



AGENDA

FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON

**19 MARCH 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 20 February 2024.

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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)

CLOSE



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

34 CHURCH STREET, SALISBURY ON

20 FEBRUARY 2024

MEMBERS PRESENT

Cr D Hood (Chairman)
Deputy Mayor, Cr C Buchanan (Deputy Chairman)
Cr P Jensen
Cr M Mazzeo
Cr S McKell
Cr S Ouk

STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto
General Manager Community Development, Mrs A Pokoney Cramey
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
Team Leader – Community Learning and Development, Ms C Spinner
Manager Community Participation and Partnerships, Ms C Giles
Senior Social Planner – Reconciliation and Community, Ms L Grant
Team Leader Sport, Recreation and Events, Mr B Hopkins
Manager Community Experience, Ms C Kroepsch
Manager Sport, Recreation and Community Planning, Mr A Hamilton

The meeting commenced at 6.52 pm.

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

APOLOGIES

Apologies were received from Mayor G Aldridge and Cr A Graham.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr P Jensen
Seconded Cr S McKell

The Minutes of the Community Wellbeing and Sport Committee
Meeting held on 12 December 2023, be taken as read and confirmed.

CARRIED

REPORTS

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Cr P Jensen
Seconded Cr S Ouk

That Council:

1. Notes the report.

CARRIED
UNANIMOUSLY

For Decision

5.1.1 Minor Capital Works Grant Program Application - Salisbury United Junior Soccer Club - Renovation of spectator area including BBQ space

Moved Cr C Buchanan
Seconded Cr P Jensen

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

1. Approves the allocation of funding from the 2023/24 Minor
Capital Works Grant Program budget as follows:
 - a. The Salisbury United Junior Soccer Club (SUJSC) for 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.

CARRIED

5.1.2 Minor Capital Works Grant Program Application - Salisbury North Football Club - New Coaches hut and storage area

Pursuant to section 75(1)(i) of the Local Government Act 1999, Cr D Hood declared a material conflict of interest on the basis of being a Board member of the Salisbury North Football Club. Cr D Hood managed the conflict by leaving the meeting. Cr D Hood left the meeting at 6:54 pm.

Deputy Chairman, Cr C Buchanan assumed the chair at 6.54 pm.

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 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.

CARRIED
UNANIMOUSLY

Cr D Hood returned to the meeting at 6:55 pm and resumed the Chair.

5.1.3 Salisbury Hub After Dark Pilot Project Evaluation

Moved Cr C Buchanan

Seconded Cr P Jensen

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.

CARRIED

5.1.4 Grant No. 29/2023-24: Salisbury Star Guides 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 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.

CARRIED

5.1.5 Grant No. 30/2023-24: Gleeson Football Club Community Grant Application

Moved Cr C Buchanan
Seconded Cr M Mazzeo

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.

CARRIED

5.1.6 Minor Capital Works Grant Application - Brahma Lodge Sports Club - Upgrade of cricket nets

Moved Cr M Mazzeo
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 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.

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

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

CWS-OB1 Minor Capital Works Grant Program Criteria

Moved Cr C Buchanan

Seconded Cr P Jensen

That Council:

1. Reaffirms the previous Council resolution (27/2/23) expanding the Minor Capital Works Grant Program criteria to include community organisations including faith based and human services who are located within the City of Salisbury to be included in the Category B criteria of the Minor Capital Works Grant Program.
2. Approves that Category B and C is to include not for profit organisations located within the City of Salisbury subject to the organisation demonstrating that they meet appropriate governance requirements and further advice to Council as required.

CARRIED

CWS-OB2 Acknowledgement of Mr A Hamilton, Manager Sport, Recreation and Community Planning

Moved Cr C Buchanan

Seconded Cr D Hood

That Council:

1. Acknowledges with thanks the contribution of the Manager Sport, Recreation and Community Planning, Mr Andrew Hamilton, for his professionalism and support to Council and Elected Members generally and expresses its appreciation for his commitment.
2. Wishes Mr Hamilton the very best for his future endeavours.

CARRIED

ORDERS TO EXCLUDE THE PUBLIC

5.4.1 Salisbury Aquatic Centre Operationalisation and Management Contract

Moved Cr S Ouk

Seconded Cr P Jensen

1. The Community Wellbeing and Sport Committee orders, in consideration of Section 90(2) and 90(3)(b)(i) and (b)(ii) of the *Local Government Act 1999*, that it is necessary and appropriate to exclude the public for the consideration of *Agenda Item 5.4.1 - Salisbury Aquatic Centre Operationalisation and Management Contract* with the exception of the following persons:

- Chief Executive Officer
- Deputy Chief Executive Officer
- General Manager Community Development
- General Manager City Infrastructure
- General Manager City Development
- Manager Governance
- Governance Support Officer
- Team Leader – Community Learning and Development
- Manager Community Participation and Partnerships
- Team Leader Sport, Recreation and Events
- Manager Community Experience
- Manager Sport, Recreation and Community Planning

on the basis that:

- 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
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 *Agenda Item 5.4.1 - Salisbury Aquatic Centre Operationalisation and Management Contract* item and discussion at this point in time.

CARRIED

5.4.2 Review of Lease Agreements – Working Group

Moved Cr S Ouk

Seconded Cr P Jensen

1. The Community Wellbeing and Sport Committee orders, in consideration of Section 90(2) and 90(3)(b)(i) and (b)(ii) and (d)(i) and (d)(ii) of the *Local Government Act 1999*, that it is necessary and appropriate to exclude the public for the consideration of *Agenda Item 5.4.2 - Review of Lease Agreements – Working Group* with the exception of the following persons:

- Chief Executive Officer
- Deputy Chief Executive Officer
- General Manager Community Development
- General Manager City Infrastructure
- General Manager City Development
- Manager Governance
- Governance Support Officer
- Team Leader – Community Learning and Development
- Manager Community Participation and Partnerships
- Team Leader Sport, Recreation and Events
- Manager Community Experience
- Manager Sport, Recreation and Community Planning

on the basis that:

- 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 *Agenda Item 5.4.2 - Review of Lease Agreements – Working Group* item and discussion at this point in time.

CARRIED

The meeting moved into confidence at 7.22 pm.

The meeting moved out of confidence and closed at 7.36 pm.

CHAIRMAN.....

DATE.....

ITEM	5.0.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	19 March 2024
HEADING	Future Reports for the Community Wellbeing and Sport Committee
AUTHOR	Hayley Berrisford, PA to General Manager Community Development, Community Development
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This item details reports to be presented to the Community Wellbeing and Sport Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATIONThat Council:

1. Notes the report.

ATTACHMENTS

There are no attachments to this report.

1. **BACKGROUND**

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

2. **REPORT**

- 2.1 The table below outlines the reports to be presented to the Community Wellbeing and Sport Committee as a result of a Council resolution.

Meeting Item	Heading and Resolution	Officer
22/11/2021	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:	March 2024	
Deferred to:	April 2024	
Reason:	The Commonwealth government has announced an extension to the current CHSP program until 2027. A report will be provided in April 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: March 2024 Deferred to: August 2024 Reason for Deferral: July Advisory Group not meeting whilst Bridgestone Licences under review (refer US-OB2).	Ben Hopkins
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	Ben Hopkins
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	Ben Hopkins
23/10/2023 5.4.1	Chapel of the Holy Family - End of Lease Arrangements Council has previously made this resolution confidential. Due: April 2024	Ben Hopkins
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: March 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	Chandler Giles
27/11/2023	Community Centres Update This resolution is Confidential Due: March 2024 Deferred to: April 2024 Reason: Required information still being obtained / collated by the Administration	Chandler Giles

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	19 March 2024
HEADING	Minor Capital Works Grants Program - Eligibility
AUTHOR	Ben Hopkins, Team Leader Sport, Recreation and Cemeteries, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.1 Our City is attractive and well maintained
SUMMARY	This report provides information regarding eligibility for the City of Salisbury's Minor Capital Works Grant Program. Recommendations contained in this report seek to clarify the types of organisations that can apply for grants under this program.

