



## **AGENDA**

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

**20 MAY 2024 AT THE CONCLUSION OF THE URBAN SERVICES AND GOVERNANCE AND COMPLIANCE COMMITTEE MEETINGS**

**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 16 April 2024.

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*Administration*

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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)*

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**ORDERS TO EXCLUDE THE PUBLIC**

**5.4.1 Request from PBA-FM Radio Station**

**Recommendation**

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if the Community Wellbeing and Sport Committee so determines, this matter may be considered in confidence under Section 90 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(d) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *Commercial Information of a third party*
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*
  - *however public disclosure would adversely implicate the commercial position of the contracting party*

*On that basis the public's interest is best served by not disclosing the **Request from PBA-FM Radio Station** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

**5.4.2 Recommendations of the Confidential Salisbury Living Sub Committee meeting held on Monday 13 May 2024:**  
**SLSC2 Strategic Land Review and Short Term Action Plan**  
**SLSC3 Walkleys Road Corridor Demonstration Houses**

**Recommendation**

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if the Community Wellbeing and Sport Committee so determines, this matter may be considered in confidence under Section 90 of the *Local Government Act 1999* on grounds that:

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

*On that basis the public's interest is best served by not disclosing the **Recommendations of the Confidential Salisbury Living Sub Committee meeting held on Monday 13 May 2024 – SLSC2 Strategic Land Review and Short Term Action Plan, and SLSC3 Walkleys Road Corridor Demonstration Houses** items and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

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### 5.4.3 Update on Homelessness Responses and Housing Opportunities in the City of Salisbury

#### Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if the Community Wellbeing and Sport Committee so determines, this matter may be considered in confidence under Section 90 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(b)(i) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *it relates to 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.*
2. *In weighing up the factors related to disclosure,*
  - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*

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

**CLOSE**





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

**16 APRIL 2024**

**MEMBERS PRESENT**

Cr D Hood (Chairman)  
Mayor G Aldridge (ex officio)  
Deputy Mayor, Cr C Buchanan (Deputy Chairman)  
Cr A Graham (*via Video Conferencing – MS Teams*)  
Cr P Jensen (*via Video Conferencing – MS Teams*)  
Cr M Mazzeo  
Cr S Ouk

**STAFF**

Chief Executive Officer, Mr J Harry  
A/General Manager Community Development, Ms C Giles  
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  
Manager Community Health and Wellbeing, Ms V Haracic  
A/Manager Sport, Recreation and Community Planning, Mr B Hopkins

The meeting commenced at 6.56 pm.

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

**APOLOGIES**

An apology was received from Cr S McKell.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Cr S Ouk  
Seconded Mayor G Aldridge

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 19 March 2024, 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 M Mazzeo

That Council:

1. Notes the report.

**CARRIED**

#### **5.0.2 Recommendations of the Salisbury Living Sub Committee meeting held on Monday 8 April 2024**

Moved Cr A Graham  
Seconded Cr P Jensen

That Council:

1. The information contained in the Salisbury Living Sub Committee of the meeting held on 8 April 2024 and that the following recommendations contained therein be adopted by Council.

**CARRIED**

#### **SLSC1 Future Reports for the Salisbury Living Sub Committee**

Moved Cr A Graham  
Seconded Cr P Jensen

That Council:

1. Notes the report.

**CARRIED**



**5.1.1 Youth Sponsorship Applications - March 2024**

Moved Mayor G Aldridge  
Seconded Cr P Jensen

That Council:

1. Notes that 7 Youth Sponsorship Applications were assessed in March 2024, as included in this report (Item No. 5.1.1, Community Wellbeing and Sport Committee, 16 April 2024 ).

**CARRIED**

**5.1.2 Community Event Sponsorship Grant Application - Salisbury Run 2024**

Moved Cr M Mazzeo  
Seconded Cr C Buchanan

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

1. Approves the following application of the Community Events Sponsorship Program as follows:
  - a. Grant No. 1/2024 - Northern Districts Athletics Club Inc, application for \$5,000.00 for its Salisbury. RUN.

**CARRIED**

**5.1.3 Community Event Sponsorship Grant Application - Adelaide Metropolitan Malayalee Association**

Moved Cr C Buchanan  
Seconded Mayor G Aldridge

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

1. Approves the following application of the Community Events Sponsorship Program as follows:
  - a. Grant No. 2/2024 – Adelaide and Metropolitan Malayalee Association, application for \$5,000.00 for its All Australian Tug of War Competition and Food Festival.

**CARRIED**

**5.1.4 Grant No. 32/2023-24: Para Hills Cricket Club Grant Application**

Moved Cr P Jensen  
 Seconded Cr S Ouk

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

1. Approves the request for funding for the April 2024 round of Community Grants as follows:
  - a. Grant No. 32/2023-24 Para Hills Cricket Club Community Grant Application: to the value of \$5,000 to assist with and end of season event and essential sporting equipment.

**CARRIED****5.1.5 Minor Capital Works Grant Application - Wat Khmer Santipheap Association of SA Inc**

*Pursuant to section 74 of the Local Government Act 1999, Cr S Ouk declared a general conflict of interest on the basis of being a member of the Temple. Cr S Ouk managed the conflict by leaving the meeting. Cr S Ouk left the meeting at 7:01 pm.*

Moved Cr C Buchanan  
 Seconded Mayor G Aldridge

That Council:

1. Notes that an application for Minor Capital Works Grant funding has been received from the Wat Khmer Santipheap Association of SA Inc.
2. Notes that the Administration will prepare a further report for consideration by Council on 22 April 2024.

**CARRIED**

*Cr S Ouk returned to the meeting at 7:01 pm.*

**5.1.6 Bagster Road Community Centre Children's Services Update**

Moved Mayor G Aldridge  
 Seconded Cr A Graham

That Council:

1. Notes the information regarding the limitations of the Bagster Road Community Centre in delivering high-quality, modern childcare services as outlined in paragraph 3.4 of this report (Item No. 5.1.6, Community Wellbeing and Sport Committee, 16 April 2024).
2. Notes to leverage the site, the Administration will prioritise a range of affordable children's programs and services at Bagster Road Community Centre.

**CARRIED**

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**5.1.7 Salisbury Commonwealth Home Support Program services up to June 2027**

Moved Cr C Buchanan  
Seconded Cr P Jensen

That Council:

1. Notes the – “Analysis of performance of current CHSP services” on the future directions for CHSP funding (Attachment 1, Item No. 5.1.7, Community Wellbeing and Sports Committee, 16 April 2024)
2. Approves to continue to provide all the current services to 30 June 2027 - Transport, Meals, Domestic Assistance, Home Maintenance and Modifications, Social Support Individual and Social Support Groups services
3. Approves to continue monitoring changes to Commonwealth Aged Care funding over the next two years.
4. Requests the administration provide a report to the Community Wellbeing and Sport Committee with the proposal to maintain and enhance the delivery of current service levels outlined in part 2 beyond 2027.
5. Requests the administration to undertake a review of transport services model and meal services model and options to improve service delivery and to report back within six months.

**CARRIED**

**5.1.8 Social Worker in Libraries Partnership Opportunity**

Moved Mayor G Aldridge  
Seconded Cr C Buchanan

That Council:

1. Approves a partnership to trial the co-location of a full-time social worker employed by Sonder for 12 months to be primarily based in the Salisbury Community Hub delivering the Social Workers in Libraries pilot.
2. Approves a budget bid of \$100k for the delivery of the Social Worker in Libraries Pilot for consideration as part of the 2024/25 Business Plan and Budget process.

**CARRIED**

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## QUESTIONS ON NOTICE

There were no Questions on Notice.

## MOTIONS ON NOTICE

There were no Motions on Notice.

## OTHER BUSINESS

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

There were no Other Business items.

## ORDERS TO EXCLUDE THE PUBLIC

### 5.4.1 Bridgestone Athletics Centre Management Model - Update

Moved Cr M Mazzeo

Seconded Cr C Buchanan

The Community Wellbeing and Sport Committee orders:

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, it is necessary and appropriate to exclude the public for the consideration of Agenda Item 5.4.1 Bridgestone Athletics Centre Management Model – Update with the exception of the following persons:*

- *Chief Executive Officer*
- *A/General Manager Community Development*
- *Deputy Chief Executive Officer*
- *General Manager City Infrastructure*
- *General Manager City Development*
- *Manager Governance*
- *Governance Support Officer*
- *Manager Community Health and Wellbeing*
- *A/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.*

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*

*- Non-disclosure of the matter and discussion of this item in confidence would protect confidential information relating to proposed commercial negotiations regarding Bridgestone Athletics Centre Management Model and Council’s commercial position.*

*On that basis the public's interest is best served by not disclosing the **Bridgestone Athletics Centre Management Model - Update** item and discussion at this point in time.*

**CARRIED**

**5.4.2 Recommendations of the Confidential Salisbury Living Sub Committee meeting held on Monday 8 April 2024 - Item SLSC2**

Moved Cr M Mazzeo

Seconded Cr C Buchanan

The Community Wellbeing and Sport Committee orders:

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, it is necessary and appropriate to exclude the public for the consideration of Agenda Item 5.4.2 Recommendations of the Confidential Salisbury Living Sub Committee meeting held on Monday 8 April 2024 - Item SLSC2*

*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.*

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*
  - Non-disclosure of this report at this time will protect Council's commercial position as public disclosure may provide third parties with a commercial advantage.*

*On that basis the public's interest is best served by not disclosing the **Recommendations of the Confidential Salisbury Living Sub Committee meeting held on Monday 8 April 2024 - Item SLSC2** item and discussion at this point in time.*

**CARRIED**

The meeting moved into confidence at 7.35 pm.

The meeting moved out of confidence at 7.57 pm.

CHAIRMAN.....

DATE.....



