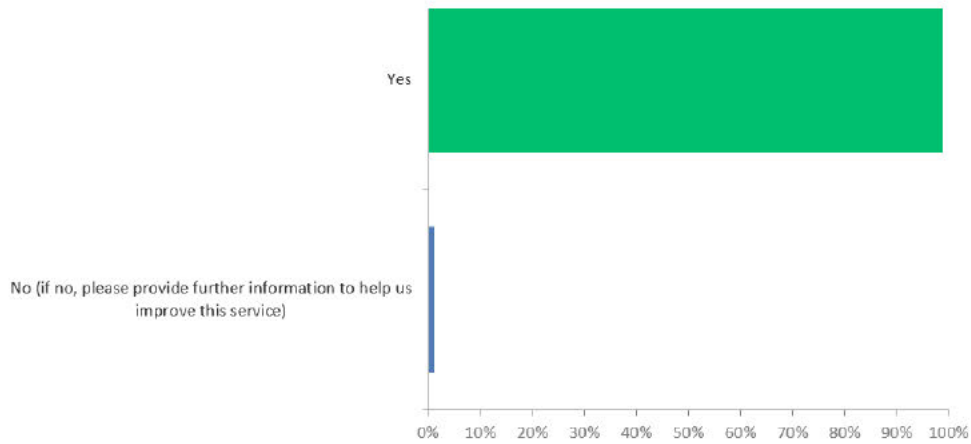
Q2: Did offering extended opening hours on a Monday evening at the Salisbury Community Hub support you to achieve any study, work or other goals?

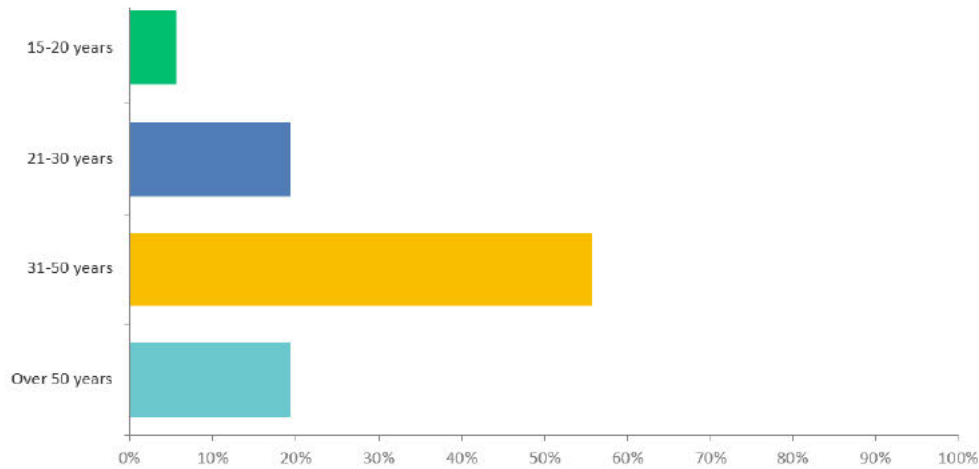


Q3: Did Mondays from 5.30pm to 10pm suit your needs?



Q5: Would you recommend Salisbury Hub After Dark to others looking for an after-hours location to study, work or undertake quiet activities?



Q6: What is your age?**Q7: What is your postcode?**

The top four postcodes of community members were:

- 5108 Paralowie/Salisbury
- 5112 Elizabeth
- 5107 Parafield Gardens
- 5109 Brahma Lodge

Participant feedback on improving the service

'Please open the full section of the library' (10% of respondents)

'TAFESA AMEP students studying English enjoyed library tour and developing the habit of reading'

'I think in general, I would prefer if the library stayed open beyond 5.30 p.m. until like 9 p.m. to help students and others find a quiet place to study as well as do homework.'

'May be open until late for a few more days'

'Open for more days'

'May be open until late for a few more days'

'It would definitely work on other days for my group due to work commitments (eg on Tuesdays or Wednesdays.' (AMEP Lecturer)

'Café should be open'

'Open for more days'

'I go every Monday with my friend because of late night but if possible more days would be appreciated, such as a Friday or a Sunday.'

'More could be done about the noise and visitors, as we found a couple hours in, a group of people were walking around talking loudly in the space near us while we were trying to study in silence. It would be more considerate for them to have moved or at least told to be quiet around us students'
Level 1

ITEM	5.1.4
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	20 February 2024
HEADING	Grant No. 29/2023-24: Salisbury Star Guides Community Grant Application
AUTHOR	Hayley Berrisford, PA to General Manager Community Development, Business Excellence
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 Star Guides 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 February 2024 round of Community Grants as follows:
 - a. Grant No. 29/2023-24 Salisbury Star Guides Community Grant Application: to the value of \$5,000: to assist with purchasing uniforms and funds towards running its Salisbury Guide Unit Program.