RECOMMENDATION

That Council:

1. Approves that eligibility criteria for the Minor Capital Works Grant Program be updated to the following;
 - a. To be eligible to apply for a Minor Capital Works Grant of any category, the applicant must be based in the City of Salisbury, record less than \$5m in annual revenue in the two years prior to application and be one (or more) of the following;
 - i. An incorporated association or society under the *Associations Incorporation Act 1985* (the Act).
 - ii. A Registered Charity with the Australian Charities and Not-for-profit Commission.
 - iii. Operating under the auspices (via formal auspicing agreement) of either an incorporated association or a Registered Charity.
2. Approves the removal of the opportunity for hirers of Council facilities to apply for Category A and B grants.
3. Notes that the administration will provide a further report to Council regarding projects eligible for Minor Capital Works Grants Program funding following the conclusion of the review into leases and licences in September 2024.

ATTACHMENTS

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

1. MCWG Project Types

1. BACKGROUND

- 1.1 The City of Salisbury (CoS) provides a number of different grant programs to assist the community. This report is focused on the Minor Capital Works Grant Program (MCWGP).

- 1.2 The MCWGP provides grants from an annual budget with the aim of assisting organisations who are located within the CoS, who provide sport and recreation opportunities or faith based and/or human services to residents of the City.
- 1.3 The aim of the program is to assist the supported organisations to undertake facility improvements that will in turn increase community participation in the activities at the site.
- 1.4 The MCWGP recognises that the quality of facilities plays an important role in supporting eligible organisations to;
 - 1.4.1 Deliver programs to the community
 - 1.4.2 Provide important meeting and social spaces
 - 1.4.3 Generate revenue
 - 1.4.4 Attract members and volunteers.
- 1.5 At its meeting held on 27 February 2023, Council resolved that it (0129/2023);
 1. Approves an increase to the maximum value of the Minor Capital Works Grant Program - Category A effective from 1 March 2023, from \$50,000 to \$75,000 in recognition of recent significant escalation costs (building materials and trades).
 2. Approves an increase to the maximum value of the Minor Capital Works Grant Program - Category B effective from 1 March 2023 from \$30,000 to \$35,000 in recognition of recent significant escalation costs (building materials and trades) and
 - a. Expands the eligibility criteria to enable applications from a broader range of community (Incorporated) organisations e.g. faith based and human services, who are located within the City of Salisbury.
 3. Approves the introduction of a new category within the Minor Capital Works Grant Program, 'Category C' from the 1st July 2023, from a maximum pool of \$120,000 per annum (plus carry over from previous financial years), adopting the existing conditions of the Program except as detailed below:
 - a. A minimum grant limit of \$2,000 and maximum of \$10,000 to support lower scale capital improvements and higher value equipment purchases.
 - b. Expands the eligibility criteria to enable applications from a broader range of community (Incorporated) organisations e.g. faith based and human services, who are located within the City of Salisbury.
 4. Approves the modification of the Minor Capital Works Grant Program eligibility to enable annual applications to Category C, as below:
 - a. An application may only be made to one Minor Capital Works Grant Program category each year.
 - b. Successful Category A and B grant recipients will be ineligible from participating in the following year's program.
 - c. Applications to Category C can be made annually.
 5. Approves an increase to the overall funding available to the Minor Capital Works Grant Program to \$500,000 per annum from 1st July 2023 to be included as a budget bid into the 2023/24 budget process.
 6. Notes a review of all Council grants is currently being undertaken.

1.6 The alterations to eligibility resolved by Council on 27 February 2023 sought to recognise that important services to the community are also provided outside the sport and recreation sector. Hence, eligibility for Category B and C grants were expanded to “enable applications from a broader range of community (Incorporated) organisations e.g faith based and human services”.

1.7 These changes took effect from 1 July 2023.

1.8 The below table outlines the current Minor Capital Works Grants model:

	Category A	Category B	Category C
Eligibility	<ul style="list-style-type: none"> have a current lease or sub-lease of a Council owned building; or licence or sub-licence 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 a contracted interest to purchase that land. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Not-for-profit associations that own their own facilities.
Type of Organisation	Incorporated sport and recreation	Incorporated sport, recreation, faith based/human services.	Incorporated sport, recreation, faith based/human services.
Annual Budget	\$500,000 per annum (plus approved carry over funds, if any, from prior years) Maximum total of \$120,000 in any one financial year to be allocated to Category C Grants		
Maximum Amount	\$75,000	\$35,000	\$2,000 - \$10,000
Timing	The grants program is open to applications throughout the year with projects awarded monthly Organisation are eligible every two years to apply for MCWG funding		

1.9 At its meeting on 26 February 2024, Council resolved (0600/2024);

That Council:

- Reaffirms the previous Council resolution (27/2/23) expanding the Minor Capital Works Grant Program criteria to include community organisations including faith based and human services who are located within the City of Salisbury to be included in the Category B criteria of the Minor Capital Works Grant Program.*

2. *Approves that Category B and C is to include not for profit organisations located within the City of Salisbury subject to the organisation demonstrating that they meet appropriate governance requirements and further advice to Council as required.*

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 Nil

3. DISCUSSION

Eligible Organisations

- 3.1 The changes made to eligibility in 2023 created discrepancy between the types of organisations that were eligible for the different categories of grants. E.g “faith based and human services organisations” are eligible for Category B and C grants, but not eligible for Category A grants.
- 3.2 There are not currently any faith based or human services organisations that lease or license Council facilities so notwithstanding that they are not eligible for Category A, at this point in time there are no organisations that could apply regardless.
- 3.3 In order to be eligible for any category of Minor Capital Works Grant, the applicant currently must be incorporated under the Act.
- 3.4 To be incorporated under the Act, the organisation is not permitted to secure profit for its members.
- 3.5 However, South Australian Law does not require all not-for-profit organisations to become incorporated.
- 3.6 Some churches and faith-based groups will elect not to incorporate for a variety of reasons. Under the current MCWGP eligibility criteria, this would prevent them from obtaining a Minor Capital Works Grant.
- 3.7 Instead, unincorporated organisations can elect to register with the Australian Charities and Not-for-profit Commission (ACNC).
- 3.8 As the national charity regulator, ACNC has the responsibility for deciding if an organisation can be registered as a charity.
- 3.9 It is recommended that eligibility criteria for the MCWGP be updated to the following;
 - 3.9.1 To be eligible to apply for a Minor Capital Works Grant of any category, the applicant must be based in the CoS and be one (or more) of the following;
 - An incorporated association or society under the *Associations Incorporation Act 1985*;
 - A Registered Charity with the ACNC; and
 - Operating under the auspices (via formal auspicings agreement) of either an incorporated association or a Registered Charity.
- 3.10 Notwithstanding the published eligibility criteria for the program, should there be an application received that is deemed to have merit, that application may be put to Council for consideration.

Risks- Organisations with capacity to pay

- 3.11 Broadening the eligibility as proposed does present some risk that larger organisations become eligible for Council grant funding through the MCWG program.
- 3.12 For example, under the criteria above, a global charity the organisation would be eligible for either Category B or Category C grants if they established a base in the CoS.
- 3.13 To further control which organisations are eligible to apply for MCWGP funding, additional measures are recommended.
- 3.14 For Council to prevent large organisations from accessing grant funding, it is recommended that a 'maximum revenue per annum' criteria is added.