<b>ITEM</b>	5.0.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	20 May 2024
<b>HEADING</b>	Future Reports for the Community Wellbeing and Sport Committee
<b>AUTHOR</b>	Hayley Berrisford, PA to General Manager Community Development, Community Development
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This item details reports to be presented to the Community Wellbeing and Sport Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**That Council:

1. Notes the report.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

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

**2. 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.

<b>Meeting Item</b>	<b>Heading and Resolution</b>	<b>Officer</b>
25/07/2022 5.1.1	<b>Bridgestone Athletics Centre Advisory Group</b> Requests that the minutes of each Bridgestone Coordination Group meeting will be reported to the Community Wellbeing & Sport Committee. <b>Due:</b> March 2024 <b>Deferred to:</b> August 2024 <b>Reason:</b> July Advisory Group not meeting whilst Bridgestone Licences under review (refer US-OB2).	Ben Hopkins
24/07/2023 5.1.10	<b>Salisbury Fringe Carnival Venue and Australia Day Venue 2025</b> 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. <b>Due:</b> June 2024	Ben Hopkins

23/10/2023	<b>Chapel of the Holy Family - End of Lease Arrangements</b>	Ben Hopkins
5.4.1	This resolution is confidential	
<b>Due:</b>	March 2024	
<b>Deferred to:</b>	June 2024	
<b>Reason</b>	Administration are still working through negotiations with the tender applicant and a report will be presented to Executive prior to provision to Council	
27/11/2023	<b>Ongoing management of the St Kilda Community Hall on behalf of the Community</b>	Amy Pokoney Cramey
	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.	
<b>Due:</b>	March 2024	
<b>Deferred to:</b>	June 2024	
<b>Reason:</b>	This piece of work will be included as part of a Master Plan for this site.	
27/11/2023	<b>Community Grant Program Progress Update</b>	Chandler Giles
	2 Requests the Administration to review the new Community Grant Guidelines by June 2024.	
<b>Due:</b>	June 2024	

### 3. CONCLUSION / PROPOSAL

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



<b>ITEM</b>	5.0.2
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>HEADING</b>	Recommendations of the Salisbury Living Sub Committee meeting held on Monday 13 May 2024
<b>AUTHOR</b>	Sharee Klein, Manager Strategic Development Projects, City Development
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities 4.5 We engage meaningfully and our community is aware of Council initiatives
<b>SUMMARY</b>	The minutes and recommendations of the Salisbury Living Sub Committee meeting held on Monday 13 May 2024 are presented for Community Wellbeing and Sport Committee's consideration.  A recommendation from the 8 April 2024 Salisbury Living Sub Committee meeting is included in this report for noting.

**RECOMMENDATION**That Council:

1. Receives and notes the information contained in the Salisbury Living Sub Committee Minutes of the meeting held on 13 May 2024 with respect to the following recommendations contained therein be adopted by Council:

**SLSC1 Future Reports for the Salisbury Living Sub Committee****Recommendation**That Council:

1. Notes the report.
2. Receives and notes the below information as endorsed at the Salisbury Living Sub Committee meeting held on 8 April 2024:

*From Salisbury Living Sub Committee meeting held on 8 April 2024:***SLSC-OB1 Addition to Salisbury Living Sub Committee Membership****Recommendation**That Council:

1. Appoints Cr David Hood as an additional Member to the Salisbury Living Sub Committee.

**ATTACHMENTS**

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

1. Minutes Salisbury Living Sub Committee - 13 May 2024 [↓](#)





**MINUTES OF SALISBURY LIVING SUB COMMITTEE MEETING HELD IN LITTLE  
PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY ON**

**13 MAY 2024**

**MEMBERS PRESENT**

Mayor G Aldridge (ex officio)  
Cr B Brug  
Deputy Cr C Buchanan  
Cr K Grenfell (Deputy Chairman)

**OBSERVERS**

Cr J Chewparsad  
Cr A Graham  
Cr D Hood

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager City Development, Ms M English  
Deputy Chief Executive Officer, Mr C Mansueto  
General Manager City Infrastructure, Mr J Devine  
General Manager Community Development, Mrs A Pokoney Cramey  
Manager Governance, Mr R Deco

The meeting commenced at 6:31pm.

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

**APOLOGIES**

Apologies were received from Cr M Mazzeo and Cr P Jensen.

**LEAVE OF ABSENCE**

Nil

## **PRESENTATION OF MINUTES**

Moved Mayor G Aldridge  
Seconded Cr C Buchanan

The Minutes of the Salisbury Living Sub Committee Meeting held on  
8 April 2024, be taken as read and confirmed.

**CARRIED**

## **REPORTS**

### **Future Reports for the Salisbury Living Sub Committee**

#### **Recommendation**

##### That Council:

1. Notes the report.

## **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)*

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## ORDERS TO EXCLUDE THE PUBLIC

### SLSC1 Walkleys Road Corridor Demonstration Houses

Moved Mayor G Aldridge

Seconded Cr C Buchanan

1. The Salisbury Living Sub Committee orders, in consideration of Section 90(2) and (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 SLSC2 – Walkleys Road Corridor Demonstration Houses* with the exception of the following persons:

- Chief Executive Officer
- Acting General Manager City Development
- General Manager City Infrastructure
- Manager Governance
- Manager Engineering Assets and Systems
- Team Leader Parks & Landscape
- Personal Assistant – Executive Office

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.*
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*
    - *Non disclosure of this report at this time will protect Council's commercial position as public disclosure may provide third parties with a commercial advantage.*

*On that basis the public's interest is best served by not disclosing the **Walkleys Road Corridor Demonstration Houses** item and discussion at this point in time.*

**CARRIED**

**SLSC2 Strategic Land Review and Short Term Action Plan**

Moved Mayor G Aldridge  
Seconded Cr C Buchanan

1. *The Salisbury Living Sub Committee orders, in consideration of Section 90(2) and (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 SLSC2 Strategic Land Review an short Term Action Plan with the exception of the following persons:*

- Chief Executive Officer
- Acting General Manager City Development
- General Manager City Infrastructure
- Manager Governance
- Manager Engineering Assets and Systems
- Team Leader Parks & Landscape
- Personal Assistant – Executive Office

*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.*

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*

*- Non disclosure of this report at this time will protect Council's commercial position as public disclosure may provide third parties with a commercial advantage.*

*On that basis the public's interest is best served by not disclosing the **Strategic Land Review and Short Term Action Plan** item and discussion at this point in time.*

**CARRIED**

The meeting moved out of confidence and closed at 7:18pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	5.1.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	20 May 2024
<b>HEADING</b>	Youth Sponsorship Applications - April 2024
<b>AUTHOR</b>	Hayley Berrisford, PA to General Manager Community Development, Community Development
<b>CITY PLAN LINKS</b>	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
<b>SUMMARY</b>	This report outlines the Youth Sponsorship Applications assessed in April 2024.

## **RECOMMENDATION**

### That Council:

1. Notes that 9 Youth Sponsorship Applications were assessed in April 2024, as included in this report (Item no. 5.1.1, Community Wellbeing and Sport Committee, 20 May 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. CONSULTATION / COMMUNICATION**

- 2.1 External
  - 2.1.1 Youth Sponsorship applicants

### **3. REPORT**

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

<b>Funding per application</b>	<b>Event</b>	<b>Total Funding</b>
3 @ \$350	Representing SA at the Australian Gymnastics Championships in Queensland	<b>\$1,050</b>
1 @ \$350	Representing SA at the 2024 Australian Junior League Baseball Championships in New South Wales	<b>\$350</b>
1 @ \$350	Representing SA at the National Judo Titles – National Championships in Queensland	<b>\$350</b>
1 @ \$350	Representing SA at the Frangipani Cup for Calisthenics in Darwin	<b>\$350</b>
1 @ \$350	Representing SA at the Indoor Cricket National Championships in Victoria	<b>\$350</b>
1 @ \$1250	Representing Australia at the 2024 World Skate Artistic Skating Championships in New Zealand	<b>\$1,250</b>
1 @ \$350	Representing SA at the Under 16 National Basketball Championships in Victoria	<b>\$350</b>
<b>TOTAL</b>		<b>\$4,050</b>

#### **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 from the additional \$25k (\$11,250 total) and taking into account the April 2024 applications outlined in this report, the remaining budget for youth sponsorship grants is \$9,700.



<b>ITEM</b>	5.1.2
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	20 May 2024
<b>HEADING</b>	Grant No. 33/2023-24: Salisbury Villa Sports and Social Club Grant Application
<b>AUTHOR</b>	Hayley Berrisford, PA to General Manager Community Development, Community Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
<b>SUMMARY</b>	The Salisbury Villa Sports and Social Club Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

**RECOMMENDATION**

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

1. Approves the request for funding for the May 2024 round of Community Grants as follows:
  - a. Grant No. 33/2023-24 Salisbury Villa Sports and Social Club Community Grant Application: to the value of \$5,000 to assist with the purchase of Junior and Women's teams sporting equipment and uniforms

**ATTACHMENTS**

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

1. Salisbury Villa Sports and Social Club Grant Application [↓](#)
2. Community Grants Guidelines and Eligibility Criteria [↓](#)

**1. BACKGROUND**

- 1.1 The Salisbury Villa Sports and Social Club has applied for the May 2024 round of Community Grants to assist with the purchase of Junior and Women's teams sporting equipment and uniforms.
- 1.2 The Salisbury Villa Sports and Social Club is located in the suburb of Parafield Gardens and has 165 members, with 98% residing in the City of Salisbury.
- 1.3 The Salisbury Villa Sports and Social Club has received prior Community Grant Funding in May 2023.

**2. REPORT**

- 2.1 According to this grant application, the Salisbury Villa Sports and Social Club is located in the suburb of Parafield Gardens and has approximately 165 members, of which, 98% resides within the City of Salisbury area.
- 2.2 The Salisbury Villa Sports and Social Club is looking to continue it's participation in the Elizabeth & Districts soccer program and the purchase of these uniforms and equipment will allow this to continue.
- 2.3 The approval of uniforms and equipment will also allow for a second Women's team to compete.
- 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 May 2024 round, if approved, is \$5,000. Based on the Administration's recommendations, the money committed to all grant applications received for the May 2024 round (3 in total) is \$12,500.
- 2.6 The remaining balance of the grant funding if this grant application received (3 in total) for the May 2024 round are approved based on the Administration recommendations is \$30,712.

**3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Salisbury Villa Sports and Social Club Grant Application: to the value of \$5,000 to assist with the purchase of essential sporting equipment for the club's next season.