ATTACHMENTS

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

1. Salisbury Star Guides Community Grant Application [↓](#) 
2. Community Grants Guidelines and Eligibility Criteria [↓](#) 

1. BACKGROUND

- 1.1 The Salisbury Star Guide has applied for the February 2024 round of Community Grants to assist with purchasing uniforms and running its 'Salisbury Guide Unit Program' in 2024.
- 1.2 The Salisbury Star Guides is a small unit of the Girl Guides Australia, located in Salisbury.
- 1.3 The Salisbury Star Guides has not received prior Community Grant Funding:

2. REPORT

- 2.1 According to this grant application, the Salisbury Star Guides have 22 members, aged 6-18 years old, all of which reside in the City of Salisbury.
- 2.2 According to this grant application, many of these members have disabilities or are siblings of children with disabilities and the Salisbury Star Guides provides an opportunity for people of all ages to connect.
- 2.3 The Salisbury Star Guides aims to provide an engaging program for its unit members, catering for all abilities and providing opportunities for these girls to have different experiences.
- 2.4 The Salisbury Star Guide is seeking community grant funding to provide an exciting outdoor program for its unit. This will include participating in the 'Zoo Snooze' and undertaking a camp at the Woodhouse Outdoor Centre. Both of these activities would be a first for its unit members.
- 2.5 In addition, the Salisbury Star Guide is seeking grant funding for uniforms and camping equipment for its unit and for funds to install a new air conditioner in the hall located on Guerin Street. The original air conditioner was vandalised, so this cost will be for the installation of a new system.
- 2.6 Following a decision by the Council in December 2024 to up the Community Grant Program Budget, the allocation for 2023/2024 is \$170,000.
- 2.7 The money committed to this application for the February 2024 round, if approved, is \$5,000. Based on the Administration's recommendations, the money committed to all grant applications received for the February 2024 round (2 in total) is \$10,000.
- 2.8 The remaining balance of the grant funding if all grant applications received (2 in total) for the February 2024 round are approved based on the Administration recommendations is \$53,212.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Salisbury Star Guides Community Grant Application: to the value of \$5,000: to assist with purchasing uniforms and running its Salisbury Guide Unit Program in 2024.

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Salisbury Star Guides
Address:	9 Guerin St
Suburb:	Salisbury Postcode: 5108
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mrs Joanne Holland
Title (your role with the group/organisation):	leader
Address:	[REDACTED]
Phone:	Landline: Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Mrs Joanne Holland
Title (role with the group/organisation):	leader
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	committee
Is your organisation:	
a) Incorporated:	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question c)</div>
Parent Organisation Name:	Guides South Australia
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>fees, hall hire, fundraising, donations</i>	
f) Purpose:	<i>To grow strong/independent young women who come from difficult lives</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: <div style="background-color: black; width: 200px; height: 1.2em; margin-top: 5px;"></div> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <div style="background-color: black; width: 80px; height: 1.2em; margin-top: 5px;"></div> Branch Location: <div style="background-color: black; width: 60px; height: 1.2em; margin-top: 5px;"></div>	
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>Kylie Lambert</i>	
Referee's Contact Information:	<div style="background-color: black; width: 60px; height: 1.2em; margin-top: 5px;"></div>	

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:	\$ 0
Organisation's contribution:	\$ 0
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>	\$ 0
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>time, volunteer leaders</i>
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT
<i>uniforms</i>	\$ 542
<i>activity fees</i>	\$ 2,820
<i>camping / outdoor equipment</i>	\$ 1,070
<i>sundries</i>	\$ 168
<i>hall maintenance</i>	\$ 400
TOTAL (including GST):	\$ 5,000

