



## **AGENDA**

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

**16 JULY 2024 AT 6.30 PM**

**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  
A/General Manager Business Excellence, Ms J Emerson  
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 17 June 2024.

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## REPORTS

### *Administration*

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### *For Decision*

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## QUESTIONS ON NOTICE

*There are no Questions on Notice.*

## MOTIONS ON NOTICE

*There are no Motions on Notice.*

## OTHER BUSINESS

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



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## ORDERS TO EXCLUDE THE PUBLIC

### 5.4.1 Suburban Study Hub Funding Opportunity Recommendation

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

1. *Pursuant to Section 90(2) and (3)(b)(i) & (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.*
2. *The disclosure of this information would, on balance, be contrary to the public interest because the public interest in the Council preserving its negotiation position and obtaining best value for its Community would be compromised by disclosure of the information.*

*On that basis the public's interest is best served by not disclosing the **Suburban Study Hub Funding Opportunity** 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**

**17 JUNE 2024**

**MEMBERS PRESENT**

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

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Community Development, Mrs A Pokoney Cramey  
Deputy Chief Executive Officer, Mr C Mansueto  
General Manager City Infrastructure, Mr J Devine  
General Manager City Development, Ms M English  
Manager Governance, Mr R Deco  
Governance Trainee, Ms M Prasad  
Manager Urban, Recreation and Natural Assets, Mr J Foong  
Manager Community Experience, Ms C Kroepsch  
A/Manager Sport, Recreation and Community Planning, Mr B Hopkins  
Manager Strategic Development Projects, Ms S Klein

The meeting commenced at 9.11pm.

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

**APOLOGIES**

Apologies have been received from Cr P Jensen and Cr M Mazzeo.

**LEAVE OF ABSENCE**

Nil.

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## PRESENTATION OF MINUTES

Moved Cr A Graham  
Seconded Cr S McKell

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 20 May 2024, be taken as read and confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **5.0.1 Future Reports for the Community Wellbeing and Sport Committee**

Moved Mayor G Aldridge  
Seconded Cr S Ouk

That Council:

1. Notes the report.

**CARRIED**

### *For Decision*

#### **5.1.1 Youth Sponsorship Applications - May 2024**

Moved Cr C Buchanan  
Seconded Cr A Graham

That Council:

1. Notes that 14 Youth Sponsorship Applications were assessed in May 2024, as included in this report (Item no. 5.1.1, Community Wellbeing and Sport Committee, 17 June 2024).
2. Approves the shortfall of Youth Sponsorship applications of \$300 and an additional \$5,000 to be funded within existing budgets from the Community Development Grant funds.

**CARRIED**

### *For Information*

#### **5.2.1 Our Big Backyard (OBBY) Little Para**

Moved Cr C Buchanan  
Seconded Mayor G Aldridge

That Council:

1. Notes the report.

**CARRIED**

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**5.2.2 Recreation Centres: Proposed Fees & Charges 2024-25 (Further Information Report as Requested by Finance and Corporate Services Committee on Tuesday, 11 June 2024)**

Moved Cr C Buchanan  
Seconded Cr S Ouk

That Council:

1. Notes the further information report.

**CARRIED**

**QUESTIONS ON NOTICE**

*There were no Questions on Notice.*

**MOTIONS ON NOTICE**

*There were no Motions on Notice.*

**OTHER BUSINESS**

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

There were no Other Business items.

## ORDERS TO EXCLUDE THE PUBLIC

### 5.4.1 Community Bus Continuation

Moved Cr A Graham

Seconded Cr S Ouk

The Community Wellbeing and Sport Committee orders that;

1. *Pursuant to Section 90(2) and (3)(d)(i) and (d)(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 Community Bus Continuation, with the exception of the following persons:*

- Chief Executive Officer
- General Manager Community Development
- Deputy Chief Executive Officer
- General Manager City Infrastructure
- General Manager City Development
- Manager Governance
- Governance Trainee
- Manager Urban, Recreation and Natural Assets
- Manager Community Experience
- A/Manager Sport, Recreation and Community Planning
- Manager Strategic Development Projects