# Community Grants Program

## Application Form

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

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



*live it up*

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	SALISBURY VILLA SPORTS AND SOCIAL CLUB		
Address:	Cnr Martins and Kings Rd		
Suburb:	Parafield Gardens SA <span style="float: right;">Postcode: 5107</span>		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr PASQUALE VARAPODIO		
Title (your role with the group/organisation):	TREASURER		
Address:	██████████ PARALOWIE S.A 5018		
Phone:	Landline: ██████████		
Email:	██████████		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	Mr <input type="checkbox"/> pasquale varapodio		
Title (role with the group/organisation):	TREASURER		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	COMMITTEE		
<b>Is your organisation:</b>			
a) Incorporated:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b>  <input checked="" type="checkbox"/>            (go to question c)         </td> <td style="text-align: center; width: 50%;"> <b>No</b>  <input type="checkbox"/>            (go to question b)         </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b>  <input type="checkbox"/>            (go to question c)         </td> <td style="text-align: center; width: 50%;"> <b>No</b>  <input type="checkbox"/>            (go to question c)         </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

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

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

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

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

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	
Organisation's contribution:	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
<b>TRAINING EQUIPMENT KITS</b>	<b>\$ 5,000</b>
<b>TOTAL (including GST):</b>	<b>\$ 5,000</b>

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



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

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

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	MAY 2023
What amount of Grant funding was provided:	\$ 5,000
When was the previous Grant acquitted (month & year):	AUG 2023
<b>Group/Organisation Information</b>	
Group/Organisation Name	Salisbury Villa Sports and Social Club
Group/Organisation Description	SPORTING
Group/Organisation Registered Address	Number/Street: Cnr Kings Rd & Martins Rd Suburb: SALISBURY DOWNS <span style="float: right;">Postcode: 5107</span>
Is the Club Incorporated?	YES
Number of Members	165
% of Membership that reside in the City of Salisbury	98 %
<b>Project/Event Details</b>	
Project/Event Name	2024 FOOTBALL SEASON
Project/Event Summary	Junior and Senior Amature Soccer Competition
Date(s) of Project/Event	15/4/2024
Location of Project/Event:	Number/Street: Cnr Kings Rd & Martins Rd Suburb: SALISBURY DOWNS <span style="float: right;">Postcode: 5107</span>
How will the Project/Event benefit the residents of the City of Salisbury?	We will provide a safe and positive venue for the community to participate in the Amature Soccer competition for 2024
How many individuals will benefit from the Project/Event?	200-250
% of project/event participants that reside in the City of Salisbury	98 %
If it is an Event, is it open to the public?	Yes <input type="checkbox"/>
How will the Project/Event be promoted?	Social Media - Retail Notice Boards - E&D Soccer League

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 5,000
Itemised Breakdown of Costs: <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
PLAYER KITS SHORTS AND SOCKS	\$ 5,000
	\$
	\$
	\$
	\$
	\$
	\$
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	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 5,000</b>
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i> <i>Salisbury Vills sports and social club with to continue their participation in the 2024 E&amp;D Soccer program,along with 50 senior players and 18 women players</i></p>
<p><b>Attachments</b></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"><li>1. <i>belgravia sports quote</i></li><li>2.</li><li>3.</li></ol>

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> <i>local sporting development and womens team second season 2024</i></p>

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

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>the 20243 season our spectators will exceed over 500 during a saturday home game for the juniors and up to a further 300 spectators at our afternoon seniors games.</i></p> <p><i>Womens Team a further 100 spectators can be expected atthe facility on a sunday</i></p>
<p><b>Attachments</b></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"><li>1.</li><li>2.</li><li>3.</li></ol>

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>we have introduced a coaching clinic open to all local children regardless of where they play</i></p>

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

Application Declaration

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

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

S1 S2

I acknowledge that I am authorised to make this application on behalf of the Organisation.

I acknowledge that the information provided in this application is true and correct.

I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.

I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.

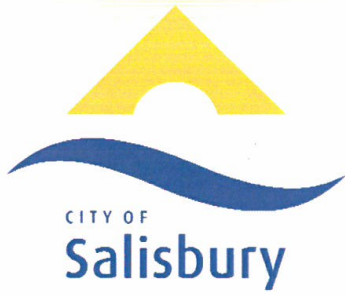
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

On behalf of salisbury villa sports and social (Group/Organisation)

<b>PAT VARAPODIO / TREASURER</b> <small>(Name/Position)</small> <div style="background-color: black; width: 100px; height: 20px; margin: 5px auto;"></div> <small>(Signature 1)</small>	and	<b>JOEVARAPODIO / VICE PRESIDENT</b> <small>(Name/Position)</small> <div style="background-color: black; width: 100px; height: 20px; margin: 5px auto;"></div> <small>(Signature 2)</small>
<u>08 April 2024</u> <small>(Date)</small>		<u>08 April 2024</u> <small>(Date)</small>
Contact (phone number): <div style="background-color: black; width: 60px; height: 15px; display: inline-block;"></div>		Contact (phone number): <div style="background-color: black; width: 60px; height: 15px; display: inline-block;"></div>

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

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



## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

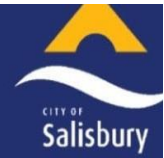
*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 13 of 13





Effective 23 August 2021



# Community Grants Program

## Guidelines and Eligibility Criteria



*live it up*

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

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

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

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

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

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

### 1. Introduction

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

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

## 2. Submitting an Application

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

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

### 3. Community Grants Program Aim and Objectives

#### *Aim*

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

#### *Objectives*

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

### 4. Funding Rounds Opening and Closing Dates

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

### 5. Community Grants Program Categories

*Community Grants Program funding is available under the following categories:*

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

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

## 6. Types of Community Grants and Amount of Funding

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

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

## 7. Eligible Areas

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

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

## 8. Eligibility to Apply

### *Eligible Organisations*

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

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

### *Non-Eligible Organisations*

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

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



## 9. Eligible Items

Funding will be considered for the following:

### 9.1. *Equipment*

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

### 9.2. *Administration and Organisational Costs*

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

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

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

### 9.3. *Replacement Items*

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

### 9.4. *Public Events and Tournaments*

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

### 9.5. *New Establishment Grant*

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

### 9.6. *Defibrillator*

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

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## 10. Ineligible Items

Funding will not be considered for the following:

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

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

### 10.2. *Existing Projects*

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

### 10.3. *Expenses*

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

### 10.4. *Administration and Organisational Costs*

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

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

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

### 10.5. *Wages and Salaries*

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

### 10.6. *Memberships and Fees*

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

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**10.7. Existing Debts and Shortfalls**

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

**10.8. Other Exclusions**

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

**10.9. Prior Funding Received for Defibrillators**

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

**11. Application Process**

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

**Assessment of Applications**

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

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

## 12. Funding Criteria

The following criteria are examined when assessing applications:

### 12.1. *Aim and Objectives*

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

### 12.2. *Target Group*

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

### 12.3. *Project Outcomes*

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

### 12.4. *Contribution*

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

### 12.5. *Value for Money*

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

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### 13. Community Grant Application

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

#### *Target Group*

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

- 13.3. The application must outline details of the relationship of the applicant to the target group.

#### *Project or Event Plan*

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

#### *Budget Plan*

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

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### *Evaluation Plan*

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

### *Other Requirements*

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

## **14. Referees**

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

## **15. Financial Information**

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

## **16. Application Outcome**

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

### *Unsuccessful Applicants*

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

## 17. Expenditure of Community Grants Program Funds

### *Successful Applicants - Contractual Obligations*

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

## 18. Goods and Services Tax (GST)

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

### *ABN Declaration*

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

## 19. Presentation of Community Grants Program Cheques

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



## 20. Accountability and Reporting Requirements

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

### *Recognition of Community Grants Program Funding*

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

## 21. Repayment of Community Grant

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

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

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

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

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

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

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

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

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

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## ATTACHMENT D - Project Evaluation Requirements

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

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

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

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

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

Faxed to: 8281 5466  
Posted to: City of Salisbury  
Community Grants Program  
PO Box 8  
SALISBURY SA 5108

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**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



<b>ITEM</b>	5.1.3
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	20 May 2024
<b>HEADING</b>	Grant No. 34/2023-24: The Pines Community Childrens Centre Grant Application
<b>AUTHOR</b>	Hayley Berrisford, PA to General Manager Community Development, Community Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
<b>SUMMARY</b>	The Pines Community Childrens Centre Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

**RECOMMENDATION**

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

1. Approves the request for funding for the May 2024 round of Community Grants as follows:
  - a. Grant No. 34/2023-24 The Pines Community Childrens Centre Community Grant Application: to the value of \$2,500 to assist with the purchase of materials for the establishment of an edible healthy Community Garden with Bush Tucker

**ATTACHMENTS**

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

1. The Pines Community Childrens Centre Application - redacted [↓](#)

**1. BACKGROUND**

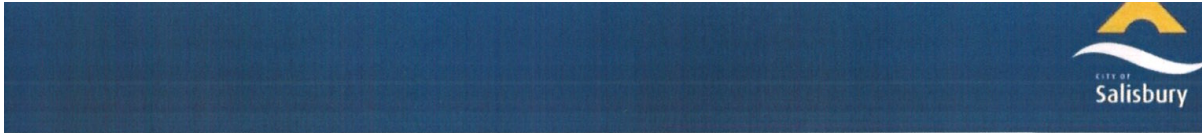
- 1.1 The Pines Community Childrens Centre has applied for the May 2024 round of Community Grants to assist with the purchasing of materials for the establishment of an edible healthy Community Garden with Bush Tucker.
- 1.2 The Pines Community Childrens Centre is located in the suburb of Parafield Gardens and has 8 members on the Management Committee, 21 Educators and approximately 106 children attending, with 98% residing in the City of Salisbury.
- 1.3 The Pines Community Childrens Centre has received prior Community Grant Funding in November 2002.

**2. REPORT**

- 2.1 According to this grant application, the Pines Community Childrens Centre is located in the suburb of Parafield Gardens and has 8 members on the Management Committee, 21 Educators and approximately 106 children attending, of which, 98% resides within the City of Salisbury LGA.
- 2.2 The Pines Community Childrens Centre is looking to establish an edible healthy Community Garden.
- 2.3 The Community Garden featuring bush tucker will provide learning opportunities about the natural environment, caring for gardens, the seasons and promote healthy eating amongst the children and wider community.
- 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 May 2024 round, if approved, is \$2,500. Based on the Administration's recommendations, the money committed to all grant applications received for the May 2024 round (3 in total) is \$12,500.
- 2.6 The remaining balance of the grant funding if this grant application received (3 in total) for the May 2024 round are approved based on the Administration recommendations is \$30,712.

**3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Pines Community Childrens Centre Grant Application to the value of \$2,500 to assist with the purchase of materials for the establishment of an edible healthy Community Garden with Bush Tucker.