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input 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	Salisbury Guide program
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	ongoing running costs for activities for disadvantaged girls in Salisbury
Total cost of Project/Event	\$ 5,000
Amount of Community Grant Funding Requested	\$ 5,000
Is there any other information that you may feel is relevant to your application?	<p><i>We are a small unit of approximately 20 girls from Salisbury. Our unit has 2 leaders, both teachers and parents of children with Autism. So we attract children with autism and social issues. We have multiple girls with disabilities in our unit, as well as several girls who have siblings with disabilities. Guides is a safe place for them to grow and experience life in safe space with people who understand and want to help them grow.</i></p>
<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 checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input 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):	<i>I am unsure of the details. This happened before I joined the unit.</i>
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	<i>Salisbury Guides</i>
Group/Organisation Description	<i>Girl Guides Unit</i>
Group/Organisation Registered Address	Number/Street: <i>9 Guerin St</i> Suburb: <i>Salisbury</i> Postcode: <i>5108</i>
Is the Club Incorporated?	<i>N</i>
Number of Members	<i>22</i>
% of Membership that reside in the City of Salisbury	<i>100 %</i>
Project/Event Details	
Project/Event Name	<i>Unit program</i>
Project/Event Summary	<i>Get our girls out into the community and making great memories</i>
Date(s) of Project/Event	<i>2023</i>
Location of Project/Event:	Number/Street: <i>9 Guerin St</i> Suburb: <i>Salisbury</i> Postcode: <i>5108</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>Many of our members have disabilities or are siblings of children with disabilities. They need to have opportunities to experience fun and life.</i>
How many individuals will benefit from the Project/Event?	<i>20</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?	

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 5,000
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
uniforms - many girls do not have uniforms	\$ 542
camping / outdoor equipment	\$
- tents and camping equipment	\$ 1,070
	\$
camping fees - woodhouse	\$ 1,176
activity fees - zoo snooze	\$ 1,644
sundries	\$ 168
hall maintenance - to repair air conditioner	\$ 400
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 5,000
Quote Attached:	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
<i>A detailed, current quote <u>must</u> be provided with the application.</i>	<i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Project or Event Scope

Provide a description of the proposed project or event:

Our members are girls aged 6 to 18. Many have disabilities or live with siblings with disabilities. These girls are from low socioeconomic homes. We are struggling to provide the girls with an exciting outdoor program where they can learn skills for life. Our families do not have the funds to cover the activities. These girls need the opportunities to play, explore in nature, and be kids. Our unit has 2 leaders who are both teachers and parents of children with Autism. We are known for our ability to take girls with social inabilities.

We run a program with service to others, camp fires, cooking, crafts, fun activities and social responsibilities. These are skills that our girls desperately need and have nowhere else they can go. We need to provide a safe place for them to learn these skills and to enjoy and have fun.

We would love to take our girls to participate in the Zoo Snooze where they will develop independence and social skills. The cost is far beyond anything our parents can afford.

We also wish to take them to a camp at Woodhouse Outdoor Centre. Many of our girls have never been camping or even spent a night away from home. Playing in nature is essential for children to grow and develop their interpersonal and executive functioning skills.

We need to purchase uniform items for some girls who do not have them as they parents are unable to pay for them. We have several girls whose parents cannot afford their Guide Membership fees. We work hard to ensure everyone who wants to join is given that opportunity, regardless of financial situation.

We had an air conditioner donated to our hall. Unfortunately some vandals pulled it off the wall and smashed it. We have been donated another one so need the money to install it. Since this occurred we have updated our fencing to hopefully discourage more vandals.

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. *Camping equipment quote*
 2. *Camping fees*
 3. *Uniform costs*

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:

Our girls are the future of Salisbury council. We can help them to grow into functioning members of society and build skills to enable them to live happy and productive lives. We can increase our unit numbers if we can provide a great program which means we can help more young residents of Salisbury.

We focus on supporting mental health, supporting families with disabilities to find a safe space, and providing girls with a safe space to grow and achieve.

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.

Salisbury Guides participate in the Salisbury Christmas Parade and other community events. We would love to do more with our girls and families to get out into the community. We are supported by local business who donate raffle items, and time for our fundraising. We are supported by local organisations who use our hall. Kyukoshin karate, Adelaide Role Playing Society, 4WD car club, a church group and various parties and events. We invest time, meeting space and personnel into a community show called Carry on Guides which involves many girls and families from the Salisbury Council and is performed at the Shedley Theatre in May each year.

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. *Letter of Support from Guides SA*
 - 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



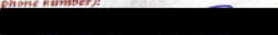

Describe how the proposed project or event will be managed:

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

An important factor in belonging is feeling that you belong. Our guides come from low socioeconomic homes and mostly different schools. Uniform is a way for them to feel that sense of belonging. Unfortunately, many girls are unable to afford the uniform shirts and sashes and so do not feel that belonging. We would love to purchase uniforms and sashes for the girls who do not have them. The girls sew their badges onto the sashes to keep a record of their guiding achievements.