Risks – Hire Groups

- 3.15 The current eligibility criteria also allows for 'organisations that hold a current hire agreement to utilise a Council managed facility' to access up to \$75,000 under the Category A grant type.
- 3.16 This presents risk that Council could receive applications from a club or hirer of a facility that has no rights or ability to make capital changes to the facility.
- 3.17 For this reason, it is recommended that this type of applicant is prevented from being able to access Category A grants and are only included as eligible for Category C grants.
- 3.18 The below table shows an overview of the proposed Minor Capital Works Grants model should the recommendations in this report be approved.
- 3.19 Summary of recommended eligibility for MCWGP

	Category A	Category B	Category C
Type of Organisation	To be eligible to apply for a Minor Capital Works Grant of any category, the applicant must be based in the City of Salisbury and be one (or more) of the following; <ul style="list-style-type: none"> - An incorporated association or society under the <i>Associations Incorporation Act 1985</i> - A Registered Charity with the ACNC - Operating under the auspices (via formal auspicing agreement) of either an incorporated association or a Registered Charity 		
Eligibility	Organisations that; <ul style="list-style-type: none"> • hold a current lease or sub-lease of a Council owned building; or • hold a licence or sub-licence over Council owned land; or • operate from facilities located on land where the CoS maintains a contracted interest to 	Organisations that; <ul style="list-style-type: none"> • own their own facilities (land and/or buildings); and • record less than \$3m in revenue in the two years prior to application. 	Organisations that; <ul style="list-style-type: none"> • own their own facilities; or • hold a current lease or sub-lease of a Council owned building; or • hold a licence or sub-licence over Council owned land; or • hold a current hire agreement to use Council managed facilities such as an

	purchase that land.		indoor recreation centre or community centre; or <ul style="list-style-type: none"> operate from facilities located on land where the CoS maintains a contracted interest to purchase that land; and record less than \$3m in revenue in the two years prior to application.
Annual Budget	\$500,000 (plus approved carry over funds) Maximum of \$120,000 in any one financial year to be allocated to Category C Grants		
Amount	\$75,000	\$35,000	\$2,000 - \$10,000
Timing	The grants program is open to applications throughout the year with projects awarded monthly Organisations are eligible every two years to apply for MCWGP funding		

3.20 The table above will be included in the Minor Capital Works Grants Eligibility Guidelines and displayed online.

Project Types

- 3.21 The type of projects that can be funded by Category A and B grants was not addressed by the changes made to the program in 2023.
- 3.22 The guide provided to applicants in regards to the types of projects that can be funded is attached to this report.
- 3.23 Clubs applying for and accessing grants to fund the renewal of assets can create problems with asset management and can also set a precedent that other clubs' assets will be upgraded on a similar cycle.
- 3.24 In order to maximise the value that Council can provide to the community, assets should be managed in a more strategic manner rather than upgrading them via grant programs provided to clubs.
- 3.25 Using grants to provide items or improve facilities in a way that is above the standard levels of service also creates challenges in managing club expectations.
- 3.26 The requirements of clubs are changing, best evidenced by the example of scoreboards at community facilities.
- 3.27 Community facilities previously operated manual scoreboards where individual numbers and letters were hung on hooks to display match information. The cost of these assets can vary but in general they would not be in excess of \$10,000.
- 3.28 Clubs are now requesting electronic scoreboards to 'keep up' with what they see at other venues and provide a high-quality experience for their members and spectators. The cost of electronic scoreboards also vary greatly, but routinely cost in excess of \$75,000.
- 3.29 The provision of additional assets or improvement of existing assets should be considered more thoroughly before making broad recommendations and should

be considered in the context of the review of club leases and licences that is currently underway.

- 3.30 It is recommended that staff provide a further report to Council following the finalisation of the club leases and licences review to update the types of projects that should be eligible for funding under the MCWGP.
- 3.31 Any applications received before the subsequent report is delivered will be assessed based on the existing list of suitable projects.
- 3.32 Financial Overview The annual budget for the MCWGP has not been fully utilised in the past four years, as shown in the table below.

	2019/20	2020/21	2021/22	2022/23	2023/24 (YTD)
Budget	\$360,000	\$331,000	\$371,800	\$374,000	\$500,000 (+ \$521,223 carry forwards)
Funds Awarded	\$245,730	\$261,303	\$158,528	\$225,000	\$525,000

- 3.33 As of result of Council resolution on 27 February 2023 (0129/2023), the overall budget for the program was increased to \$500,000 via a budget bid in the 2023/24 budget process.
- 3.34 There is no immediate financial effect of the recommended changes in this report, though it is recognised that there could be increased demand as a result of the clarification of the eligibility criteria.

4. CONCLUSION

- 4.1 The Minor Capital Works Grants Program aims to support eligible organisations in the City of Salisbury to improve their facilities through provision of a range of grants.
- 4.2 Council resolved changes to the eligible organisations in 27 February 2023 to allow the inclusion of faith based and human services organisations.
- 4.3 Further changes are recommended to ensure that grants are made available to the organisations who provide the greatest value to the community in the City of Salisbury.
- 4.4 The type of projects supported should consider the renewal plans and strategic asset management plans.
- 4.5 Further consideration of the types of projects that should be supported will be undertaken in the context of the review of leases and licences that is currently in progress.
- 4.6 Administration will provide further report to Council regarding project types following the conclusion of the review of leases and licences.

WHAT PROJECTS CAN BE FUNDED?

The following list provides examples of eligible projects and is a guide only to assist in the preparation of your application:

- Change rooms / toilets
- First aid rooms
- Access for participants and spectators with a disability
- Food preparation areas
- Equipment storage
- Security upgrades
- Solar (PV) Installation
- Umpires rooms
- Verandas and shelter areas
- Air conditioning
- Administration rooms
- Electrical additions (e.g. general lights and power points)
- Meeting spaces
- Ceiling insulation
- Construction of new turf wickets
- Safety cages (eg discus and hammer areas)
- Specialised playing surfaces
- Task lighting
- Players boxes
- Score boards
- Spectator seating
- Sight screens
- Spectator fencing

ITEM	5.1.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	19 March 2024
HEADING	Minor Capital Works Grant Program Application - Mawson Lakes Golf Club Inc.
AUTHOR	James Catterall, Social Policy and Sport Planner, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 3.3 Our infrastructure supports investment and business activity 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	An application from the Mawson Lakes Golf Club Incorporated for the supply and installation of an external storage shed extension has been received. An amount of \$35,000 is recommended for funding under the 2023/24 Minor Capital Works Grant Program budget available for grant allocation.

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 (MCWGP) budget as follows:
 - a. The Mawson Lakes Golf Club (MLGC) Incorporated in the amount of \$35,000 for the supply and installation of an external storage shed extension, at the facility located at MLGC, Mawson Lakes Boulevard, contingent on approval of variation of Development Application.

ATTACHMENTS

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

1. MCWGP 2023-24 MCWGP MCWGP 2023-24 MLGC_Application REDACTED
2. MCWGP 2023-24 MLGC_Landowner Consent UniSA
3. MCWGP 2023-24 MLGC_Certificate of Incorporation

1. BACKGROUND

- 1.1 The 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 viability.

- 1.3 The MCWGP is open to all community organisations that meet the criteria set out in the guidelines and eligibility criteria document.
- 1.4 An application has been received from the MLGC, applying for \$35,000 through the MCWGP for the supply and installation of an external storage shed extension to house members' golf carts at the Mawson Lakes facility.
- 1.5 The MLGC application has been assessed and meets the relevant criteria.
- 1.6 Quotes have been provided within the framework of the MCWG application and reviewed by the City of Salisbury (CoS) to ensure the standard of integrity are met and adhere to current regulations.
- 1.7 A current Memorandum of Understanding is in place between Renewal SA and the MLGC outlining a contractual agreement with three years remaining on their lease and the option for renewal for an additional five years.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Mawson Lakes Golf Club Incorporated
- 2.2 University of South Australia – Mawson Lakes Campus
- 2.3 Renewal SA

3. DISCUSSION

- 3.1 The MLGC is an incorporated body who occupy a building and associated playing area at the University of South Australia's Mawson Lakes Campus, Mawson Lakes Boulevard, Mawson Lakes.
- 3.2 The MLGC has been providing a sustainable leisure service to the community since 1979 and has enjoyed a steady membership of male and female participants. The MLGC Incorporated provides non-competitive and competitive formats and offers the use of golf carts to hire for green fee paying visitors.
- 3.3 The use of golf carts at the MLGC is important to the growth and ongoing membership of the aging participants as well as attraction of new members. The MLGC recognises the importance of providing a secure facility to house members golf carts, as well as a place to securely house the golf carts that are hired by green fee paying visitors.
- 3.4 The MLGC attracts over 2,000 green fee paying visitors annually. Overall, the project will allow the MLGC to provide a safe, equitable facility for current and future members as well as provide the opportunity to increase participation through maximum utilisation of the playing areas.
- 3.5 The MLGC is currently located on land owned by the University of South Australia, which is in the process of being sold to Renewal SA. The future purpose of the land is yet to be determined and confirmed.
- 3.6 The current owner of the land, the University of South Australia, has provided consent for this project which is included as Attachment 2.
- 3.7 Although the land sale is in its early stages, maintaining the golf course operations is crucial not only for recreational purposes but also for contributing to the local economy and community's social vitality.