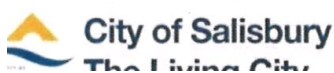


# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Capital development (e.g. renovations or building changes that will be permanently part of the structure)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Upgrading facilities which belong to Local, State or Commonwealth Governments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Application from Public / Private Schools?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• An organisation trading as a sole trader/individual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have previously received funding and <b>NOT</b> fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	The Pines Community Childrens Centre		
Address:	14 Hemming Street		
Suburb:	Parafield Gardens Postcode: 5107.		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Deb White		
Title (your role with the group/organisation):	Director		
Address:	14 Hemming Street Parafield Gardens		
Phone:	Landline: <input checked="" type="checkbox"/> Mobile:		
Email:			
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Deb White		
Title (role with the group/organisation):	Director		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:	Community Based		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"><b>Yes</b> <input checked="" type="checkbox"/> (go to question c)</td> <td style="width: 50%;"><b>No</b> <input type="checkbox"/> (go to question b)</td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"><b>Yes</b> <input type="checkbox"/> (go to question c)</td> <td style="width: 50%;"><b>No</b> <input type="checkbox"/> (go to question c)</td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(if Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:	fee income	
f) Purpose:	Child Care	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<b>Your organisation must have its own Bank/Credit Union Account or similar</b>		
Full Account Name: The Pines Community Childrens Centre Inc. <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: ANZ Bank	Branch Location: Salisbury.
<b>6. REFEREE INFORMATION</b>		
<b>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)</b>		
Referee's Name:	Auditor - Marisa Buetti. LBH Accountants	
Referee's Contact Information:	[REDACTED]	

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



<b>GST Declaration</b>		
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>  <span style="font-size: 1.2em; font-family: monospace;">16597502375</span> <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 checked="" type="checkbox"/>	No <input type="checkbox"/>
<p><b>NB: GST Registration</b></p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$ 0.00
Organisation's contribution:	\$ 684.24
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0.00
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0.00
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 0.00
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	\$ 0.00
<b>TOTAL (including GST):</b>	<b>\$ 684.24</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Educators and Committee members will volunteer time to research and purchase resources needed, preparation of the site and implementation of the project
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
Garden equipment	\$ 1580.25
Plants	\$ 292.00
Gardener - Labour	\$ 420.00
Water tank & Install	\$ 947.00
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 3239.25</b>

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	Community Garden, with Bush Tucker
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	ongoing
Total cost of Project/Event	\$ 3184.25
Amount of Community Grant Funding Requested	\$ 2500.00
Is there any other information that you may feel is relevant to your application?	
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
<b>Which category best describes your project/event?</b> <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 type="checkbox"/>
Environment	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Project/Event Details		
<b>Previous Community Grants Program Funding</b>		
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	November 2002	
What amount of Grant funding was provided:	\$ 1000.00	
When was the previous Grant acquitted (month & year):	June 2004	
<b>Group/Organisation Information</b>		
Group/Organisation Name	The Pines Community Childrens	
Group/Organisation Description	Child Care Centre	
Group/Organisation Registered Address	Number/Street: 14 Hemming Street Suburb: Parafield gardens Postcode: 5107	
Is the Club Incorporated?	Yes	
Number of Members	Management Committee - 8 Educators - 2 Children attending - 106	
% of Membership that reside in the City of Salisbury	98%	
<b>Project/Event Details</b>		
Project/Event Name	Community Garden, with Bush Tucker	
Project/Event Summary	establish an edible healthy Community Garden	
Date(s) of Project/Event	ongoing	
Location of Project/Event:	Number/Street: 14 Hemming Street Suburb: Parafield Gks Postcode: 5107	
How will the Project/Event benefit the residents of the City of Salisbury?	Provide opportunities for learning about the natural environment, caring for gardens seasons & families promote healthy eating habits for children	
How many individuals will benefit from the Project/Event?	326	
% of project/event participants that reside in the City of Salisbury	98%	
If it is an Event, is it open to the public?	N/A	
How will the Project/Event be promoted?	Through our news letter, facebook page and having signs around the centre.	

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

Grant Money Requested	
Amount Requested	\$ 2500.00
<b>Itemised Breakdown of Costs:</b>	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Water tank 1000L, Galv & install	\$ 947.00
Blue Metal 20mm per tone: 140	\$ 94.25
Veggie & garden soil per yard: 40	\$ 436.00
garden Beds x 5 200x100x41	\$ 159 each total - \$795
Wooden Wine barrels x 3	\$ 85 each total - \$255
Mandarine tree	\$ 39.00
Orange tree	\$ 194.00
Citrus lemonicious	\$ 59.00
Labour Gardner hours 7	\$ 420.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$ 3239.25
<b>Quote Attached:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>
<i>A detailed, current quote <u>must</u> be provided with the application.</i>	

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

Item 5.1.3 - Attachment 1 - The Pines Community Childrens Centre Application - redacted

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p>To establish a Community Kitchen garden involving children, families, educators and management Committee members. The garden will include fruit trees, vegetables, bush tucker and herbs. All children will have the opportunity to participate in planting the garden, caring for, harvesting, preparing and eating with educators, the families will be welcome to participate in attending the garden and picking food to eat.</p> <p>Having close contact with fresh produce is important, this will help childrens cognitive development and other development processes, building a sensory repertoire of food attributes, also having childrens individual food preference evolve. Children will have the opportunity to learn about their natural environment, and how to care for the garden. Starting to understand the life-cycle of plants, making healthier choices when selecting food, along with encouraging community participation. The children will participate in growing the food which when harvest will be utilised in cooking experiences and utilised at meal times by a cook. The food will also be available for children and families to take home.</p> <p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

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> <ul style="list-style-type: none"> <li>- Children &amp; families will gain practical skills in planting &amp; caring for an edible garden</li> <li>- The opportunity to gain life skills</li> <li>- Support educators in goals for teaching &amp; learning</li> <li>- Improve food security, promotes healthy eating, enhance opportunities to learn more about sustainable living</li> <li>- A community garden helps improve air &amp; soil quality, increasing plant biodiversity.</li> <li>- Develops more family participation in the service by sharing the skills &amp; knowledge with children</li> <li>- Improves mental &amp; physical health, building cohesion between participants &amp; school, having healthy lifestyles</li> <li>- Promotes healthy habits for children, families and educators.</li> </ul>

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

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i>  <i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p>Our organisation is community based &amp; is run by parent based management committee. Our management committee has been consulted and involved in discussions about the ongoing project and they support the project along with the many positive benefits and outcomes we aim to achieve.</p> <p><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> <li>1. management committee meeting minutes</li> <li>2.</li> <li>3.</li> </ol>

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i>  <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i>  <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p style="text-align: center;">Sustainability</p> <p>The ongoing management of the project will continue to be monitored and managed by our management committee and the early childhood educators in the future. Knowing that children, families and the community will be supporting each other, this means they will come together as one, creating a place of harmony, where they all feel they belong, securing respectful and reciprocal relationships while being integrated through a holistic interconnected approach.</p>

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





Application Declaration

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

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

S1 S2

I acknowledge that I am authorised to make this application on behalf of the Organisation.

I acknowledge that the information provided in this application is true and correct.



I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.

I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.



I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

On behalf of The Pines Community childrens centre (Group/Organisation)

Melanie Cato / Chairperson and Ella Van Pamelan / Treasurer  
(Name/Position) (Name/Position)

 (Signature 1) 

3/4/24 (Date) 4/4/24 (Date)

Contact (phone number):  Contact (phone number): 

Both signatories will be contacted to verify the application - a contact phone number must be provided for each. Your application will not be submitted for consideration 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**



<b>ITEM</b>	5.1.4
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	20 May 2024
<b>HEADING</b>	Community Event Sponsorship Grant Application - SA Blackball Association Inc
<b>AUTHOR</b>	Raitchel Graves, Senior Events Coordinator, Community Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 4.1 Members of our community receive an exceptional experience when interacting with Council 4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This report outlines the application for Community Event Sponsorship Program (CESP) funding received from the SA Blackball Association.

## 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 following application of the Community Events Sponsorship Program as follows:
  - a. Grant No. 3/2024 – South Australia Blackball Association Incorporated, application for \$5,000 for its 2024 Australia National Blackball Championships.

## ATTACHMENTS

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

1. SA Blackball Association Application - redacted [↓](#)
2. Community Event Sponsorship Guidelines [↓](#)

### 1. BACKGROUND

- 1.1 One (1) application has been received under the CESP for consideration at the 21 May 2024 meeting. The application is for funding to support the delivery of the 2024 Australian National Blackball Championships, to be held 6 – 13 July 2024 (ie 2024/25 financial year).
- 1.2 Events form an important part of the community, cultural and economic fabric of the City of Salisbury. They are designed to stimulate, and provide learning and healthy lifestyle opportunities. The City Plan 2035 contains the following commitment that we will:
  - Provide experiences that make our places lively and interesting; and
  - Celebrate our community's diversity.

## 2. GRANTS PURPOSE

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

## 3. ASSESSMENT CRITERIA

- 3.1 To secure funding, the organisation conducting the event will need to demonstrate:
  - Maturity around risk and organisation management
  - Significant community impact
  - Attraction to the broader community (not limited to membership of an organisation)
  - The event will be hosted in the City of Salisbury
  - Positive promotion of the City of Salisbury
- 3.2 All eligible applications will be assessed against the following criteria:
  - *Completion of the application in full;*
  - *Demonstrated need for the event;*
  - *Stakeholder endorsement and support for the event;*
  - *Consideration of, and with, existing events calendar and events;*
  - *Demonstrated multiple community, organisations or associations benefits;*
  - *Extent to which the project addresses strategic objectives and community needs;*
  - *Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;*
  - *Adequate, comprehensive and value for money of event budget;*
  - *Extent to which the event meets the needs of the CESP;*
  - *Alignment with the priorities of the CESP;*
  - *Risk management considerations;*
  - *Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and*
  - *The number of other events that have been funded for the financial year (noting only eight (8) events will be sponsored for an amount up to \$5,000 each financial year).*

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

#### 4. REPORT

- 4.1 The application that is presented in this report for consideration is:

Applicant: South Australia Blackball Association Incorporated

Event: 2024 Australia National Blackball Championships

Amount requested: \$10,000

- 4.2 The South Australia Blackball Association Incorporated application has been assessed against the eligibility criteria, and is eligible for a grant of \$5,000. The expected attendance for the event is 200 players. The event organiser has advised that an additional 100 – 200 visitors may be onsite at any one time during the event. To be eligible for \$10,000, the current guidelines suggest the event should attract over 3,000 patrons.
- 4.3 Hosting the National Championship provides the opportunity to showcase the talent of South Australian Blackball players. The championship fosters camaraderie, sportsmanship and growth within the local Blackball community.
- 4.4 This national event will attract players from all states, competing across four categories and will showcase the beauty, amenities and hospitality of the City of Salisbury to all attendees. This will provide an economic boost through increased spending and tourism in the area.
- 4.5 This event aims to attract more players to the sport, a sporting activity that is inclusive, encouraging a diverse range of participants to get involved, addressing gaps in community engagement.
- 4.6 If approved, the money committed to Community Event Sponsorship applications received for May is \$5,000 (one application only).
- 4.7 The remaining balance of the Community Event Sponsorship Program funding if this application received for May is approved, based on the Administration recommendations is \$24,542.