*On the basis that:*

- *it relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
  - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
    - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
    - *non-disclosure of the matter and discussion of this item in confidence would protect confidential information relating to Council's commercial position.*

*On that basis the public's interest is best served by not disclosing the **Community Bus Continuation** item and discussion at this point in time.*

**CARRIED**



#### 5.4.2 **Salisbury City Centre Land Facilitation Agreement Update (Further Information Report as noted at the Salisbury Living Sub Committee on Tuesday, 11 June 2024)**

Moved Cr A Graham

Seconded Cr S Ouk

The Community Wellbeing and Sport Committee orders that;

1. *Pursuant to Section 90(2) and (3)(d)(i) and (d)(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 Salisbury City Centre Land Facilitation Agreement Update (Further Information Report as noted at the Salisbury Living Sub Committee on Tuesday, 11 June 2024), with the exception of the following persons:*

- Chief Executive Officer
- General Manager Community Development
- Deputy Chief Executive Officer
- General Manager City Infrastructure
- General Manager City Development
- Manager Governance
- Governance Trainee
- Manager Urban, Recreation and Natural Assets
- Manager Community Experience
- A/Manager Sport, Recreation and Community Planning
- Manager Strategic Development Projects

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 and Council's commercial position.*

*On that basis the public's interest is best served by not disclosing the **Salisbury City Centre Land Facilitation Agreement Update (Further Information Report as noted at the Salisbury Living Sub Committee on Tuesday, 11 June 2024)** item and discussion at this point in time.*

**CARRIED**

### 5.4.3 Sports Leasing

Moved Cr A Graham

Seconded Cr S Ouk

The Community Wellbeing and Sport Committee orders that;

1. *Pursuant to Section 90(2) and (3)(d)(i) and (d)(ii) of the Local Government Act 1999, it is necessary and appropriate to exclude the public for the consideration of Agenda Item 5.4.3 Sports Leasing, with the exception of the following persons:*

- Chief Executive Officer
- General Manager Community Development
- Deputy Chief Executive Officer
- General Manager City Infrastructure
- General Manager City Development
- Manager Governance
- Governance Trainee
- Manager Urban, Recreation and Natural Assets
- Manager Community Experience
- A/Manager Sport, Recreation and Community Planning
- Manager Strategic Development Projects

*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 Council's commercial position.*

*On that basis the public's interest is best served by not disclosing the **Sports Leasing** 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.*

**CARRIED**

The meeting moved into confidence at 9.16pm.

The meeting moved out of confidence and closed at 9.42pm.



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CHAIRMAN.....

DATE.....



<b>ITEM</b>	5.0.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	16 July 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>Due:</b> <b>Deferred to:</b> <b>Reason:</b>	<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. March 2024 August 2024 July Advisory Group not meeting whilst Bridgestone Licences under review (refer US-OB2).	Ben Hopkins
24/07/2023 5.1.10  <b>Due:</b>	<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. June 2024	Ben Hopkins