- 3.8 Renewal SA has officially informed the CoS that the existing lease agreement will persist for three years, with MLGC retaining the right to renew for an additional five years, allowing a maximum tenure of eight years under the current agreement.
- 3.9 MLGC has formally communicated their intention, in writing, to CoS, to exercise their right to renew the lease.
- 3.10 The leasing agreement between MLGC and the lessor includes a "Redevelopment Clause," granting the lessor the authority to terminate the contract provided that the golf course land is genuinely required for a proposed development, and a notice of not less than six calendar months has been given.
- 3.11 It is noted that there is a potential need to relocate some Salisbury Water assets should the sale of the land proceed.
- 3.12 Salisbury Water have confirmed that there are no implications from the proposed project on the current assets on site, nor will the new shed impact on any possible relocation of assets.

4. FINANCIAL OVERVIEW

- 4.1 The MLGC has provided the CoS with quotes for this project. The MLGC has agreed to cover any costs above the \$35,000 grant funding from either applicant contribution or from external funding programs as per the funding conditions.
- 4.2 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 anticipated that the MLGC will be able to meet its obligations and not be in financial hardship as a result of undertaking this project.
- 4.3 This year to date 2023/24 MCWGP has awarded \$350,000. If this grant application for \$35,000 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.
- 4.4 Discussions are underway for further MCWGP applications within the 2023/24 budget which may the remaining budget. Applications received later in the financial year may be deferred until the 2024/25.

5. CONCLUSION

- 5.1 The application by the MLGC Incorporated meets the guidelines for the MCWGP and can be completed within the allocated budget for 2023/24.
- 5.2 MCWGP Category B funding is allocated via invoice from the successful applicant to the City of Salisbury. A project acquittal must be submitted within 12 months of project completion to ensure the project is completed in a timely manner.
- 5.3 It is recommended that the application to the 2023/24 MCWGP by the MLGC be approved and an amount of \$35,000 be allocated for supply and installation of an external storage shed extension at the premises on Mawson Lakes Boulevard, Mawson Lakes, contingent on approval of variation of Development Application.

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

MCWGP68

Related form version

30

Organisation Information

Name of the Club / Organisation:	Mawson Lakes Golf Club Incorporated
Club Incorporation Number OR ASIC Registration Number:	A18776
Australian Business Number (ABN):	88101900191
Facility Name:	Mawson Lakes Golf Club
Facility Address:	Mawson Lakes Boulevard
Postal Address:	PO Box 4 Salisbury South 5106
Person Responsible for the Grant:	Shaun Ryan
Role/Position within Club:	Grants Officer
Contact Email:	
Contact Mobile:	

Club Membership

Male - Junior	2
Female - Junior	2
Social - Junior	0
Male - Senior	132
Female - Senior	31
Social - Senior	0

City of Salisbury – Minor Capital Works Grant Program Application

Total Membership:	168
Please provide membership numbers for the previous 3 seasons:	19/20 - 209, 20/21 - 213, 21/22 - 174

Funding Category

Category A – up to \$75,000 Clubs that meet one of the following may apply for Category A funding:

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.
------------------------------------	---

Category C – up to \$10,000

Which category of funding is being applied for?	Category B – up to \$35,000
--	-----------------------------

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:	Install new shed
What does the project involve?	Install new shed
Are there any time constraints for the project?	Project will commence once funding has been approved and received
Why is the project needed?	The new shed will allow the club to offer more members the opportunity to leave their golf carts in a safe and secured location.
How will the project increase participation opportunities for sport and recreation?	A number of members are now purchasing carts and the club needs to have a safe and secure shed for members to be able to leave the carts
How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles?	This will allow older members to leave their carts and not have to transport to and from their homes
Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?	Yes
Please indicate which group/s and how they will benefit:	The Club has around 2,000 social visitors come and play the course over a year, which will directly benefit them by ensuring adequate social facilities for after their round of golf.

Budget Information

Total Project Cost	35200
---------------------------	-------

2 of 4

City of Salisbury – Minor Capital Works Grant Program Application

Club/Organisation's Contribution	0
Other grants / funds secured	0
MCWGP Amount Requested:	35200
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:	mcwgp_budget_template_2019-20.xlsx
Quote 1	ZZJOBQUOTE_1012755.PDF Quote:QU00311.pdf
Quote 2	Linda Koltz - 3294212740 - [9.2x6.1x3.6] - QUOTE.pdf MLGC Shed Extension install.msg
Quote 3	Carpentry.pdf

Essential Documentation

Provide a Certificate of Incorporation demonstrating not-for-profit status:	incorporation.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	Minutes of BQM July 2023.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	Financial Report 2021-2022.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	Shed location.jpg
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	FW Letter of support Shed Extension Mawson Lakes Golf Club.msg
Where applicable provide a letter/email from the head lessee supporting the application	FW Letter of support Shed Extension Mawson Lakes Golf Club.msg
Please upload any further information / documentation	

Application Declaration

3 of 4

City of Salisbury - Minor Capital Works Grant Program Application

On behalf of (Club/Organisation)	Mawson Lakes Golf Club Inc
Name & Position (President/Chairperson)	Shaun Ryan - Grants Officer
Date of Signature	10/11/2023
Signature 1	 Link to signature:
Name & Position (Representative 2)	Linda Kotz
Date of application	10/11/2023
Signature 2	 Link to signature:

We agree to abide by the terms and conditions of funding

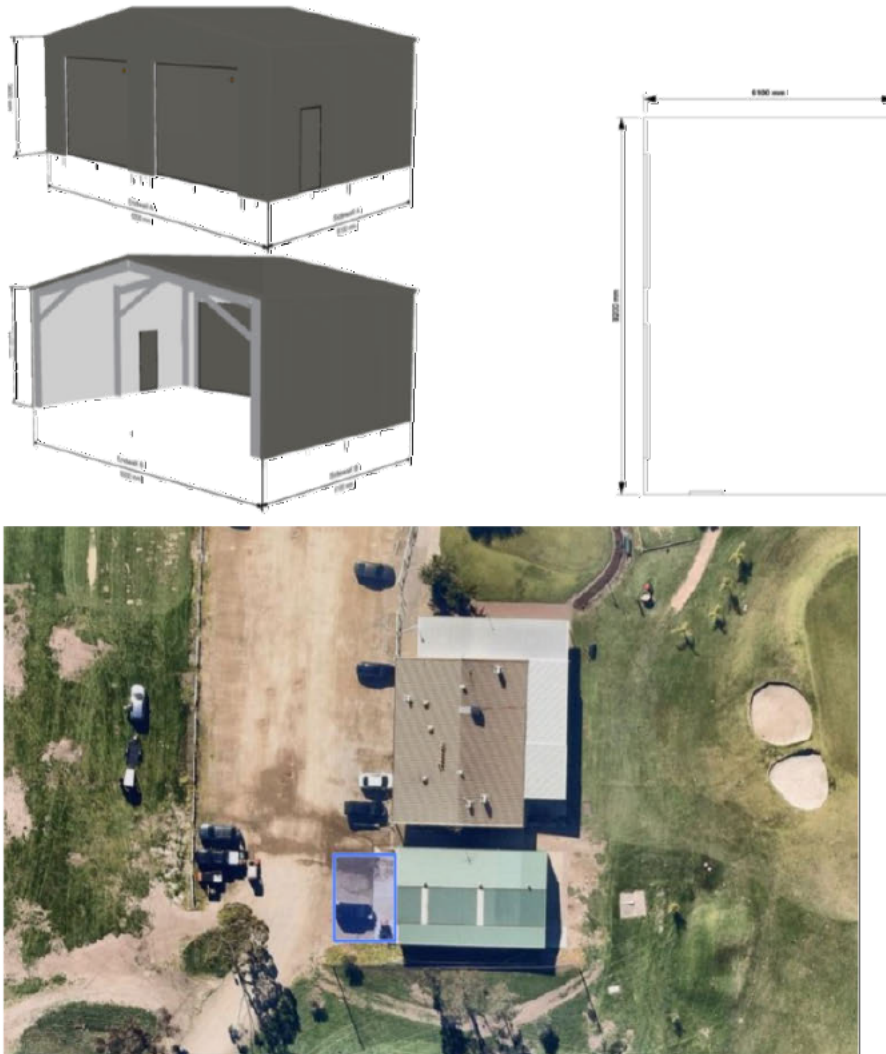
I declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the City of Salisbury's Minor Capital Works Grant Program is accurate at the date of submission, and that the application is eligible 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



Dear Linda,

This email is to indicate that the University of South Australia's as Custodians of the Crown Land for Educational Use are supportive of the Mawson Lakes Golf Club request to erect an extension to the current grounds equipment storage shed, as per the indicative image and location below.