#### 5. CONCLUSION

- 5.1 One (1) application has been received for Community Event Sponsorship Program for consideration at the 21 May 2024 meeting.
- 5.2 The application received is:
- Applicant: South Australia Blackball Association Incorporated
- Event: 2024 Australia National Blackball Championships
- Amount requested: \$10,000
- 5.3 Assessment against the existing Community Event Sponsorship Program Guidelines shows that this event is eligible for a grant of \$5,000.





## Community Event Sponsorship Program

### Application Form

#### Before you begin

Before completing this application form you should read the **Community Event Sponsorship Program – Guidelines and Eligibility Criteria booklet**.

#### Making a valid application

- Use the form provided;
- Make sure you include all attachments and essential documentation where requested;
- Putting together a strong application takes time and energy, so it is important that you read the guidelines carefully, complete this application in full, and ensure that all of the information to be submitted with your application is provided;
- Applicants are encouraged to contact the Events team prior to submitting, an application to determine suitability for sponsorship;
- An information session will be held for potential applicants, please see the website for time and location;
- Have the Declaration section of the Application Form signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson;
- Email, Post or personally deliver the completed application form with all of the essential supporting documentation to the City of Salisbury.

#### Address for submission of applications

Community Event Sponsorship Program  
City of Salisbury  
PO Box 8  
SALISBURY SA 5108  
[city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

#### Essential Contact Information

It is essential that all applicants confirm the eligibility of projects prior to commencing their application.

All applicants must contact the Events Team to assess the eligibility of projects.

Phone 8406 8222 or Email [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

*To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered***  
Page 1

Information to be submitted with your application	
	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input checked="" type="checkbox"/>
A copy of Event Plan / Checklist	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input checked="" type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input checked="" type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input checked="" type="checkbox"/>
Provide letters of support for the event (external parties to the organisers of the event)	<input type="checkbox"/>
Provide a letter/email from the head of the organisation supporting the application	<input checked="" type="checkbox"/>
Copy of Risk management plan	<input checked="" type="checkbox"/>
Copy of any quotes for contractors/furniture hire	<input checked="" type="checkbox"/>
Copy of approval of venue location	<input checked="" type="checkbox"/>
If event is for over 200 participants a confirmation of obtaining a Traffic Management Plan is required	<input type="checkbox"/>
Copy of Park/ Venue permit (obtained from council if on council owned property)	<input checked="" type="checkbox"/>

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

Page 2



**IMPORTANT**

Incomplete applications will be considered non-compliant and ineligible for sponsorship. The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

**Organisation Information**

1. GROUP / ORGANISATION DETAILS			
<b>Name of the organisation:</b> <small>As it appears on the Certificate of Incorporation</small>	South Australia Blackball Association Incorporated		
<b>ASIC Registration Number:</b>	(if applicable)		
<b>ABN:</b>	68 293 006 139		
<b>Facility Name/Address:</b>			
<b>Postal Address:</b> <small>Registered postal address of the organisation</small>	389-395 Diment Road		
<b>Suburb:</b>	DIREK, SA	<b>Postcode:</b>	5110
2. CONTACT PERSON DETAILS			
<b>Person Responsible for the Sponsorship:</b> <small>(all communication will be directed to this person)</small>	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Annette Grigg		
<b>Title / Office:</b>	President		
<b>Phone:</b>	<b>Landline:</b>	<b>Mobile:</b> [REDACTED]	
<b>Email:</b> <small>Please use an e-mail address that will be checked regularly.</small>	[REDACTED]		
3. ABOUT YOUR TARGET AUDIENCE			
<b>Age: 18-65</b>	<b>Primary:</b>	<b>Secondary:</b>	
<b>What percentage (%) of your target population reside in City of Salisbury</b>	80 %	20%: remainder of SA	
<b>Anticipated attendance number:</b>	200 players Additional Partners / visitors daily		
4. ABOUT YOUR ORGANISATION'S ABILITY AND EXPERIENCE			
<b>What events has your organisation held before?</b> The SA BB Association has not held events other than State Trials & League nights. However, members of the committee have had direct input in to managing previous national tournaments for the governing body – ABIF.	<b>Name of Event:</b>	<b>Year held:</b>	<b>Number of attendees:</b>

To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered**  
Page 3

Sponsorship		
<b>5. SPONSORSHIP CATEGORY (Please select one only)</b>		
<b>up to \$5,000</b> Organisations planning to host an event within the City of Salisbury boundaries may apply for <b>Community Event Sponsorship</b> .		<input type="checkbox"/>
<b>up to \$10,000</b> Organisations planning to host an event within the City of Salisbury boundaries may apply for <b>Community Event Sponsorship</b> .		<input checked="" type="checkbox"/>
Have you sought, or intend to seek funds from another source to assist with this project? <i>(If Yes – Where from and the amount of sponsorship requested)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Other funding Source/s:</b>	<b>Amount/s:</b>	
<b>Local Business</b>		
- Kennards Hire: Provision of a scissor lift	\$ 500.00	
- Community Carer Network – table sponsorship	\$1,000.00	
- Swiftflite	\$1,000.00	
- Mrs K's (Mawson Lakes)	\$ 500.00	
<b>National Business (NSW)</b>		
- Next Gen Games	\$1,000.00	
<b>Pool Associations</b>		
- Salisbury 8Ball Association	\$ 500.00	
- Caruso's Sports Association	\$1,000.00	
- South West Metro Pool Association	\$ 500.00	
About the Event		
<b>6. Event DETAILS</b>		
<b>Name of Event:</b>	2024 Australia National Blackball Championships	
<b>Date of Event:</b>	6 <sup>th</sup> – 13 <sup>th</sup> July 2024	
<b>Location of Event:</b>	Parafield Gardens Recreation Stadium	
<b>Has your organisation held this event before in previous years?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>If yes to the above, please provide dates of previous events:</b>	Not Applicable	
<b>Brief description of your Event?</b> <small>Describe what you are planning</small>	<p>South Australia Blackball is proud to host the prestigious Australian Blackball Nationals on behalf of the Australian Blackball International Federation (ABIF).</p> <p>This national event will bring together players from all states, competing across four categories, totalling an expected attendance of 200 players.</p> <p>Our organization has secured the Parafield Gardens Recreation Centre located in the Salisbury district, providing an excellent venue for the tournament.</p>	

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

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	<p>In collaboration with local businesses, we have arranged accommodation, catering services, and equipment to ensure a seamless experience for all participants and visitors.</p> <p>Through this event, we aim to showcase the beauty and hospitality of the Salisbury region to all attendees, highlighting its amenities and attractions alongside the excitement of the competition.</p>
<p><b>Why is the event needed?</b></p> <p>Eg. Does the proposed event:</p> <ul style="list-style-type: none"> <li>- increase participation opportunities</li> <li>- provide additional avenue for revenue</li> <li>- add to community and cultural life within the City of Salisbury</li> </ul>	<p>The 2024 Australian Blackball Championships will serve as a vital platform for several reasons:</p> <p><u>Increased Participation Opportunities:</u> By hosting this championship, we're opening doors for players of all skill levels to engage in the sport. It encourages amateurs and seasoned players alike to showcase their talents, fostering a sense of inclusivity and promoting active participation in the community.</p> <p><u>Additional Revenue Stream:</u> Beyond the inherent benefits of promoting sports and recreation, the championships can serve as a significant economic driver. Visitors attending the event, along with participants and their supporters, will inject revenue into local businesses within the City of Salisbury.</p> <p><u>Enhanced Community and Cultural Life:</u> Blackball is not just a sport; it's a cultural phenomenon that brings people together from diverse backgrounds. By hosting the championships, we're fostering a sense of community pride and unity within the City of Salisbury. It's an opportunity for residents to come together, celebrate their shared love for the sport, and forge new friendships, thereby enriching the cultural fabric of our city.</p> <p>In essence, the 2024 Australian Blackball Championships will serve as a catalyst for increased participation economic growth, and cultural enrichment within the City of Salisbury, making it a worthwhile investment for the community grant.</p>
<b>About the Event</b>	
<p><b>How will your event increase participation opportunities for community and economic development?</b></p> <p>Eg. Does the proposed event:</p> <ul style="list-style-type: none"> <li>- address a gap in community participation / activation</li> <li>- allow the event to increase economic opportunities</li> <li>-Are you opening it up to the broader community?</li> </ul>	<p>The 2024 Australian Blackball Championships is designed to significantly enhance participation opportunities for the community and spur economic development in the following ways:</p> <p><u>Addressing Participation Gaps:</u> This event addresses a notable gap in community participation and activation by providing a platform for individuals of all ages and backgrounds to engage in a competitive yet inclusive sporting activity. By offering opportunities for both seasoned players and newcomers, the championships promote inclusivity and encourage a diverse range of participants to get involved, thereby addressing any existing gaps in community engagement.</p> <p><u>Economic Opportunities:</u> Hosting the Australian Blackball Championships presents a multitude of economic opportunities for the community. The influx of participants, spectators, and supporters attending the event will generate revenue for local businesses, including accommodation providers, restaurants, and retail establishments.</p> <p><u>Open to the Broader Community:</u> The championships are open to the broader community, ensuring that participation is not limited to a select</p>