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

Community Grant Application - Page 11 of 13

Application Declaration	
Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)	
Please read, tick the S1 and S2 boxes and sign:	
S1	S2
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.
On behalf of <u>Salisbury Star Guides</u> (Group/Organisation)	
Joanne Holland / leader (Name/Position)	and Sarah Coventry / leader (Name/Position)
	
(Signature)	(Signature)
12/12/23 (Date)	12/12/23 (Date)
Contact (phone number): 	Contact (phone number): 

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

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

Community Grant Application - Page 12 of 13



5th December 2024

To Whom It May Concern,

RE : City of Salisbury Community Grants Program

Girl Guides South Australia Inc are pleased to support the Salisbury Star Girl Guides in their Community Grants application.

The Salisbury Star Girl Guides are seeking funds to assist with the activities, camping equipment and uniforms. The funds from this application will assist girls aged 6 to 18 years to participate in an exciting outdoor program such as Zoo Snooze and camping at the Woodhouse Outdoor Centre.

The Community Grants Program would provide the Guides and their families an experience that they would not normally afford or attend.

It is our pleasure to provide support for this application.

Yours sincerely

A handwritten signature in black ink that reads "Melanie Dancer".

Melanie Dancer
Chief Executive Officer

Girl Guides South Australia Inc
311 Military Road
Henley Beach SA 5022

+618 8414 0900

office@girlguidessa.org.au
www.girlguidessa.org.au
ABN 80 350 498 335

S ID 6270856

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.*

9. Eligible Items

Funding will be considered for the following:

9.1. *Equipment*

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

9.2. *Administration and Organisational Costs*

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

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

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

9.3. *Replacement Items*

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

9.4. *Public Events and Tournaments*

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

9.5. *New Establishment Grant*

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

9.6. *Defibrillator*

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

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

10. Ineligible Items

Funding will not be considered for the following:

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

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

10.2. *Existing Projects*

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

10.3. *Expenses*

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

10.4. *Administration and Organisational Costs*

- 10.4.1. An organisation's **ongoing business**, administration or **day-to-day** running costs, including:

- capital equipment (e.g. computers, office furniture, machinery, tools etc.);
- vehicles (used for business or administration purposes);
- fundraising activities (for commercial, competition and/or event door prizes);
- consumables (e.g. paper, toner, stationery, equipment etc.);
- maintenance and repairs;
- service charges (including additional warranties, service agreements and maintenance).

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

10.5. *Wages and Salaries*

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

10.6. *Memberships and Fees*

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

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

10.7. Existing Debts and Shortfalls

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

10.8. Other Exclusions

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

10.9. Prior Funding Received for Defibrillators

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

11. Application Process

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

Assessment of Applications

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

- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Community Wellbeing and Sport Committee for information. A copy of the application and any other relevant document(s) is presented to the Community Wellbeing and Sport Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.
- 11.7. Applications are assessed on merit and a comparative assessment made of all applications to establish priority for funding. Funding should not be anticipated or believed to be automatic.
- 11.8. Final decisions on all applications are at the discretion of Community Wellbeing and Sport Committee.
- 11.9. Applications in excess of available grant funds may result in some applications not being approved, being approved for a reduced amount or being deferred to a subsequent funding round even though they meet the eligibility requirements.

12. Funding Criteria

The following criteria are examined when assessing applications:

12.1. *Aim and Objectives*

- 12.1.1. The project must meet the Aim and Objectives of the Community Grants Program.

12.2. *Target Group*

- 12.2.1. The primary target group for projects and events must be the City of Salisbury community.

12.3. *Project Outcomes*

- 12.3.1. The project must provide one or more of the following outcomes for the City of Salisbury community:
 - promote and enhance healthy lifestyles, particularly nutrition, physical activity and mental wellbeing;
 - encourage involvement in community activities;
 - reduce social isolation;
 - encourage supportive and safe communities;
 - address gaps in local services;
 - Social Connectedness; and
 - Mental Wellness.

12.4. *Contribution*

- 12.4.1. Organisations and groups are expected to contribute towards the project. This can be financial or in-kind (such as the provision of volunteer labour costs).

12.5. *Value for Money*

- 12.5.1. Grant funds requested must be proportional to the benefits provided and the number of members/residents targeted by the project.

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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.

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

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E
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ITEM	5.1.5
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	20 February 2024
HEADING	Grant No. 30/2023-24: Gleeson Football Club Community Grant Application
AUTHOR	Hayley Berrisford, PA to General Manager Community Development, Business Excellence
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 Gleeson Football 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 February 2024 round of Community Grants as follows:
 - a. Grant No. 30/2023-24 Gleeson Football Club Community Grant Application: to the value of \$5,000: to assist with purchasing uniforms.