<b>Deferred to:</b>	August 2024	
<b>Reason:</b>	Administration are still collating the required information for the report.	
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>	September 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>	September 2024	
<b>Reason:</b>	The future use of this site will now be undertaken as a separate piece of work and will be submitted as a separate report in September.	
26/05/2024 SLSC1	<b>Walkleys Road Corridor Demonstration Houses</b>	Sharee Klein
	2. Requests for the results of the EOI to be reported back to Council outlining financial options and types of display housing to be constructed for Council approval.	
<b>Due:</b>	August 2024	
27/05/2024	<b>Update on Homelessness Responses and Housing Opportunities in the City of Salisbury</b>	Vesna Haracic
5.4.3	3. Approves the administration to further develop models for vulnerable people in the priority cohorts below in consultation with the working group and requests a report on the opportunities for action back to Council in September 2024, noting that the working group will make recommendations to the relevant committee during this period.	
	a. Aboriginal families	
	b. Vulnerable families with young children	
	c. Older vulnerable or at-risk women	
	d. Men	
	5. Approves administration undertaking further detailed investigation on suitable parcels for 'meanwhile uses' of sites for modular or portable housing in consultation with the working group and report back to Council in September.	
<b>Due:</b>	September 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>	5.1.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	16 July 2024
<b>HEADING</b>	Salisbury Bowling Club: Prestige Pairs Event Sponsorship
<b>AUTHOR</b>	James Catterall, Social Policy and Sport Planner, Community Development
<b>CITY PLAN LINKS</b>	1.1 Our City is attractive and well maintained 1.2 The health and wellbeing of our community is a priority
<b>SUMMARY</b>	City of Salisbury has provided sponsorship to support the "Prestige Pairs" event held at the Salisbury Bowling Club, including the 2025 event. The Salisbury Bowling Club has submitted a proposal to continue this sponsorship for a further three years (2026-2028) with a total funding request of \$30,000.

## **RECOMMENDATION**

### That Council:

1. Approves the continued funding of \$30,000 to support the Salisbury Bowling Club in delivering the Prestige Pairs event in 2026, 2027, and 2028 through an annual \$10,000 sponsorship payment, noting the resolution of Council (1499/2022) regarding the sponsorship arrangement committed to the Salisbury Bowling Club

## **ATTACHMENTS**

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

1. Attachment 1 - Letter Seeking Funding

### **1. BACKGROUND**

- 1.1 At its meeting on 26 September 2022, Council resolved (Resolution 1499/2022) to support the Salisbury Bowling Club by providing sponsorship for the Prestige Pairs event through an annual payment of \$10,000 over three years (2023-2025). This event has become a fixture in the South Australian bowling calendar, attracting players and spectators from around the state.

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

- 2.1 Salisbury Bowling Club

### **3. DISCUSSION**

- 3.1 The Prestige Pairs event, held during the Christmas and New Year break, attracts bowlers from across South Australia.
- 3.2 The tournament is known for its competitive format, which includes five games of fifteen ends on the first day and five games of ten ends on the second day.

- 3.3 The event is unique as it distributes the total prize pool of \$10,000 among the top sixteen teams, ensuring broader participation and excitement until the final game.
- 3.4 The event aims to benefit the local community by promoting community engagement and physical activity, while attracting members of the bowling community from across the state.
- 3.5 The event's success in previous years demonstrates the effective use of sponsorship funds, which have enabled the club to host a quality tournament that attracts widespread attention and participation.
- 3.6 The requested \$30,000 over three years represents a continuation of the existing support, with an annual commitment of \$10,000. This funding will continue to ensure the events sustainability.
- 3.7 The club has secured additional sponsorship support from Dunbar Homes to further strengthen the viability of the event and will aim to result in increased marketing reach and overall participation.

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

- 4.1 The 2025 Prestige Pairs event has already been funded, and the decision made as a result of this report will have no financial impact on the 2024 Budget.
- 4.2 If Council approves the funding of this Event, Council will be committed to allocating \$10,000 per year through 2026-2028 and this will be included as a non-discretionary bid in future budgets.

#### **5. CONCLUSION**

- 5.1 The City of Salisbury has a history of supporting community events that enhance local wellbeing and promote our city.
- 5.2 The continued sponsorship of the Prestige Pairs event aligns with our strategic objectives and community values. The event not only encourages community engagement and physical activity, but promotes Salisbury as a welcoming and liveable city.
- 5.3 By approving the requested sponsorship, the City of Salisbury will ensure the ongoing success of the Prestige Pairs event, supporting local sport and encouraging community engagement and physical activity.
- 5.4 It is recommended that Council approves the continued sponsorship of the Prestige Pairs event until 2028.





## Salisbury Bowling Club Inc

Patrons Gillian Aldridge OAM, Matt Burnell MP, Zoe Bettison MP.

Mr John Harry CEO

Salisbury Council,

The Hub,

Salisbury 5108.