To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered**  
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	<p>group. By actively promoting the event across various channels and engaging with local community groups, and sporting organisations, we aim to encourage widespread participation and ensure that everyone feels welcome and included. This approach not only fosters a sense of community cohesion but also maximizes the event's potential to drive economic growth and development within the City of Salisbury.</p> <p>In summary, the 2024 Australian Blackball Championships will increase participation opportunities for the community by addressing existing gaps, promoting economic development through increased tourism and local spending, and actively engaging with the broader community to ensure inclusivity and accessibility.</p>									
<p><b>Apart from Facebook, how will you promote and advertise the Event?</b></p>	<p><u>Flyers &amp; Posters:</u> We will be looking to distribute flyers and posters in key locations throughout the Salisbury region, including sports clubs, community centres, gyms, and local businesses.</p> <p><u>Collaborate with Sponsors:</u> We have managed to partner with some local businesses, sports clubs, and organizations as event sponsors. This will continue right up to and throughout the event. They in turn will be able to assist with the promotion of the event to their networks and potentially provide additional resources or incentives to our players.</p> <p><u>Word of Mouth:</u> By encouraging all of our players (local and interstate), volunteers, and supporters to spread the word about the event to their friends, family, and colleagues.</p> <p><u>Livestreaming:</u> This will allow us to engage with a wider audience and hopefully create content that extends beyond the duration of the event.</p>									
<p><b>Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event? Not just financially</b></p> <p>Attach letters of support where applicable</p>	<table border="1"> <thead> <tr> <th data-bbox="624 981 994 1043">Community Group / Business</th> <th data-bbox="994 981 1362 1043">How they will benefit</th> </tr> </thead> <tbody> <tr> <td data-bbox="624 1043 994 1218">Local business eg; hotels, cafes, restaurants and shops</td> <td data-bbox="994 1043 1362 1218">Increased foot traffic and exposure during the event; heightened visibility can lead to enhanced brand recognition; positive word-of-mouth referrals</td> </tr> <tr> <td data-bbox="624 1218 994 1451">Volunteers</td> <td data-bbox="994 1218 1362 1451">Providing an opportunity for individuals to volunteer their time and expertise, which in turn contributes to the success of the championship and fosters a sense of pride and fulfillment within the community.</td> </tr> <tr> <td data-bbox="624 1451 994 1619">Community Organisations</td> <td data-bbox="994 1451 1362 1619">Sports clubs, juniors and other not-for-profits can benefit from increased exposure and networking opportunities during the event.</td> </tr> </tbody> </table>	Community Group / Business	How they will benefit	Local business eg; hotels, cafes, restaurants and shops	Increased foot traffic and exposure during the event; heightened visibility can lead to enhanced brand recognition; positive word-of-mouth referrals	Volunteers	Providing an opportunity for individuals to volunteer their time and expertise, which in turn contributes to the success of the championship and fosters a sense of pride and fulfillment within the community.	Community Organisations	Sports clubs, juniors and other not-for-profits can benefit from increased exposure and networking opportunities during the event.	
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Community Organisations	Sports clubs, juniors and other not-for-profits can benefit from increased exposure and networking opportunities during the event.									

To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered**  
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<p><b>**Events seeking over \$10,000**</b></p> <p><b>What is the regional or state-wide significance of this event?</b></p> <p><b>Why do you think the event is needed?</b></p>	<p>The 2024 Australian Blackball Championships hold significant regional and state-wide importance for several reasons:</p> <p><u>Showcasing Excellence:</u> As one of the premier events in the Australian blackball calendar, this championship serves as a platform to showcase the excellence and skill of players from across the country. By attracting top-tier athletes and enthusiasts, the event elevates the profile of the sport within the region and beyond, highlighting the talent and dedication present within the Australian blackball community.</p> <p><u>Promoting Tourism:</u> Hosting a nationally recognised championship draws attention to the City of Salisbury and the broader region, attracting visitors from other parts of the state and beyond. This influx of tourists not only boosts local businesses but also promotes the area as a vibrant destination for sports tourism. As attendees explore the city and its offerings, they contribute to the local economy and may be inspired to return in the future, further supporting regional tourism efforts.</p> <p><u>Community Engagement:</u> The event serves as a focal point for community engagement and involvement, bringing together participants, spectators, and volunteers from diverse backgrounds. This sense of unity and camaraderie fosters community pride and strengthens social connections, contributing to the overall well-being and vibrancy of the region. Additionally, the championship provides opportunities for local businesses, organisations, and residents to collaborate and showcase the unique character and offerings of the area.</p> <p>In essence, the 2024 Australian Blackball Championships are needed to celebrate excellence in the sport, promote tourism and economic development, and foster community engagement and pride within the region. By hosting such a prestigious event, the City of Salisbury not only highlights its commitment to sports and recreation but also enhances its reputation as a dynamic and welcoming destination on the regional and state-wide stage.</p>
<p><b>**Events seeking over \$10,000**</b></p> <p><b>What is the long-term vision and sustainability of the event in the City of Salisbury?</b></p> <p><b>Do you plan to hold this event annually/biannual etc?</b></p>	<p>The event's sustainability and long-term presence in Salisbury rely on several key factors, including proactive community engagement, robust legacy planning, and notably, the success of the 2024 event. Although held annually, the event is awarded two years in advance.</p>

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

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

Item	Amount	Quote Used
Full stadium hire: Parafield Gardens Recreation Centre: \$1,400 per day x 10 days	\$14,000.00	Bluefit (Salisbury)
Trophies	\$ 4,991.20	Northside Trophies (Salisbury)
Transport of tables (storage to venue & return)	\$ 825.00	Rapid Transport (Port Adelaide)
Accommodation: Tournament Director	\$ 1,452.00	Mawson Lakes Hotel
Table Hire (20x Blackball tables)	\$ 5,000.00	ABIF

a. Total Event Cost

\$26,268.20

b. Your Contribution

\$ 10,268.20

c. Other funds secured (other sponsorship)

\$ 6,000.00

**Total Sponsorship Requested**

\$10,000.00

(= a – b – c)

### Terms and Conditions of Sponsorship

All applications are administered according to the following conditions.

1. CESP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of sponsorship must be made in writing and is at the discretion of the Council.
2. A risk management plan will be completed and adhered to.
3. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
4. City of Salisbury is not responsible for any loss or expense endured during event planning and implementation or in relation to the completed event.
5. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
6. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
7. Organisations that are not registered for the GST will not have the grant grossed up.

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

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8. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.

9. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant sponsorship.

10. Unspent funds are to be returned to City of Salisbury.

11. The City of Salisbury will be recognised as a major sponsor of the event in all media, speeches, MC notes and programming (noting any use of logos must be approved by the City of Salisbury communications and customer relations team).

<b>We agree to abide by the terms and conditions of sponsorship</b>	Yes <input checked="" type="checkbox"/>
---	---

Application Declaration

Please note that this declaration must be signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson

On behalf SA Blackball Association Inc (Group/Organisation)

<p><small>(Name/Position)</small> Annette Grigg - PRESIDENT</p> <div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;"><u>29/04/2024</u></p> <p><small>(Date)</small></p>	<p><small>(Name/Position)</small> Laura Shaw - SECRETARY</p> <div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;"><u>29/4/2024</u></p> <p><small>(Date)</small></p>
---	---

Declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the Community Event Sponsorship 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 sponsorship for this project is offered.

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

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Item 5.1.4 - Attachment 1 - SA Blackball Association Application - redacted







Item 5.1.4 - Attachment 2 - Community Event Sponsorship Guidelines



## ABOUT THE PROGRAM

The City of Salisbury, through its Community Event Sponsorship Program (CESP), aims to encourage, develop and support the organisation of community events within the City of Salisbury, including one-off celebrations that generate community participation.

The CESP aims to deliver outcomes in alignment with the Salisbury City Plan 2035. Applying for grant funding you are helping Salisbury to achieve the vision of “being a sustainable, connected and progressive community”.

Applicants are invited from non-profit organisations that are planning to hold events within the City.

Sponsorship will be considered for costs directly incurred in the organisation of an event e.g. general revenue, infrastructure, publicity / advertising and security. Community groups may run more than one event per financial year; however, the maximum sponsorship per event is \$10,000.

The guidelines contained within this document outline the types of projects that can be considered for sponsorship.

## BEFORE YOU BEGIN

Before commencing your application please contact the Events Team who will:

- Assess the eligibility of your event;
- Run through the event checklist / permit process with you;
- Advise you of the CESP application process and timelines; and
- Advise you of potential community groups and businesses you may be able to link with.

Applications must be made using the Community Event Sponsorship Program Application Form.

You can download a CESP Application Form from Council's website at: [salisbury.sa.gov.au/grants](https://salisbury.sa.gov.au/grants) or request a hard copy application form to be sent to you by telephoning 8406 8222.

Submit your completed application via:

Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

Fax: 8281 8222

Post: Community Event Sponsorship Program

City of Salisbury

PO Box 8

Salisbury SA 5108

If you require any assistance in completing your application, please call 8406 8222 and a City of Salisbury staff member will be happy to help you.

## WHO CAN APPLY?

The CESP is open to all community organisations that meet all of the following criteria:

- Are an incorporated not-for-profit community organisation and/or auspiced by an incorporated body;
- Are hosting the event within the City of Salisbury boundaries;
- Are able to meet repayments for any existing Council debt;
- Have completed all relevant sections of the application form; and
- Have supplied all essential documentation.

Please note the number of applications received through the CESP is likely to exceed the funds available therefore meeting the criteria does not guarantee success.

If you are unsure of the eligibility of your project or which category to apply for, please contact the Events Team on 8406 8222.

## WHO CAN'T APPLY?

The following are ineligible for CESP funding:

- Individuals or unincorporated groups;
- Groups/organisations that have previously received sponsorship or funding and not fulfilled reporting obligations, including provision of, post event evaluation/report and financial acquittal.

If you relate to any of the above, your event is ineligible for sponsorship.

The CESP will close applications when the budget has been fully allocated and will not reopen until the adoption of budget in the new financial year. Council will provide advice on its website when all funds have been allocated.

In some instances, successful applications may not receive the full amount of requested sponsorship, but a percentage of the amount sought. If your event can not proceed without full sponsorship then this should be indicated in your application.

## TIMING

- Only fully completed grant applications will be submitted go to Community Wellbeing and Sport Committee for consideration.
- Once this has occurred the applicant will be notified within a few weeks of the decision.
- The Committee meets each month so applications must be in no later than the first week of the month to be considered for that month.
- Payment of funds, if successful, will be within 30 days of invoice received.
- Maximum number of two (2) \$10,000 events will be granted within a financial year.

## WHAT EVENTS CAN BE FUNDED?

The following list provides examples of eligibility associated with CESP funded events and is a guide only to assist in the preparation of your application.