This approval is provided with the following qualifications

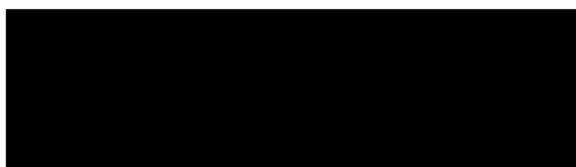
- Works to be completed to Australian Standards.

- Contractors to be suitably qualified and abide by relevant laws and regulations.
- Any alteration to services are to be planned with UniSA in advance.

The Mawson Lakes Golf Club is aware of the Mawson Lakes Golf Club Licence Agreement and understands the Agreed Terms Section 12 Resumption, Consent and Development/Redevelopment.

Please let me know if you require any further information in relation to your grant application.

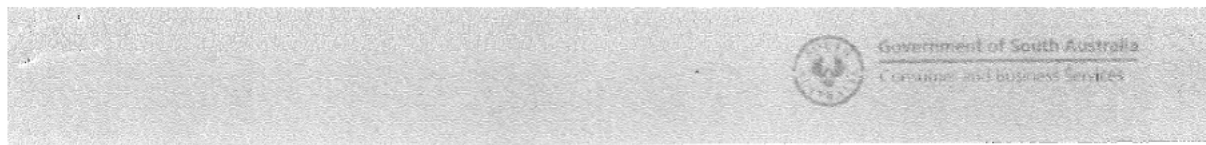
Kind Regards
Justin



This email is intended for the addressee(s) only. Should this email be received in error by a person or company other than those intended, the contents of this email are confidential and must not be released or used by a person or company not authorised to do so.

CRICOS No: 00121B





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

Incorporation Number: A18776

**Certificate of Incorporation
on Change of Name**

This is to certify that

**THE PALMS MAWSON LAKES GOLF CLUB
INCORPORATED**

an association which was on the twenty-ninth day of November 1989
incorporated under the Associations Incorporation Act 1985
resolved on the fourteenth day of June 2013
to change its name to

MAWSON LAKES GOLF CLUB INCORPORATED

Given under the seal of the Corporate Affairs Commission at Adelaide on this
fourteenth day of June 2013


Commissioner of Corporate Affairs 

ITEM	5.1.3
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	19 March 2024
HEADING	Grant No. 31/2023-24: The Big AL Foundation Grant Application
AUTHOR	Hayley Berrisford, PA to General Manager Community Development, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Big AL Foundation 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 March 2024 round of Community Grants as follows:
 - a. Grant No. 31/2023-24 The Big AL Foundation Community Grant Application: to the value of \$5,000 to assist with Emotional Fitness Coaches Aussie Rules Initiative training within sporting clubs.

ATTACHMENTS

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

1. The Big AL Foundation Application
2. Community Grant Eligibility and Criteria Guidelines

1. BACKGROUND

- 1.1 The Big AL Foundation has applied for the March 2024 round of Community Grants to assist with the delivery and rollout of Emotional Fitness Coaches Aussie Rules Initiative training at various sporting clubs within the City of Salisbury.
- 1.2 The Big AL Foundation is located in the suburb of Lightsview, however the training sessions will be undertaken within the City of Salisbury at the Para Hills Community Club and the Ingle Farm Football Club.
- 1.3 The Big AL Foundation has not received prior Community Grant Funding.

2. REPORT

- 2.1 According to this grant application, despite being based in the suburb of Lightsview, the Emotional Fitness coaches specialising in Transformational

Breathwork will be strategically placed within football clubs in the City of Salisbury Council area (namely Para Hills and Ingle Farm).

- 2.2 The sustainability of the Emotional Fitness Coaches Initiative by the Big AL Foundation hinges on a strategic and multifaceted approach.
- 2.3 The primary goal is to enhance resilience and mental wellbeing among young people through accessible and community-based peer to peer mental health support initiatives. To have youth understand that emotional wellbeing is as important, if not more important than physical fitness and work well together for peak performance and wellbeing.
- 2.4 Following a decision by the Council in December 2024 to increase the Community Grant Program Budget, the allocation for 2023/2024 is \$170,000.
- 2.5 The money committed to this application for the March 2024 round, if approved, is \$5,000. Based on the Administration's recommendations, the money committed to all grant applications received for the March 2024 round is \$5,000.
- 2.6 The remaining balance of the grant funding if this grant application received for the March 2024 round are approved based on the Administration recommendations is \$48,212.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Big AL Foundation Community Grant Application: to the value of \$5,000 to assist with Emotional Fitness Coaches Aussie Rules Initiative training within sporting clubs.

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



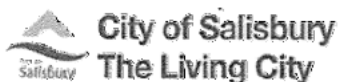
check the application before printing or submitting

Community Grants Program

Application Form

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

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



live it up

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	<i>The Big AL Foundation</i>
Address:	<i>8 Marshall Rd</i>
Suburb:	<i>Eightysview</i> Postcode: <i>5085</i>
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	<i>Mr</i>
Title (your role with the group/organisation):	<i>Founder/CEO/Director</i>
Address:	
Phone:	Landline: Mobile:
Email:	
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	<i>Other: Kylie Osborne</i>
Title (role with the group/organisation):	<i>Treasurer</i>
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	<i>Board</i>
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question c)</div>
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"/> <i>(go to question e & f)</i>	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: [REDACTED] <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED] Branch Location: [REDACTED]	
6. REFEREE INFORMATION		
<i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee).</i>		
Referee's Name:	Kylie Osborne	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN.)</i> 8 7 6 7 2 6 5 1 7 7 7 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (enter '0' dollar amounts below)
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	0
Organisation's contribution:	0
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	0
Income received from sponsors: (list sponsor(s) and their contribution)	0
Donations: (please specify the source, product or service and estimated amount of funding requested)	0
Have you sought any other funding for the project/event: (please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	
EXPENSES (specify the proposed expense budget by item)	\$ AMOUNT
2 month EFC volunteering (5 hours per week)	11000
Club attendance/setting up EFC @ 50 hour - 20	1000
TOTAL (including GST):	0

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding:	<i>Emotional Fitness Coaches Aussie Rules Initiative</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>Commence May 2024</i>
Total cost of Project/Event	<i>0</i>
Amount of Community Grant Funding Requested	<i>5000</i>
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>The Big AL Foundation Programme Outline</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 checked="" type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? (If Yes – what amount granted and what the grant was for):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name:	<i>The Big AL Foundation</i>
Group/Organisation Description:	
Group/Organisation Registered Address:	<div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 2px;"></div> Suburb: <i>Lightsview</i> Postcode: <i>5085</i>
Is the Club Incorporated?	<i>yes</i>
Number of Members:	<i>5</i>
% of Membership that reside in the City of Salisbury	<i>0</i> %
Project/Event Details	
Project/Event Name:	<i>Emotional Fitness Coaches Aussie Rules Initiative</i>
Project/Event Summary:	<i>Training Emotional Fitness coaches in breathwork within clubs</i>
Date(s) of Project/Event:	
Location of Project/Event:	Number/Street: Suburb: Postcode:
How will the Project/Event benefit the residents of the City of Salisbury?	<i>It will improve the mental and emotional wellbeing of the football community that the initiative is associated too.</i>
How many individuals will benefit from the Project/Event?	<i>300+</i>
% of project/event participants that reside in the City of Salisbury	<i>100</i> %
If it is an Event, is it open to the public?	<i>No</i>
How will the Project/Event be promoted?	<i>Word of mouth, socials. We will visit local football clubs in the area and</i>