Date

**Subject: Continuation of Partnership for Prestige Pairs**

Dear John,

The Salisbury Bowling Club has been privileged to host the Prestige Open Pairs in 2023 and 2024 due to the Partnership with Salisbury Council, the event is also scheduled for January 2025. This event has captured the attention of the bowling fraternity across South Australia it is the Richest Pairs event in the state with total prize money of \$10,000.

Bowlers from across the state have participated, this is an Open event attracting South Australia's top Ladies and Men's bowlers to Salisbury. With a limit of just forty-eight teams (ninety-six bowlers) the event is highly contested and early registration is essential.

I write to request a continuation of this partnership and for Council to provide funding \$30,000 for a further three-year term, 2026,2027,2028, our Centenary Celebrations will take place in 2028. I am delighted to announce that Dunbar Homes have agreed to sponsor the Naming Rights of the event which will now be.

### **Dunbar Homes Prestige Open Pairs**

Please see below some information relating to this Prestige Event, I trust that Council will view this request favourably.

Yours sincerely

Geoffrey Ambler OAM

Board Member

**Contact** The Secretary Salisbury Bowling Club,  
5-9 Orange Avenue Salisbury 5018,  
PO Box 211 Salisbury 5018.  
**Email** [salisburybowlingclub@gmail.com](mailto:salisburybowlingclub@gmail.com)  
**Phone** 08 8258 1551



## Salisbury Bowling Club Inc

Patrons Gillian Aldridge OAM, Matt Burnell MP, Zoe Bettison MP.

### Dunbar Homes Prestige Open Pairs

This tournament is a Prestigious event in the bowling calendar, it is run during the Christmas New Year break; bowlers embrace the challenge to hone their skills ready for the second half of the pennant season.

As a Prestige event it also attracts followers and spectators, the event is extensively advertised through the Clubs Face Book page and flyers to **ALL** South Australian Bowling Clubs. The last two years both local and country visitors/players have attended the event with 150-200 enjoying the game and the City of Salisbury.

It is also unique; the total prize pool is distributed to sixteen teams; most tournaments distribute to the top three.

Five games of fifteen ends are played on Day One, on Day Two the competition is split into two divisions, top twenty-four teams form Division one, the bottom twenty-four teams make up Division two. A further five games of ten ends is played and the top eight teams in each division receives prize money. This ensures that teams can be a winner up to the last bowl being played.

We are grateful to Mayor Aldridge for presenting the prize money on behalf of Salisbury Council.

With a limit of forty-eight teams bowlers are encouraged to register early, the tournament is completely full two months prior to the tournament date.

The cost to participate is \$50 per player; this includes a hot lunch on both days of play, cheese biscuits at the end of each day.

The event is endorsed by Bowls SA, and attracts player ranking points with Bowls Australia, there are only two events on the Bowls calendar in SA with that provenance The Adelaide Masters and the Dunbar Homes Prestige Open Pairs.

The Salisbury Bowling Club tries to ensure that all teams leave with a lasting memory of the weekend, for those teams who do not receive prize money a Lucky Losers draw is held, with prizes and gift vouchers donated by local businesses.

**Contact** The Secretary Salisbury Bowling Club,  
5-9 Orange Avenue Salisbury 5018,  
PO Box 211 Salisbury 5018.  
**Email** [salisburybowlingclub@gmail.com](mailto:salisburybowlingclub@gmail.com)  
**Phone** 08 8258 1551

<b>ITEM</b>	5.1.2
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	16 July 2024
<b>HEADING</b>	Minor Capital Works Grant Program Application - Woodworkers Shed Northern Districts - Spray Booth
<b>AUTHOR</b>	Sarah McEwen, Club Leasing Officer, City Infrastructure
<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 4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	A Minor Capital Works Grant Program application has been received from the Woodworkers Shed Northern Districts for the development of a new spray booth workshop.