ATTACHMENTS

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

1. Gleeson Football Club Community Grant Application [📄](#)

1. BACKGROUND

- 1.1 The Gleeson Football Club has applied for the February 2024 round of Community Grants to assist with purchasing uniforms.
- 1.2 The Gleeson Football Club has received prior Community Grant Funding. In December 2020, the Gleeson Football Club received \$3,997 to assist with various COVID-19 related expenses.
- 1.3 The COVID-19 Recovery Support Grants were not required to be acquitted and therefore the Gleeson Football Club are eligible to apply for the February 2024 round of grant funding.

2. REPORT

- 2.1 Despite being an old scholars club from a school based in Golden Grove, the Gleeson Football Club has been located and plays at Quinlivan Road in Pooraka since 2010.
- 2.2 According to this grant application, the Gleeson Football Club has 85 members, 60% of which reside in the City of Salisbury.
- 2.3 Following a decision by the Council in December 2024 to increase the Community Grant Program Budget, the allocation for 2023/2024 is \$170,000.
- 2.4 The money committed to this application for the February 2024 round, if approved, is \$5,000. Based on the Administration's recommendations, the money committed to all grant applications received for the February 2024 round (2 in total) is \$10,000.
- 2.5 The remaining balance of the grant funding if all grant applications received (2 in total) for the February 2024 round are approved based on the Administration recommendations is \$53,212.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Gleeson Football Club Community Grant Application: to the value of \$5,000 to assist with purchasing uniforms.

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Gleeson Football Club
Address:	Quinlivan Road
Suburb:	Pooraka Postcode: 5095
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mr Daniel Marcuccio
Title (your role with the group/organisation):	Treasurer
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Mr <input checked="" type="checkbox"/> Daniel Marcuccio
Title (role with the group/organisation):	Treasurer
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	Executive & General Committee
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	A40937
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div>
Parent Organisation Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <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: <div style="background-color: black; width: 150px; height: 20px; margin: 5px 0;"></div> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <div style="background-color: black; width: 50px; height: 20px; margin: 5px 0;"></div> 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:	Michael De Leo	
Referee's Contact Information:	<div style="background-color: black; width: 80px; height: 20px; margin: 5px 0;"></div>	

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:	\$ 0
Organisation's contribution:	\$ 365
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>	\$ 0
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):	\$ 365
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	N/A
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT
<i>Playing uniforms</i>	\$ 5,365
TOTAL (including GST):	\$ 5,365

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

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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>Assist with the purchase of playing uniforms for season 2024</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>\$ 5,365</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>Other than rent, the purchase of uniforms is the biggest expense for our club. Covering the costs of our playing strips will allow the club to keep our registration fees low and remove any financial barriers for our players to allow them to have a healthy lifestyle and greater community connection.</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>GLEESON-FC-2024-UNIFORM-SUPPLY-QUOTE</i> 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input 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

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):	January 2021 (COVID-19 Recovery Support Package)
What amount of Grant funding was provided:	\$ 3,997
When was the previous Grant acquitted (month & year):	No acquittal requested
Group/Organisation Information	
Group/Organisation Name	Gleeson Football Club
Group/Organisation Description	Soccer Club
Group/Organisation Registered Address	Number/Street: Quinlivan Road Suburb: Pooraka Postcode: 5095
Is the Club Incorporated?	Yes
Number of Members	85
% of Membership that reside in the City of Salisbury	60 %
Project/Event Details	
Project/Event Name	Assist with the purchase of playing uniforms for season 2024
Project/Event Summary	As above
Date(s) of Project/Event	March 2024
Location of Project/Event:	Number/Street: Quinlivan Road Suburb: Pooraka Postcode: 5095
How will the Project/Event benefit the residents of the City of Salisbury?	See benefits and outcomes for more information
How many individuals will benefit from the Project/Event?	85
% of project/event participants that reside in the City of Salisbury	60 %
If it is an Event, is it open to the public?	Yes <input type="checkbox"/>
How will the Project/Event be promoted?	Player registration posts will be shared to our 600 Facebook followers

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

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

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p><i>This grant has been applied for to provide playing strips for our 4 teams for season 2024.</i></p> <p><i>It is a requirement of the South Australian Amateur League to wear playing uniforms. Our last uniforms were purchased in 2022 at full expense to the club. We purchase strips every 2 years to ensure players are given high quality uniforms which provide up to date logo's of the local businesses who support us.</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. GLEESON-FC-2024-UNIFORM-SUPPLY-QUOTE 2. 3.

Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>Other than rent, the purchase of uniforms is the biggest expense for our club. Covering the costs of our playing strips will allow the club to keep our registration fees low and remove any financial barriers for our players to allow them to have a healthy lifestyle and greater community connection.</i></p> <p><i>Despite being an Old Scholars club from a school based in Golden Grove, we have found our home in Pooraka and have been based there since 2010. Over that 13 year period, our club has evolved from 2 teams primarily containing Gleeson College Old Scholars, to in excess of 80 registered players, of which only a small portion (approximately 10) being former Gleeson College students. Our club has diversified and proudly has a number of local players from migrant communities who reside in Pooraka within walking distance of Lindblom Park.</i></p> <p><i>While the increase in players is welcome, the additional costs associated with catering for the increase for expenses such as playing uniforms is a huge cost to the club. Assistance with purchasing necessities such as playing uniforms can help us keep registration fees low (\$250). Recently we have purchased a set of portable soccer goals which sit on the playing fields and are utilised by the local community all year round, regardless if they are playing members or not.</i></p>

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Community Grant Application - Page 10 of 13

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

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p>Describe how the proposed project or event will be managed into the future: <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p>Describe how the proposed project or event will be managed: <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>The playing uniforms will be utilised every week during the 2024-2025 South Australian Amateur League season. Registered players keep their playing uniforms beyond this time.</i></p>

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Community Grant Application - Page 11 of 13

Application Declaration

Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)

Please read, tick the **S1** and **S2** boxes and sign:

S1 **S2**

- ☒ ☒ I acknowledge that I am authorised to make this application on behalf of the Organisation.
- ☒ ☒ I acknowledge that the information provided in this application is true and correct.
- ☒ ☒ I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
- ☒ ☒ I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
- ☒ ☒ I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

On behalf of Gleeson Football Club (Group/Organisation)

Daniel Marcuccio / Treasurer
(Name/Position)

and

Matt Mylrea / Secretary
(Name/Position)

(Signature 1)

(Signature)

11 December 2023
(Date)

11 December 2023
(Date)

Contact (phone number):

Contact (phone number):

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

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Community Grant Application - Page 12 of 13

ITEM	5.1.6
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	20 February 2024
HEADING	Minor Capital Works Grant Application - Brahma Lodge Sports Club - Upgrade of cricket nets
AUTHORS	Sarah McEwen, Club Leasing Officer, City Infrastructure Lavinia Morcoase, Senior Club Leasing Officer, City Infrastructure
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	A Minor Capital Works Grant Program application has been received from the Brahma Lodge Sports Club for the development of new cricket nets.


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 allocation of funding from the 2023/24 Minor Capital Works Grant Program budget as follows:
 - a. The Brahma Lodge Sporting Club for the amount of \$75,000 for the installation of new cricket wickets and nets at Brahma Lodge Oval, Francis Rd, Brahma Lodge, noting that any additional costs are to be funded by the Brahma Lodge Sporting Club as per the funding agreement.

ATTACHMENTS

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

1. MCWGP 2023-24 BLSC - Application [↓](#)- Redacted 
2. MCWGP 2023-24 MCWGP 2023-24 BLSC- Certificate of Incorporation [↓](#) 

1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program (MCWGP) aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance club sustainability.
- 1.3 A MCWGP application has been received from the Brahma Lodge Sporting Club for the amount of \$75,000 for the development of new cricket nets area at Brahma Lodge Oval Francis Rd, Brahma Lodge.

- 1.4 The MCWGP is open to all community organisations that meet the criteria set out in the guidelines and eligibility criteria document. The Brahma Lodge Sporting Club application has been assessed and meets the relevant criteria.
- 1.5 Quotes have been provided within the framework of the MCWG application and reviewed by the City of Salisbury to ensure the standard of integrity are met and adherence to current regulations.

2. CONSULTATION / COMMUNICATION

- 1.6 External
 - 1.6.1 Brahma Lodge Sporting Club

3. DISCUSSION

- 3.1 The Brahma Lodge Sporting Club, hold a current lease of a Council owned building and an executed licence with the City of Salisbury for the use of the playing areas located at Brahma Lodge Oval, Francis Rd, Brahma Lodge.
- 3.2 The Brahma Lodge Sporting Club provides senior sporting and leisure opportunities to participants with a total of 170 members.
- 3.3 This project increases the safety of participants due to current hard-wicket nets being unsafe and noncompliant with Cricket Australia standards.
- 3.4 New hard-wicket nets will incorporate a solid concrete base with synthetic turf and pull out netting to allow for both single use and additional larger field practice.
- 3.5 Upgrade of the cricket training facility will provide an opportunity to increase participation and attract junior members to the club.
- 3.6 Consultation between the City of Salisbury and the Brahma Lodge Sporting Club was carried out at length, to identify a suitable outcome within the constraints of the site and ensure the desired outcome could be achieved within the funding allocation.