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

Community Grant Application - Page 8 of 13

Community Grant Application - Page 9 of 13

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p><i>The foundation's approach involves deploying Emotional Fitness coaches specializing in Transformational Breathwork. Placed strategically within football clubs across South Australia and the local City of Salisbury area, these coaches will address the pivotal role of such clubs as hubs where young individuals often face significant life challenges. Transformational Breathwork, known for its efficacy in promoting emotional regulation and stress management, will be made accessible to all.</i></p> <p><i>The Emotional Fitness coaches will be internationally trained in two world class certifications as well as the Mental First Aid Certificate. The EFC's will be trained from within the club itself, increasing trust to seek guidance and break down any barriers to seek assistance. Given breathwork is so intrinsically linked to physical wellbeing and sporting improvements, it is also a powerful way to deal with emotional issues that are affecting daily life and sporting performance in a scientific non threatening way that is empowering to the individual.</i></p> <p><i>Our desire is to Educate, Empower (through the knowledge they will get) and Regulate (learn day to day techniques to self regulate their nervous systems in times of anxiety and stress and emotional turmoil.</i></p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> 1. <i>The Big AL Foundation Programme Outline.</i> 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>The primary goal is to enhance resilience and mental wellbeing among young people through accessible and community-based peer-to-peer mental health support initiatives. To have youth understand that emotional wellbeing is as important, if not more important than physical fitness and work well together for peak performance and wellbeing.</i></p> <p><i>Beyond individual support, the project aims to contribute to a broader cultural shift by normalizing discussions around emotions and mental health. The foundation seeks to redefine societal perceptions and attitudes towards these critical issues.</i></p> <p><i>Through this initiative, the Big AL Foundation envisions sowing the seeds for a generation equipped to navigate life's challenges with resilience and empathy. By addressing mental health at its roots and fostering emotional wellbeing within the community, the project aims to make a lasting impact on the social fabric and public welfare of our local communities.</i></p>

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





Community Grant Application - Page 10 of 13

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>We have two specific clubs that we will outreach to first. That is the Para Hills Community Club and The Ingle Farm Football Club. We already have long standing connections within these clubs as I have been a local member of the Salisbury Council for 50 Years.</i></p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> (outline how you will ensure sustainability and achieve outcomes for the project or activity)</p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> (outline how you will achieve outcomes for the project or activity)</p> <p><i>The sustainability of the Emotional Fitness Coaches Initiative by the Big AL Foundation hinges on a strategic and multifaceted approach. First, the commitment of Emotional Fitness Coaches to stay with each club for at least one to two years as volunteers provides stability and fosters enduring connections within the community. This commitment ensures a consistent and reliable presence, allowing coaches to build trust and rapport with the young individuals they guide.</i></p> <p><i>Other initiative includes:</i> <i>Securing ongoing financial support from government and private grants in the future.</i> <i>Fundraising events.</i> <i>Corporate Sponsorship but within SA and local from the clubs involved.</i> <i>Cultivating relationships with individual donors.</i> <i>Collaboration with local businesses.</i></p> <p><i>By actively pursuing these avenues – committed volunteers, diversified funding sources, strategic partnerships, and community engagement – the Emotional Fitness Coaches Initiative is poised for sustainability, ensuring its long-term effectiveness in positively impacting youth thriving mentally and emotionally.</i></p>

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

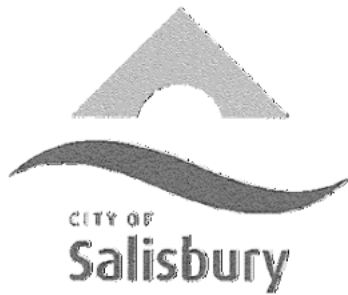
Community Grant Application - Page: 11 of 13

Application Declaration	
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>	
<p>Please read, tick the S1 and S2 boxes and sign</p>	
S1	S2
<p><input type="checkbox"/> <input checked="" type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> I acknowledge that the information provided in this application is true and correct.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.</p>	
<p>On behalf of _____ (Group/Organisation)</p>	
<p>Tricia Cusack/Founder Director (Name/Position)</p>	<p>Kylie Osborne/Treasurer (Name/Position)</p>
 (Signature 1)	 (Signature 2)
<p>14/2/2024 (Date)</p>	<p>14/2/2024 (Date)</p>
<p>Contact (phone number): </p>	<p>Contact (phone number): </p>

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

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

Community Grant Application - Page 12 of 13



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

{Group/Organisation}

{Name/Position}

{Signature}

{Date}

[Click Here to Complete Application](#)

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

Community Grant Application - Page 13 of 13

Project Description: Big AL Foundation's Emotional Fitness Coaches Initiative

The Big AL Foundation Limited, founded with a deep commitment to "Mental & Emotional Fitness for the next generation" following the tragic loss of founder Trish Cusack's 21 year old son Alex to suicide over two years ago. The foundation is set to make a significant impact on youth mental and emotional wellbeing in Australia. In response to the South Australian Youth Action Plan's (YAP) goal of enhancing youth mental wellbeing, our foundation proposes a proactive and transformative project tailored to the needs of individuals aged 12-25 that greatly impact south Australian youth.

Mission Statement

The Big AL Foundation is a charity dedicated to enhancing and normalising the mental and emotional wellbeing of youth aged 10-25. We envision a future where Emotional Fitness without question is an integral and normal part of life for every young man and woman's individual wellbeing. We achieve this through training Emotional fitness coaches in Transformational Breathwork and delivering peer to in local football clubs throughout Adelaide, equipping the next generation for the challenges that life will bring with self awareness and courage.

Objective:

The primary goal is to enhance resilience and mental wellbeing among young people through accessible and community-based peer-to-peer mental health support initiatives.

Methodology:

The foundation's approach involves deploying Emotional Fitness coaches specializing in Transformational Breathwork. Placed strategically within football clubs across Australia, these coaches will address the pivotal role of such clubs as hubs where young individuals often face significant life challenges. Transformational Breathwork, known for its efficacy in promoting emotional regulation and stress management, will be made accessible to all.

Key Components:

1. Emotional Fitness Coach Training:

Comprehensive internationally accredited training programs will equip Emotional Fitness coaches with the skills to guide young individuals through Transformational Breathwork 1;1 and group sessions and inhouse wellbeing workshops. These coaches will act as mentors and friends fostering emotional resilience and providing tools for stress management to navigate daily life.

2. Integration within Football Clubs:

Emotional Fitness coaches will be placed within football clubs to offer ongoing support. It will help to address the unique mental health challenges faced by young athletes.

3. Community Outreach and Collaboration:

Active collaboration with football community groups and local businesses aims to extend reach by forming partnerships, that seek to create a broader network of support, ensuring accessibility of wellbeing resources for all young people in metropolitan and regional South Australia.

4. Cultural Shift towards Emotional Resilience:

Beyond individual support, the project aims to contribute to a broader cultural shift by normalizing discussions around emotions and mental health. The foundation seeks to redefine societal perceptions and attitudes towards these critical issues.

Impact:

Through this initiative, the Big AL Foundation envisions sowing the seeds for a generation equipped to navigate life's challenges with resilience and empathy. By addressing mental health at its roots and fostering emotional wellbeing within the community, the project aims to make a lasting impact on the social fabric and public welfare of our local communities.

How does the initiative address issues of mental health and wellbeing in the local community?

The initiative tackles local mental and emotional wellbeing through a proactive, accessible, and community-centric approach. Trained Emotional Fitness coaches, skilled in Transformational Breathwork that come from within the football community itself offer targeted support within football clubs where young individuals face significant challenges. This proactive strategy equips young people aged 12-25 with stress management and emotional resilience tools for daily living.

Emphasizing community-based and peer-to-peer support, the initiative fosters a localized, accessible system that leverages the power of peer connections and the power of lived experience. Collaborating with local members, players and coaching staff, it ensures widespread accessibility within the community itself. The goal is not just individual support but also a cultural shift, normalizing discussions around what wellbeing and emotional fitness is in a culture that traditionally has been very difficult to change. By addressing mental and emotional fitness akin to physical fitness in the sporting context the initiative strives to redefine societal perceptions and contribute to a more empathetic society moving forward.