### RECOMMENDATION

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

1. Approves the allocation of funding from the 2024/25 Minor Capital Works Grant Program budget as follows:
  - a. The Woodworkers Shed Northern Districts (WSND) for the amount of \$75,000 for the development of a new spray booth workshop at Happy Home Reserve, Lawrie Ave, Salisbury, noting that any additional costs are to be funded by the NDWS as per the funding agreement.

### ATTACHMENTS

There are no attachments to this report.

### 1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program (MCWGP) aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance club sustainability.
- 1.3 A MCWGP application has been received from the WSND for the development of a new spray booth workshop at Happy Home Reserve, Lawrie Ave, Salisbury
- 1.4 WSND Inc application has been assessed and meets the relevant criteria.
- 1.5 Quotes have been provided within the framework of the MCWG application and reviewed by the City of Salisbury to ensure the standard of integrity are met and adherence to current regulations.

## 2. EXTERNAL CONSULTATION / COMMUNICATION

### 2.1 Woodworkers Shed Northern District

## 3. DISCUSSION

- 3.1 The Woodworkers Shed Northern Districts holds an executed licence with the City of Salisbury for the use of the Happy Home Reserve, Lawrie Avenue, Salisbury with a total membership of 25 people
- 3.2 The main activity of the Woodworkers Shed is the production of wooden toys that are donated to local charities who distribute them to disadvantaged children just prior to Christmas each year.
- 3.3 The club encourages community members over the age of 18 years interested in learning new skills in woodworking techniques or sharing their skills with other club members. The Woodworkers Shed provides a valuable leisure and recreation opportunity for the community.
- 3.4 Currently finished toys must be painted and dried either in the building (where most of the work takes place) or outside (exposed to weather). The dedicated internal spray booth area will provide an alternative dry and ventilated area for painting and drying finished toys. This aims to reduce the risk for volunteers in the work areas where paint fumes can become hazardous if appropriate ventilation is not provided. Having a dedicated facility, will also prevent the spoiling of finished toys as they will no longer be outside exposed to the weather.
- 3.5 Overall, this project aims to increase the usable space at the facility which will provide members with increased options and flexibility to undertake their recreation and leisure opportunities. This project will also support the club to retain current members and increase participation opportunities by providing safe and improved facilities for the community.
- 3.6 **Project Overview**
  - Retaining wall and earth works
  - Footings and concrete works
  - Extension to existing shed 6x3
  - Supply and installation of spray booth
  - Electrical works
  - Additional concrete paths to connect all areas
  - Additional Verandah between buildings
- 3.7 Consultation between the City of Salisbury and the WSND was carried out at length, to identify a suitable outcome within the constraints of the site and ensure the desired outcome could be achieved within the funding allocation.



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

- 4.1 WSND has agreed to cover any costs above the allocated grant funding from either applicant contribution or from external funding programs. Accordingly, an assessment of the financial capacity of the applicant to meet additional costs has been undertaken by staff. Based on the financial position of the applicant and value of the MCWGP grant, it is expected the Club will be able to meet its obligations and not be in financial hardship as a result of undertaking this project.
- 4.2 The 2024/25 MCWGP budget contains \$464,000. If this grant application for \$75,000 is approved, along with the current MCWGP proposals, the total amount awarded would be \$150,000 and there would be \$314,000 remaining in the 2024/25 MCWGP budget.

#### **5. CONCLUSION**

- 5.1 It is recommended that the application to the 2024/25 MCWGP by the WSND at Happy Home Reserve, Lawrie Avenue, Salisbury be approved for the amount of \$75,000 for the development of a new spray booth workshop.



<b>ITEM</b>	5.1.3  <b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	16 July 2024
<b>HEADING</b>	Minor Capital Work Program Application - Salisbury International Soccer Club - Pitch Fencing
<b>AUTHOR</b>	Sarah McEwen, Club Leasing Officer, City Infrastructure
<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 4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	A Minor Capital Works Grant Program application has been received from the Salisbury International Soccer Club for the installation of pitch fencing on Pitch 1.