Project Overview

- Demolish existing cricket nets
 - Ground preparation and earth works
 - Footings and concrete works
 - Installation of chainwire perimeter fencing
 - Installation of synthetic turf
 - Installation of two (2) nylon lane nets
 - Supply and install of soft roof netting
- 3.7 Brahma Lodge Sporting Club has agreed to cover any costs above the allocated grant funding from either applicant contribution or from external funding programs. Accordingly, an assessment of the financial capacity of the applicant to meet additional costs has been undertaken by staff. Based on the financial position of the applicant and value of the MCWGP grant, it is expected the Brahma Lodge Sporting Club will be able to meet its obligations and not be in financial hardship as a result of undertaking this project.

4. FINANCIAL OVERVIEW:

- 4.1 This year to date 2023/24 MCWGP has awarded \$350,000. If this grant application for \$75,000 is approved, along with the current MCWGP - Category A proposals, the total amount awarded would be \$610,000 and there would be \$456,000 remaining in the 2023/24 MCWGP Budget.
- 4.2 Discussions are underway for further MCWGP applications within the 2023/24 budget which may exceed the remaining budget. Applications received later in the financial year may be deferred until 2024/25.
- 4.3 State Government funding of \$50,000 was granted to the Brahma Lodge Sporting Club to address the non-compliant hard wicket nets and allow for the upgrade of the cricket training facility as a whole to continue to enable equitable access to the training facilities.
- 4.4 If the MCWGP application was successful the \$50,000 election commitment and the \$75,000 MCWG will cover the proposed quote attached.

5. CONCLUSION

- 5.1 It is recommended that the application to the 2023/24 Minor Capital Works Grant Program by the Brahma Lodge Sporting Club at Brahma Lodge Oval, Francis Rd, Brahma Lodge, be approved for the amount of \$75,000 for the development of new cricket nets.

Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name of the organisation: <small>As it appears on the Certificate of Incorporation</small>	Brahma Lodge Sports Club Inc	
Club Incorporation Number or ASIC Registration Number:	A8119	
ABN:	30 283 629 036	
Facility Name/Address:	Francis Road, Brahma Lodge	
Postal Address: <small>Registered postal address of the organisation</small>	PO Box 143 Salisbury SA 5109 Australia	
Suburb:	Brahma Lodge	Postcode: 5109
2. CONTACT PERSON DETAILS		
Person Responsible for the Grant: <small>(all communication will be directed to this person)</small>	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Jamie Salter	
Role / Position within Organisation:	Treasurer	
Phone:	Landline: Mobile:	
Email: <small>Please use an e-mail address that will be checked at least once a week.</small>		
3. ABOUT YOUR MEMBERSHIP		
	Junior	Senior / Master
Male		90
Female		
Social		80
Total membership	170	

Funding Category		
4. FUNDING CATEGORY		
Category A – up to \$75,000 Clubs that meet <u>one</u> of the following may apply for Category A funding: <ul style="list-style-type: none"> • have a current lease or sub-lease of a Council owned building; or • licence or sub-license over Council owned land; or • have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or • operate from facilities located on land where the City of Salisbury maintains an interest to purchase that land. 	<input checked="" type="checkbox"/>	
Category B – up to \$35,000 Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for Category B funding.	<input type="checkbox"/>	
Have you sought, or intend to seek funds from another source for this project? <small>(If Yes – Where from and the amount of funding requested)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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Source/s: We have secured funding from the State Government for 50,000 and we are applying for SACA grant funding (Australian Infrastructure fund) for 40,000.		Amount/s: 50,000 40,000
About the Project		
5. PROJECT DETAILS		
Name of Project	Cricket Training nets	
What does your project involve? Describe what you are planning to do	Removal of the old nets, including removal of most (if not all) wire netting and the removal of the current concrete pitches. Then replacing with one large concrete slab to hold all the pitches along with more modern pull-out synthetic netting.	
Are there any time constraints for the project? Please provide details about: <ul style="list-style-type: none"> - When the project is due to commence; - Required completion time; or - Whether there are any other works, events, or programs that may impact on the delivery of the project 	Preferably the nets will be completed prior to the commencement of preseason training in Sept 2024.	
Why is the project needed? Eg. Does the proposed works: <ul style="list-style-type: none"> - eliminate/reduce risk - increase safety of participants, spectators, officials - meet a required sport/building standard - address a gap in the current facility - increase participation opportunities - provide additional avenue for revenue (please include photographs)	The current cricket practice facilities are outdated. The single strip of concrete for each pitch presents a tripping hazard for bowlers and can be dangerous to batters as balls hit the edge of the concrete and can fly into the batsman. Also, the wire netting surrounding each pitch damages our equipment including the balls we use for practice and occasionally bats as they are situated too close to the batsman. The pull out netting and solid slab also provide for more training and practice options as leaving some of the nets drawn back provides for a larger field for practice.	