Sustainability and Outcomes

How will success be measured?

The success of the Big AL Foundation's Emotional Fitness Coaches Initiative will be measured through a comprehensive evaluation framework that encompasses both quantitative and qualitative indicators. The following key performance metrics will be utilized to gauge the impact and effectiveness of the program;

1. Participation Rates:

Tracking the number of young individuals actively participating in Transformational Breathwork sessions and other mental health workshops within football clubs will provide an initial measure of engagement.

2. Longitudinal Mental Health Assessments:

Conducting regular mental health assessments for participants over time will help monitor changes in emotional resilience, stress levels, and overall mental wellbeing. Comparing pre- and post-program assessments will offer insights into the effectiveness of the initiative.

3. Retention and Completion Rates:

Examining the retention rates of participants in the program and the completion rates of Transformational Breathwork sessions will indicate the sustained interest and commitment of the target demographic.

4. Feedback and Surveys:

Collecting feedback through surveys and qualitative assessments from both participants and Emotional Fitness coaches will provide valuable insights into the perceived impact of the program on individuals' emotional and mental states.

5. Incident Reports and Crisis Response:

Monitoring the frequency and severity of mental health incidents within the targeted age group, as well as the foundation's effectiveness in crisis response, will be critical in assessing the program's ability to address immediate needs.

6. Community Collaboration and Partnerships:

Evaluating the growth and strength of collaborations with football clubs, community groups, and local businesses will measure the program's ability to establish a supportive network and extend its reach within South Australia.

7. Cultural Shift Indicators:

Assessing changes in societal attitudes and perceptions towards mental health and emotional resilience within the community will be a qualitative measure of the program's success in contributing to a broader cultural shift.

8. Accessibility and Inclusivity:

Ensuring that the program remains accessible to young individuals across different demographics, including those in metropolitan and regional areas, will be monitored to gauge the inclusivity of the initiative.

By systematically tracking these metrics, the Big AL Foundation aims to create a robust and evidence-based assessment of the Emotional Fitness Coaches Initiative's impact on youth mental wellbeing. The results will not only inform ongoing program enhancements but also contribute valuable insights to the broader field of mental health support for young individuals.

Who will be involved in the planning, design and delivery of the initiative (in particular, young people)? What are their roles? Are there any project partners?

The planning, design, and delivery of the initiative will be spearheaded by CEO and Founder Trish Evelyn. As a certified Transformational Breathwork Coach and someone who has personally experienced the loss of an adolescent son to suicide, Trish brings both professional expertise and a deep understanding of the emotional challenges young people may face.

To enhance the effectiveness of the program and foster community trust, the initiative will involve youth mentors for the Emotional Fitness Coach positions. These mentors, already known within their own football community, have established trusted relationships. Additionally, these mentors express a desire to gain advanced certification in breathwork, become world class at what they do and align with the program's transformative peer to peer approach.

In terms of project partners, our Emotional Fitness Coaches themselves will undergo training, including Functional Breathing Instructor Training and Advanced Instructor Training, facilitated through the online training portal "Oxygen Advantage." This platform provides internationally recognized certifications in breathwork, ensuring the coaches are well-equipped to guide young individuals and the community as a whole through effective stress management and emotional resilience techniques.

They will also complete Mental First Aid Training for Youth run by various training outlets.

How will the initiative be sustainable in the future? *

The sustainability of the Emotional Fitness Coaches Initiative by the Big AL Foundation hinges on a strategic and multifaceted approach. First, the commitment of Emotional Fitness Coaches to stay with each club for at least two years as volunteers provides stability and fosters enduring connections within the community. This commitment ensures a consistent and reliable presence, allowing coaches to build trust and rapport with the young individuals they guide.

To secure ongoing financial support, the foundation will pursue a diversified funding strategy. Continuous applications for government and private grants will be a primary focus, with regular evaluations and outcome assessments serving to showcase the

initiative's positive impact, thereby strengthening its eligibility for sustained grant funding.

Fundraising events, ranging from charity runs to community-based activities, will not only generate funds but also raise awareness about the critical importance of emotional fitness for the next generation. These events serve as dynamic platforms to engage the community and garner support from various sectors establishing the brand and message of the foundation.

Corporate sponsorship will be actively sought from businesses that align with the initiative's goals of promoting mental and emotional wellbeing and empowering youth. Corporate partners can contribute financially, provide in-kind support, and offer a platform for the initiative to reach a broader audience.

Cultivating relationships with individual donors is a crucial aspect of the sustainability plan. Regular communication about the initiative's progress and impact will be employed to engage and inspire individual donors, creating a committed community of passionate supporters.

Collaboration with local businesses attached to the communities surrounding football clubs will be pursued. These partnerships may include joint fundraising efforts, in-kind support, and corporate social responsibility initiatives, enhancing the financial resilience of the initiative.

By actively pursuing these avenues – committed volunteers, diversified funding sources, strategic partnerships, and community engagement – the Emotional Fitness Coaches Initiative is poised for sustainability, ensuring its long-term effectiveness in positively impacting youth thriving mentally and emotionally in Australia.

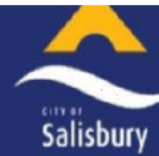
The Big AL Foundation initiative is designed to be inclusive and accessible to all individuals aged 12-25, encompassing diverse backgrounds such as Aboriginal and Torres Strait Islander peoples, LGBTQIA+ individuals, migrants, refugees, those from culturally diverse backgrounds, and those in rural or remote communities. The initiative is open to all, irrespective of gender or cultural prerequisites, ensuring a broad and inclusive reach for addressing mental and emotional wellbeing in young Australians.

Website address

www.Thebigalfoundation.org

Email: admin@thebigalfoundation.org.au

Effective 23 August 2021



Community Grants Program

Guidelines and Eligibility Criteria



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City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

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

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

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

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

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

1. Introduction

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

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

2. Submitting an Application

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

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

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

3. Community Grants Program Aim and Objectives

Aim

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

Objectives

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

4. Funding Rounds Opening and Closing Dates

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

5. Community Grants Program Categories

Community Grants Program funding is available under the following categories:

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

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

6. Types of Community Grants and Amount of Funding

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

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

7. Eligible Areas

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

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

8. Eligibility to Apply

Eligible Organisations

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

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

Non-Eligible Organisations

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

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

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

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

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

9. Eligible Items

Funding will be considered for the following:

9.1. *Equipment*

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

9.2. *Administration and Organisational Costs*

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

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

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

9.3. *Replacement Items*

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

9.4. *Public Events and Tournaments*

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

9.5. *New Establishment Grant*

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

9.6. *Defibrillator*

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

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

10. Ineligible Items

Funding will not be considered for the following:

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

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

10.2. *Existing Projects*

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

10.3. *Expenses*

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

10.4. *Administration and Organisational Costs*

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

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

10.5. *Wages and Salaries*

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

10.6. *Memberships and Fees*

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

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10.7. Existing Debts and Shortfalls

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

10.8. Other Exclusions

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

10.9. Prior Funding Received for Defibrillators

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

11. Application Process

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

Assessment of Applications

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

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

12. Funding Criteria

The following criteria are examined when assessing applications:

12.1. *Aim and Objectives*

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

12.2. *Target Group*

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

12.3. *Project Outcomes*

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

12.4. *Contribution*

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

12.5. *Value for Money*

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

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13. Community Grant Application

- 13.1. Applicants must address the following points in their application for Community Grants Program funding:

Target Group

- 13.2. Applications must identify the target group in the City of Salisbury that is the subject of the project. Where possible it is advantageous to provide evidence that the target group:
- is the focus of the project or event;
 - has been consulted about and is involved in the project or event;
 - is committed to actively participating in the project or event in significant numbers; and
 - has expressed support for the project or event.
- 13.3. The application must outline details of the relationship of the applicant to the target group.