### RECOMMENDATION

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

1. Approves the allocation of funding from the 2024/25 Minor Capital Works Grant Program budget as follows:
  - a. The Salisbury International Soccer Club (SISC) for the amount of \$75,000 for the installation of pitch fencing at Underdown Park, Nangari Road, Salisbury North, noting that any additional costs are to be funded by the SISC as per the funding agreement.

### ATTACHMENTS

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

1. MCWG\_SISC\_APPLICATION
2. MCWG\_SISC\_CERTIFICATE OF INCORPORATION
3. MCWG\_SISC\_FENCING QUOTE

### 1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program (MCWGP) aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance club sustainability.
- 1.3 A MCWGP application has been received from the SISC for the installation of pitch fencing at Underdown Park, Nangari Road, Salisbury North
- 1.4 SISC Inc application has been assessed and meets the relevant criteria.

- 1.5 Quotes have been provided within the framework of the MCWG application and reviewed by the City of Salisbury to ensure the standard of integrity are met and adherence to current regulations.

## 2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Salisbury International Soccer Club

## 3. DISCUSSION

- 3.1 The Salisbury International Soccer Club (SISC) holds an executed licence with the City of Salisbury for the use of the Underdown Park, Nangari Road, Salisbury North
- 3.2 SISC provides male and female, junior and senior sporting and leisure opportunities to participants, with a total of 500 members.
- 3.3 Pitch fencing will contribute to a secure and safe space for players and spectators, reducing the risk of balls leaving the field resulting in injury to spectators and prevents unauthorised access to the pitch during games. Subject of the funding application.
- 3.4 Installation of slat fencing along the building allows access to players changerooms on game day, effectively using this as a “players race”, while additional gates ensures the area is still able to be accessed when games are not scheduled. Subject of the funding application.
- 3.5 Installing additional fencing behind the goals to prevent balls leaving the field of play and enhancing continuity of game play. Not included within the funding application.
- 3.6 Football SA have specific infrastructure requirements for National Premier League games, including pitch fencing, perimeter fencing, coaches’ boxes, players race, functional scoreboard and PA system.
- 3.7 SISC do not currently meet the standard to host their Women’s National Premier League games at home, all games are required to be held offsite. This results in additional costs, loss of income and local support for the teams. Installing pitch fencing is the initial step to ensuring SISC is moving towards the required Football SA standards to be able to host games at this level at home.

### 3.8 Project Overview

- Pitch fencing including:
  - Six personal access gates
  - Double vehicle access gate
  - 3m Fencing behind goal area
- Installation of slat fencing alongside of building, including personal access gates



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

- 4.1 SISC has agreed to cover any costs above the allocated grant funding from either applicant contribution or from external funding programs. Accordingly, an assessment of the financial capacity of the applicant to meet additional costs has been undertaken by staff. Based on the financial position of the applicant and value of the MCWGP grant, it is expected the Club will be able to meet its obligations and not be in financial hardship as a result of undertaking this project.
- 4.2 The 2024/25 MCWGP budget contains \$464,000. If this grant application for \$75,000 is approved, along with the current MCWGP proposals, the total amount awarded would be \$150,000 and there would be \$314,000 remaining in the 2024/25 MCWGP budget.

#### **5. CONCLUSION**

- 5.1 It is recommended that the application to the 2024/25 MCWGP by the SISC at Underdown Park, Nangari Road, Salisbury North be approved for the amount of \$75,000 for the installation of pitch fencing.