Applicants are required to demonstrate that the event will:

- Add to the community and cultural life of the City of Salisbury;
- Demonstrate broad community support / involvement, with 90% of the target population residing in the City of Salisbury;
- Attract local media coverage;
- Be scheduled to avoid conflicts with local and state-wide activities;
- Be held within the City of Salisbury.

# WHAT EVENTS CANNOT BE FUNDED?

The following list provides examples of ineligibility associated with CESP funded events and is a guide only to assist in the preparation of your application.

- Money is already spent;
- Retrospective sponsorship or funding of budget deficits;
- Salaries / Tutor fees (initial or on-going);
- Commercial activities aimed at making private profit;
- Events that are not open to the general public;
- Events that are not held within the City of Salisbury area.

# ESSENTIAL DOCUMENTATION

All applicants must provide the following supporting documentation:

- Most recent annual financial statement certified by the President / Treasurer or audited by a qualified accountant as presented at an AGM;
- Current certificate of currency for Public Liability Insurance to the value of \$10 million;
- A copy of Event Checklist;
- Evidence of cash support (where applicable);
- Letters of support for the event (external to the event organisers);
- Letter or email from the head of the organisation supporting the application;
- Certificate of incorporation demonstrating not-for-profit status;
- Signed copy of committee minutes endorsing the event, authorising an application to the CESP and documenting the authorised project contact.
- If attracting more than 1000 people, a copy of your COVID Management Plan;
- Copy of your risk management plan;
- Copy of any quotes for contractors or furniture;
- Copy of approval for venue location.

## IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. You will receive written feedback requesting you to supply missing information. When complete the application will be submitted to the Community and Wellbeing Committee for assessment. It is not possible to approve all requests for sponsorship; therefore, sponsorship should not be deemed automatic or anticipated.

# ASSESSMENT CRITERIA

## For events up to \$5,000

All eligible applications will be assessed against the following criteria:

- Completion of the application in full;
- Demonstrated need for the event;
- Stakeholder endorsement and support for the event;
- Consideration of, and fit with, existing events calendar and events;
- Demonstrated multiple community, organisation or association benefit;
- Extent to which the project addresses strategic objectives and community needs;
- Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;
- Adequate, comprehensive and value for money of event budget;
- Extent to which the event meets the purpose of the CESP;
- Alignment with the priorities of the CESP;
- Risk management considerations;
- Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and
- Number of other events that have been funded for the financial year (noting only eight events will be sponsored for an amount up to \$5,000 each financial year).

## For events up to \$10,000

In addition to the above criteria, events seeking sponsorship over \$5,000 and up to \$10,000 will also be assessed against the following criteria:

- Demonstrated ability for the event to attract over 3,000 patrons;
- Regional or state-wide significance of the event;
- Extent to which the event addresses City of Salisbury strategic objectives;
- Long term sustainability of the event in the City of Salisbury;
- Demonstrated ability for the event organisers to deliver an event of significant scale and size;
- Profile of the event and ability to raise the profile of the City of Salisbury;
- Number of other events that have been funded for the financial year (noting only two events will be sponsored for an amount between \$5,000 and \$10,000 each financial year).

# SPONSORSHIP CONDITIONS

All applications are administered according to the following conditions.

1. CESP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of sponsorship must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated work.
3. City of Salisbury is not responsible for any loss or expense endured during event planning and implementation or in relation to the completed event.
4. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
5. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
6. Organisations that are not registered for the GST will not have the grant grossed up.
7. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
8. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future sponsorship and grant funding.
9. Unspent funds are to be returned to City of Salisbury.
10. The City of Salisbury will be recognised as a major sponsor of the event in all media, speeches, MC notes and programming (noting any use of logos must be approved by the City of Salisbury communications and customer relations team).







<b>ITEM</b>	5.1.5
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	20 May 2024
<b>HEADING</b>	Grant No. 35/2023-24: The Ark, Salisbury Lutheran Church Grant Application
<b>AUTHOR</b>	Hayley Berrisford, PA to General Manager Community Development, Community Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
<b>SUMMARY</b>	The Ark, Salisbury Lutheran Church Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

**RECOMMENDATION**

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

1. Approves the request for funding for the May 2024 round of Community Grants as follows:
  - a. Grant No. 35/2023-24 The Ark, Salisbury Lutheran Church Grant Application: to the value of \$5,000 to assist with the purchase of a coffee machine for their weekly gatherings.

**ATTACHMENTS**

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

1. The Ark Salisbury Lutheran Church Grant Application - redacted [↓](#)

**1. BACKGROUND**

- 1.1 The Ark, Salisbury Lutheran Church has applied for the May 2024 round of Community Grants to assist with the purchase of a coffee machine for their weekly gatherings.
- 1.2 The Ark, Salisbury Lutheran Church is located in the suburb of Salisbury and has approximately 400 members of the community and associated church members, with 95% residing in the City of Salisbury.
- 1.3 The Ark, Salisbury Lutheran Church has not received prior Community Grant Funding.

**2. REPORT**

- 2.1 According to this grant application, the Ark, Salisbury Lutheran Church is located in the suburb of Salisbury and has 400 members attending on a weekly basis, of which, 95% resides within the City of Salisbury LGA.

- 2.2 The Ark, Salisbury Lutheran Church will be holding regular open sessions to the community members of the public for coffee sessions. It is anticipated approximately 400 members will attend.
- 2.3 Following a decision by the Council in December 2024 to increase the Community Grant Program Budget, the allocation for 2023/2024 is \$170,000.
- 2.4 The money committed to this application for the May 2024 round, if approved, is \$5,000. Based on the Administration's recommendations, the money committed to all grant applications received for the May 2024 round (3 in total) is \$12,500.
- 2.5 The remaining balance of the grant funding if this grant application received (3 in total) for the May 2024 round are approved based on the Administration recommendations is \$30,712.

**3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Ark, Salisbury Lutheran Church Grant Application: to the value of \$5,000 to assist with the purchase of a new coffee machine.



# Community Grants Program

## Application Form

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

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



*Live it up*

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	<i>The Ark, Salisbury Lutheran Church</i>		
Address:	<i>10 Waterloo Corner Road</i>		
Suburb:	<i>Salisbury</i> <span style="float: right;">Postcode: <i>5108</i></span>		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	<i>Ms</i> <input type="checkbox"/> <i>Debbie Richardson</i>		
Title (your role with the group/organisation):	<i>Treasurer</i>		
Address:	[REDACTED]		
Phone:	Landline: <i>n/a</i> Mobile: [REDACTED]		
Email:	<i>treasurer@arkchurch.com.au;</i> [REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	<i>Ms</i> <input type="checkbox"/> <i>Leanne Ridsdale</i>		
Title (role with the group/organisation):	<i>Chairperson</i>		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	<i>Church Council</i>		
<b>Is your organisation:</b>			
a) Incorporated:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b>  <input type="checkbox"/>                      (go to question c)                 </td> <td style="text-align: center; width: 50%;"> <b>No</b>  <input checked="" type="checkbox"/>                      (go to question b)                 </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question b)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b>  <input type="checkbox"/>                      (go to question c)                 </td> <td style="text-align: center; width: 50%;"> <b>No</b>  <input checked="" type="checkbox"/>                      (go to question c)                 </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

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

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



<b>GST Declaration</b>		
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>  1 4 5 6 1 1 3 2 8 7 9 _____ <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 checked="" type="checkbox"/>	No <input type="checkbox"/>
<p><b>NB: GST Registration</b></p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input checked="" type="checkbox"/> <span style="margin-left: 100px;">No <input type="checkbox"/></span> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$ 200
Organisation's contribution:	\$ 114
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 400 <i>C &amp; R Ridsdale - donation of cart for coffee machine</i>
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 714</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Milk, coffee, tea and sugar for preparing coffee/tea; coffee cart for the machine to sit on has been made and donated by members (as above); ongoing costs of servicing and repairs will be met by members; labour to make coffee/tea will be volunteered</i>
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
<i>Jura X8 Professional with 23l glass milk fridge</i>	\$ 5,114
<b>TOTAL (including GST):</b>	<b>\$ 5,114</b>

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>The Ark, Salisbury Lutheran Church Coffee Machine</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>One-off</i>
Total cost of Project/Event	<i>\$ 5,114</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<i>Church members have donated their time and materials to make a cart to house the machine and fridge so that it is mobile and can be used in and around the church complex.</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Photographs of coffee cart - please see attachment, page 1.</i> 2.
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Project/Event Details		
<b>Previous Community Grants Program Funding</b>		
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input 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):		
<b>Group/Organisation Information</b>		
Group/Organisation Name	<i>The Ark, Salisbury Lutheran Church</i>	
Group/Organisation Description	<i>Christian Church - please see attachment, page 2.</i>	
Group/Organisation Registered Address	<i>Number/Street: 10 Waterloo Corner Road Suburb: Salisbury Postcode: 5108</i>	
Is the Club Incorporated?	<i>Yes</i>	
Number of Members	<i>160</i>	
% of Membership that reside in the City of Salisbury	<i>95 %</i>	
<b>Project/Event Details</b>		
Project/Event Name	<i>The Ark, Salisbury Lutheran Church Coffee Machine</i>	
Project/Event Summary	<i>One-off purchase of a coffee machine</i>	
Date(s) of Project/Event	<i>To be purchased when funding available</i>	
Location of Project/Event:	<i>Number/Street: 10 Waterloo Corner Road Suburb: Salisbury Postcode: 5108</i>	
How will the Project/Event benefit the residents of the City of Salisbury?	<i>Please see attachment, page 3.</i>	
How many individuals will benefit from the Project/Event?	<i>400 It is expected around 400 people will benefit from the project - some weekly, some monthly, others infrequently across the year.</i>	
% of project/event participants that reside in the City of Salisbury	<i>95 %</i>	
If it is an Event, is it open to the public?	<i>No n/a</i>	
How will the Project/Event be promoted?	<i>Weekly newsletter, emails and marketing for individual events</i>	

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 5,000
<b>Itemised Breakdown of Costs:</b> <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Jura X8 Professional with 23 l glass milk fridg	\$ 5,114
	\$
	\$
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	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 5,114</b>
<b>Quote Attached:</b> <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Item 5.1.5 - Attachment 1 - The Ark Salisbury Luthern Church Grant Application - redacted

Project or Event Scope
<p><i>Provide a description of the proposed project or event: Please see attachment, page 4.</i></p>
<p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>

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: Please see attachment, page 6.</i></p>

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

**Support for the Project or Event**

*Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:*  
*(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.*  
*Please see attachment, page 7.*

**Attachments**

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

- 1.
- 2.
- 3.