Project or Event Plan

- 13.4. Provide a Project/Event Plan which details the activities and services that will be facilitated. The Project/Event Plan should include:
- details of the proposed program of activities and services including frequency and duration (this refers to the activities that will be supported by the project, or the items or services to be purchased with grant funds);
 - timeframes and how the project will be implemented, facilitated, and monitored;
 - details of the benefits/outcomes that the target group will derive from the project; and
 - details of how the project will meet any of the Community Grants Program Aim and Objectives.

Budget Plan

- 13.5. Provide a Budget Plan with details of the items/services to be purchased or works to be undertaken for the project. The Budget Plan must be reasonably costed and include:
- total cost of the project or event;
 - the amount of grant funds requested;
 - funds committed to the project by the applicant (this contribution can be financial or in-kind);
 - funds committed to the project from other sources, such as donations, funding from other stakeholders, funding from other grant sources; and
 - one quotation for each item requested.
- 13.6. Note that quotations must include GST and be sufficiently formal to clearly identify the proposed supplier and the items requested.

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Evaluation Plan

- 13.7. Provide an Evaluation Plan appropriate to the complexity of the project and the level of funding requested. This must include details of:
- measures that will be taken to gather information to evaluate the project;
 - criteria that will be used to measure the success of the project; and
 - how information gathered for evaluation will be used to enhance/direct the project.
- 13.8. The Evaluation Plan is essential to the application and will form the basis of the Project Evaluation that must be provided as part of the grant acquittal at the conclusion of the project.

Other Requirements

- 13.9. In addressing the above points, applications must provide a level of detail that is in proportion to the amount of funds requested and the complexity of the project. Organisations applying for funding must demonstrate, where applicable:
- a capacity to provide infrastructure, administrative and operating costs;
 - an ability to support the project beyond the grant period; and
 - the availability of volunteer support for the ongoing viability of the project.

14. Referees

- 14.1. Referees listed on the application may be contacted regarding their support and should be informed of their inclusion prior to the application being submitted. Members of the Management Committee cannot be a referee. Written evidence is not required of the referees support.

15. Financial Information

- 15.1. The organisation or group must hold a current bank account in South Australia in its name. The account name (the organisation or group, not the type of account – i.e. savings, cheque), financial institution name (the name of the bank or credit union) and the location (city/suburb of where the account is held) is the only information required. BSB and account numbers are not required to be submitted on the application.

16. Application Outcome

- 16.1. All applicants will receive written notification via post regarding the outcome of their application.

Unsuccessful Applicants

- 16.2. If applicants are unsuccessful they are encouraged to phone or request an appointment with the Community Grants Program staff to receive feedback about the decision and where applicable aspects of the application that may be improved should the applicant wish to resubmit.

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17. Expenditure of Community Grants Program Funds

Successful Applicants - Contractual Obligations

- 17.1. Successful applicants will receive a notification letter and Acceptance of Community Grant – Form 1 which is a legally binding agreement detailing the terms and conditions of funding. The Acceptance letter contains obligations which include agreed project or event outcomes and timeframes, acquittal, reporting and evaluation requirements. Agreements will be in place for a six (6) month period.
- 17.2. Organisations or groups that are awarded a community grant must only use their community grant to implement their project or event as outlined in their application form and spent in accordance with the conditions of the agreement.
- 17.3. Any proposed change to the project or expenditure of grant funds must be requested in writing to the Community Grants Program.
- 17.4. Organisations or groups must spend their Community Grant within six (6) months of receipt of Community Grant funding or they may be asked to return all or part of the funding. Unspent Community Grant funds must be returned to the City of Salisbury at the end of the project/event period. An unspent amount less than \$10.00 is not required to be returned.
- 17.5. Checks are undertaken to ensure that all information provided can be substantiated and that the Community Grant funding was spent on eligible items. All tax invoices and/or receipts submitted with the acquittal documentation must contain the business name, date of transaction, contact details and ABN number listed (where applicable) of the supplier. All items must be clearly identifiable and listed separately.
- 17.6. Where valid tax invoices or receipts cannot be produced the organisation or group will be requested to complete a statutory declaration, declaring that the Community Grant funding was used to purchase eligible items. Failure to provide valid tax invoices or receipts may result in the organisation or group's ineligibility for any future Community Grants regardless of completion of a statutory declaration. Failure to complete a statutory declaration will result in the organisation or group being requested to return the applicable Community Grant funding.

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18. Goods and Services Tax (GST)

- 18.1. If the organisation or group is registered for GST and the application for Community Grant funding is successful, a tax invoice must be provided with the Acceptance of Community Grant Form before payment can be made. Furthermore, the Grant will be subject to GST and the organisation or group will be liable to remit the GST component to the Australian Taxation Office.
- 18.2. The Tax Invoice must clearly state the words **TAX INVOICE, Business Name, ABN and the approved Grant funding amount including GST.**

ABN Declaration

- 18.3. If the organisation or group does not have an ABN, an ABN Declaration must be completed as part of the application process.
- 18.4. Furthermore, if the organisation or group does not have an ABN, the City of Salisbury may be obliged to withhold tax from Grant payments at the highest marginal tax rate (currently 48.5%) unless a "Statement by a Supplier" is completed to justify the City of Salisbury not withholding from the payment. This document is contained within the Community Grants Program Application Form "Declaration Where No Australian Business Number is Required".
- 18.5. For more details, contact the Australian Tax Office on **132 866**.

19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.
- 19.2. Requests for early disbursement of funds must be made in writing. Approval is at the discretion of the Chairman of the Community Wellbeing and Sport Committee and the relevant General Manager.

20. Accountability and Reporting Requirements

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

Recognition of Community Grants Program Funding

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

21. Repayment of Community Grant

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

Community Grants Program Guidelines and Eligibility Criteria - Page 17 of 18

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).

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ATTACHMENT B – Likely Funded Project and Event Examples

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

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

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ATTACHMENT C – Unlikely Funded Project and Event Examples

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

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

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

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

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ATTACHMENT D - Project Evaluation Requirements

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

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment C
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ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

Faxed to: 8281 5466

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

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

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

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

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

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

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

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

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

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

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

9. Who assesses the Community Grants Program Applications?

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

10. How are the Community Grants Program Applications assessed?

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

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

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

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

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

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

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

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

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ITEM	5.1.4 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	19 March 2024
HEADING	Youth Sponsorship Applications - January and February 2024
AUTHOR	Hayley Berrisford, PA to General Manager Community Development, Community Development
CITY PLAN LINKS	1.3 People are valued and they feel safe, included and connected 4.1 Members of our community receive an exceptional experience when interacting with Council 4.5 We engage meaningfully and our community is aware of Council initiatives
SUMMARY	This report outlines the Youth Sponsorship Applications assessed in January and February 2024.

RECOMMENDATIONThat Council:

1. Notes that 5 Youth Sponsorship Applications were assessed in January and February 2024, as included in this report (Item No. 5.1.4, Community Wellbeing and Sport Committee, 19 March 2024).

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

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

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Youth Sponsorship applicants.

3. REPORT

- 3.1 The following Youth Sponsorship Applications were assessed and approved by the Chairperson and one other member of the Community Wellbeing and Sport Committee for January and February 2024.

Funding per application	Event	Total Funding
1 @ \$350	Representing SA at the 2024 Australian Open Water Championships in Western Australia	\$350
1 @ \$350	Representing SA at the Southern Cross Challenge Basketball Tournament in Victoria	\$350
2 @ \$350	Representing SA at the 2024 Skate Australia Speed National Championships in New South Wales	\$700
4 @ \$350	Representing SA at the Drill Dance Australia National Competition in Tasmania	\$1,400
1 @ \$1250	Representing Australia at the United States All Star Federation Cheerleading World Championships in Florida, USA	\$1,250
2 @ \$750	Representing Football SA at a Development Competition in London, UK	\$1,500
1 @ \$750	Representing Football SA at a Development Tour in Japan	\$750
TOTAL		\$6,300

4. CONCLUSION / PROPOSAL

- 4.1 The Youth Sponsorship Program annual funding budget for 2023/2024 was \$45,000. This budget was exceeded by \$1,600 in December 2023.
- 4.2 As approved in December 2023, 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.
- 4.3 Noting the applications approved in December (\$1,600) and taking into account the January and February 2024 applications outlined in this report, the remaining budget for youth sponsorship grants is \$17,100.