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<p>How will your project increase participation opportunities for sport and recreation?</p> <p>Eg. Does the proposed works:</p> <ul style="list-style-type: none"> - address a gap in participation - increase safety/reduce risk for participants, spectators, and officials - provide facilities to cater for participation growth - allow club to increase teams, programs, and/or officiating opportunities 	<p>Our current facilities are a deterrent to new players including junior players as we are competing against other turf clubs in our area that all have modern training facilities.</p> <p>As mentioned above there are also safety issues it addresses as well as cost as the current training facilities are more damaging to our equipment.</p>	
<p>How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles?</p> <p>Diversity includes but is not limited to cultural, age, ability, religion, gender, and socio-economic status.</p> <p>The Principles of Universal Design include:</p> <ul style="list-style-type: none"> • Equitable Use • Flexibility in Use • Simple and Intuitive to Use • Perceptible Information • Tolerance for Error • Low Physical Effort • Size and Space for Approach and Use <p>Further information can be found here: http://universaldesignaustralia.net.au/7-principles-of-universal-design/</p>	<p>Improved training facilities will encourage participation and as they will be of the current design, we would assume they align with the universal design principles.</p>	
<p>Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?</p> <p>Attach letters of support where applicable.</p> <p>Head Lease holders must provide support for the project and application.</p>		
	<p>These facilities will be available for the general community to use, especially as the design will allow for the retention of one of the old-style nets.</p>	

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Budget Information

6. USING THE HEADINGS IN THE TABLE BELOW, OUTLINE THE COST OF YOUR PROJECT – ALL AMOUNTS ARE TO BE GST INCLUSIVE

[illegible]

a. Total Project Cost

\$ 121,425

b. Your Contribution

\$ 0

c. Other grants / funds secured

\$ 50,000 (State Gov't)

Total Grant Requested (= a – b – c)

\$ 71,425

Can the proposed works proceed if the full amount requested is not provided?

☐ Yes☒ No

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Terms and Conditions of Funding

All applications are administered according to the following conditions.

1. MCWGP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of funding must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during project implementation or in relation to the completed project.

Category A Applications

4. All applicants must, at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted right to first right of refusal to purchase the property.
5. City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
6. The City of Salisbury will project manage the implementation of funded projects.
7. All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
8. Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
9. The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
10. The timing of the works will be programmed in accordance with all other capital works projects of the City, and where possible in sympathy with the operating timeframes of the applicant.
11. Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.
12. Unspent funds may be retained by the City of Salisbury for future projects.
13. All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.
14. Where the value of works exceeds the value of the grant, monies of the Club, additional grants or any other external funds are being used in conjunction with MCWGP funding, applicants may be required to enter in to a Capital Works Agreement prior to the commencement of works. Applicants will be invoiced for the balance of funds prior to the commencement of works.

Category B Applications

15. Applicants must be able to demonstrate, if requested, their ownership of the property.
16. It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.
17. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
18. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
19. Organisations that are not registered for the GST will not have the grant grossed up.
20. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
21. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant funding.
22. Unspent funds are to be returned to City of Salisbury.

We agree to abide by the terms and conditions of funding

Yes ☒

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

Application Declaration	
<p><i>Please note that this declaration must be signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson</i></p>	
<p>On behalf of _____ Brahma Lodge Sports Club</p>	
<p>Jamie Salter, Treasurer</p> <p>(Name) _____</p> <p>(Signature) _____</p> <p>(Date) 30/11/23</p>	<p>David Bevan, Chairman</p> <p>(Name/Position) _____</p> <p>(Signature) _____</p> <p>(Date) 30/11/23</p>
<p>Declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the Salisbury Sport and Recreation Minor Capital Works Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which funding for this project is offered.</p>	

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



ASIC

Australian Securities & Investments Commission

Association

BRAHMA LODGE SPORTS CLUB INCORPORATED

Extracted from ASIC's database at AEST 15:55:22 on 18/08/2022

Association Summary

Name: BRAHMA LODGE SPORTS CLUB INCORPORATED

ABN:

Registration Number: A8119

Registered State: South Australia

Registration Date: 16/07/2009

Status: Registered

Type: Associations

Regulator: Office of Consumer & Business Affairs, South Australia

18/08/2022 AEST 15:55:22

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