**Project or Event Management**

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

One-off Projects or Events  
*Describe how the proposed project or event will be managed:*  
*(outline how you will achieve outcomes for the project or activity)*  
*Please see attachment, page 8.*

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

Application Declaration

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

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

S1 S2

I acknowledge that I am authorised to make this application on behalf of the Organisation.

I acknowledge that the information provided in this application is true and correct.

I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.

I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.

I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

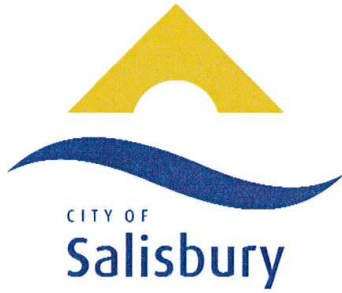
On behalf of Salisbury Lutheran Church (Group/Organisation)

<p><b>Leanne Ridsdale / Chairperson</b> <small>(Name/Position)</small></p> <div style="background-color: black; width: 100px; height: 30px; margin: 5px auto;"></div> <p><small>(Signature)</small></p>	and	<p><b>Debbie Richardson / Treasurer</b> <small>(Name/Position)</small></p> <div style="background-color: black; width: 100px; height: 30px; margin: 5px auto;"></div> <p><small>(Signature)</small></p>
<p><u>04 April 2024</u> <small>(Date)</small></p> <p>Contact (phone number): <div style="background-color: black; width: 60px; height: 15px; display: inline-block;"></div></p>		<p><u>04 April 2024</u> <small>(Date)</small></p> <p>Contact (phone number): <div style="background-color: black; width: 60px; height: 15px; display: inline-block;"></div></p>

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

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





## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

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



**INFORMATION ONLY**

**ITEM** 5.2.1  
**COMMUNITY WELLBEING AND SPORT COMMITTEE**

**DATE** 20 May 2024

**HEADING** Rotary Club of Salisbury (SA) Podcasting Youth Program

**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  
4.4 We plan effectively to address community needs and identify new opportunities  
4.2 We deliver quality outcomes that meet the needs of our community

**SUMMARY** An application from the Rotary Club of Salisbury has been received for podcasting equipment in order to run a youth program with local high schools. This report identifies opportunities to partner with Rotary to deliver this program using Council facilities and equipment.

**RECOMMENDATION**

That Council:

1. Approves that a partnership with Rotary Club of Salisbury be developed at Burton Community Hub to deliver a program for students to learn to podcast, and to also preserve the oral history of Rotary Club of Salisbury for their 60<sup>th</sup> anniversary.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 The Community Development grants program is available to community groups to apply for funds to assist them to deliver outcomes within their community.
- 1.2 Community Development Grants are received and if eligible are presented to the Community Wellbeing and Sport Committee for consideration and approval.
- 1.3 Council has received an application from Rotary Club of Salisbury for \$3,496 for podcasting equipment and training.

**2. DISCUSSION**

- 2.1 Burton Community Hub was developed to meet the needs of a diverse community and provides library, community centre, work shed, community garden and NDIS services.

- 2.2 As part of the Burton Community Hub development a high tech audio studio was developed to enable the community to learn and use audio and visual equipment, including podcasting equipment.
- 2.3 Whilst the studio has been activated by programs it remains under utilised.
- 2.4 There is an opportunity to provide the Rotary Club of Salisbury with access to the studio to use the audio equipment. This would also mean that the Club do not need to store equipment when it is not in use.
- 2.5 Council staff will connect with Rotary Club of SA to develop a partnership agreement which may include use of the room and equipment and also support to deliver programs, promote the programs and to connect with local high schools.
- 2.6 Council staff deliver digital learning programs on a regular basis and are well equipped to support the Rotary Club of SA in this regard.
- 2.7 Financial Overview There is a hire fee to use the Burton Community Hub studio however this will be waived under a partnership agreement.
- 2.8 By partnering with the Club, Council will not need to use funds to invest in equipment that it already has available in a centrally located Hub for community use.

### **3. CONCLUSION**

- 3.1 The Rotary Club of SA have applied for a community grant for podcasting equipment and training.
- 3.2 Council can provide a partnership to Rotary Club of SA to enable them to use our podcasting equipment and Burton Community Hub and to provide additional support for the delivering of a program for young people to capture oral histories.

**INFORMATION ONLY**

**ITEM** 5.2.2  
**COMMUNITY WELLBEING AND SPORT COMMITTEE**

**DATE** 20 May 2024

**HEADING** Australian Alliance to End Homelessness, Advance to Zero Campaign

**AUTHOR** Lauren Grant, Senior Social Planner – Community Safety & Homelessness, Community Development

**CITY PLAN LINKS** 1.2 The health and wellbeing of our community is a priority  
1.3 People are valued and they feel safe, included and connected  
4.4 We plan effectively to address community needs and identify new opportunities

**SUMMARY** The Advance to Zero Campaign is a national initiative that is coordinated by the Australian Alliance to End Homelessness. This report provides details of the Advance to Zero Campaign, the infrastructure required for a local project and outcomes of initial conversations with relevant stakeholders.

**RECOMMENDATION**

That Council:

1. Notes the report.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

1.1 At its meeting on 22 April 2024, Council resolved that it:

- 1.1.1 *Notes the City of Salisbury's commitment to addressing homelessness as outlined in the City Plan 2035 and the proposed City Plan 2040.*
- 1.1.2 *Notes that the City of Salisbury recognises there is a housing crisis, with an increasing prevalence of homelessness and rough sleeping in the community and is actively engaging with state government agencies, NGOs, and the North West Homeless Alliance to respond to the needs of our residents that are homeless and sleeping rough.*
- 1.1.3 *Request the Administration to bring back an urgent report in May 2024 regarding the services available in the City to support those affected by homelessness and the availability of emergency accommodation and short term accommodation options to be linked back to the proposed City Plan 2040.*

1.1.4 *Notes the administration notes Council's support for the Advance to Zero Project and requests the administration to include in the report the process for the City of Salisbury to join and implement the Advance to Zero Project and indicative costs.*

1.1.5 *Notes that the Mayor, Cr Buchanan and relevant staff will seek a meeting with the Minister or Housing and the Minister for Human Services to discuss homelessness, short term housing and emergency accommodation options in the City of Salisbury and northern suburbs more broadly.*

1.2 This report responds to point 1.1.4 of the above decision, with information regarding the Advance to Zero campaign. Other aspects of the decision are discussed in the Confidential report of the Community Wellbeing and Sport Committee on 20 May 2024, *Update of Homelessness Responses and Housing Opportunities in the City of Salisbury.*

## **2. EXTERNAL CONSULTATION / COMMUNICATION**

2.1 Adelaide North West Homelessness Alliance (ANWHA)

2.2 SA Housing Authority

2.3 South Australian Alliance to End Homelessness

## **3. DISCUSSION**

3.1 The Advance to Zero campaign is a national initiative of local Zero Projects that supports communities to use real time data, housing, coordinated support and advocacy to ensure that the local housing and homelessness system is able to support more people into permanent housing than the number coming into the system.

3.2 When the system is able to permanently house more people than are entering the system (becoming homeless), this is called Functional Zero. When a community has reached Functional Zero homelessness, it does not mean there is no homelessness, it means that any experiences of homelessness are rare, brief and non-recurring.

3.3 A local Zero Project requires a collective impact approach – a structured form of collaboration where all sectors work together on a common agenda for solving a specific problem. Each sector or stakeholder needs to agree on a common goal and commit resourcing towards achieving that goal. A backbone organisation ensures that each partner is supported to maintain focus on the common goal.

3.4 The Adelaide Zero Project was the first Zero Project in the country and involves over 40 city stakeholders such as government and non-government agencies, the City of Adelaide, SA Police and Universities. It is backboneed by the South Australian Alliance to End Homelessness (SAAEH).

3.5 In June 2024, the Port Adelaide community will be launching the State's second Zero Project, a collaboration with the Adelaide North West Homelessness Alliance, SA Housing Authority, City of Port Adelaide Enfield and other government and non-government partners such as health providers. The SAAEH will also provide the backbone role.

- 3.6 The Australian Alliance to End Homelessness (AAEH) supports Zero Projects nationally and identifies the following features required for a community to implement a Zero project:
- 3.6.1 A clear, community-wide goal to end street homelessness within a set timeframe.
  - 3.6.2 A committed multi-agency team of leaders, that includes the key stakeholders and service providers within the community.
  - 3.6.3 A Local Community Lead to drive the team forward, convene meetings, bring the right people to the table and keep partners accountable
  - 3.6.4 A Local Data Lead to deliver monthly data reporting and maintain quality data collection
  - 3.6.5 Participation in AAEH Advance to Zero meetings and membership of the national Advance to Zero campaign.
- 3.7 For the Salisbury community, a Zero Project collaboration would require a commitment and resourcing from the City of Salisbury along with:
- 3.7.1 SA Housing Authority
  - 3.7.2 Adelaide North West Homelessness Alliance (ANWHA)
  - 3.7.3 The South Australian Alliance to End Homelessness (SAAEH)
  - 3.7.4 Other local service providers, such NALHN, Sonder, Anglicare and others.
- 3.8 Advice from key partners, is that currently, their resourcing is not sufficient to allow them to commit to another project, especially as the new Port Adelaide Zero Project is in its development phase.
- 3.9 The City of Salisbury and other northern region councils can continue to work closely with ANWHA, SAAEH and SAHA to build a stronger understanding of homelessness in our region and the linkages to existing Zero Projects.
- 3.10 Short term opportunities include working with the SAAEH to undertake a process of action planning with key stakeholders, to determine the key issues for Salisbury, confirm the priority cohorts for outreach and determine the appropriate coordinated efforts for our community.

#### **4. FINANCIAL OVERVIEW**

There are no financial impacts as a result of this report.

#### **5. CONCLUSION**

- 5.1 Advance to Zero Projects are an initiative of the Australian Alliance to End Homelessness (AAEH). A local Zero Project requires resourcing and commitment from a range of organisations, the key ones being the SA Housing Authority, the local specialist homelessness service provider (ANWHA) and the South Australian Alliance to End Homelessness (SAAEH). Key stakeholders have indicated that resourcing is not currently sufficient to allow them to commit to another project. An initial first step for the City of Salisbury is to undertake a process of action planning in collaboration with the SAAEH.