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



Submitted on 24 October 2023, 2:46pm  
 Receipt number MCWG/P73  
 Related form version 30

## Organisation Information

Name of the Club / Organisation: Salisbury International Soccer Club  
 Club Incorporation Number OR ASIC Registration Number: A3170  
 Australian Business Number (ABN): 55931201198  
 Facility Name: Salisbury International Soccer Club  
 Facility Address: Underdown Park, Nanganil Road, Salisbury North  
 Postal Address: PO Box 240, Salisbury  
 Person Responsible for the Grant: Mark Michael  
 Role/Position within Club: President  
 Contact Email: [REDACTED]  
 Contact Mobile: [REDACTED]

## Club Membership

Male - Junior 155  
 Female - Junior 155  
 Social - Junior 0  
 Male - Senior 75  
 Female - Senior 60  
 Social - Senior 0

City of Salisbury – Minor Capital Works Grant Program Application

Total Membership:	500
Please provide membership numbers for the previous 3 seasons:	400

## Funding Category

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

have a current lease or sub-lease of a Council owned building; or

Category B – up to \$35,000

Category C – up to \$10,000

Which category of funding is being applied for?	Category A - up to \$75,000
Have you sought, or intend to seek funds from another source for this project?	No
If yes, please list the source/s and amount/s requested:	

## About the Project

Name of Project:	Pitch boundary fencing
What does the project involve?	Our proposal seeks to implement boundary fencing around our main soccer pitch, ensuring a secure and safe space for players and spectators alike. The objective of this project is to install durable and visually appealing boundary fencing around the entire main soccer pitch. Our aim is to install fencing of black chain link fencing with personal access gates and double swing gates.
Are there any time constraints for the project?	Salisbury Inter aim to commence this project as soon as funding is sought. We would like to have this completed preferably in the off-season to alleviate any disruptions to the soccer season. The exact timeframe once funding is sought will be discussed in length with the fencing installers and or project manager.
Why is the project needed?	<p>A boundary fence project is needed for Salisbury Inter Soccer Club for several reasons. The proposed fencing solution will:</p> <p>Enhance Safety - The fencing will act as a safety barrier, reducing the risk of balls leaving the field and potential injuries to players and spectators.</p> <p>Security - It will prevent unauthorised access to the pitch during games.</p> <p>Crowd control - help maintain by preventing unauthorised access to the field, controlling movement of spectators and reducing the risk of confrontation.</p> <p>Pitch protection - Fencing can act as a deterrent to pitch vandals to assist in protecting the grassed area.</p> <p>Compliance - The soccer governing body, Football SA require specific standards in order to host official matches. Currently we do not meet the standard to host Salisbury Inter's Women National Premier League games, so all games are held offsite, which in turn results in loss of income and local community members being able to come and support the teams. Football SA requirements are boundary fencing, dug outs and player race. All plans we intend to work towards in the long term.</p>

2 of 5

	<p>In summary, a boundary fence is crucial for Salisbury Inter to ensure the safety of players and spectators, comply with regulations and provide a safe environment for all involved.</p>
<p>How will the project increase participation opportunities for sport and recreation?</p>	<p>The completion of this project will have a profound impact on our local soccer community. It will provide a safer and more enjoyable environment for soccer players of all ages, encourage increased participation, and contribute to the overall well-being of our community members.</p> <p>We believe this investment in our sports facility will significantly benefit all senior and junior teams and the broader community. By improving safety, security and overall quality of our sports programs, we aim to foster a stronger and healthier community.</p> <p>Installing boundary fencing around the main pitch will also increase opportunities for sport and recreation including safety, controlled environment, improved game quality, spectator experience, security, expanded hours of use and community events.</p>
<p>How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles?</p>	<p>Salisbury International Soccer Club's project aims to enhance inclusivity in the community in several ways:</p> <p><b>Cultural Inclusivity:</b> The project will promote cultural inclusivity by organising cultural exchange events and inviting diverse communities to participate in soccer matches and cultural celebrations. This will foster a sense of belonging among various cultural groups.</p> <p><b>Age Inclusivity:</b> The project will offer soccer programs and events for all age groups, from youth to seniors. This ensures that people of all ages can participate in and enjoy the sport.</p> <p><b>Gender Inclusivity:</b> The project will actively encourage the participation of individuals of all genders, providing opportunities for girls and women to play soccer, and promoting a welcoming and respectful environment for LGBTQ+ members.</p> <p>In addressing Universal Design Principles, our project will ensure:</p> <p><b>Equitable Use:</b> Facilities will be designed to be usable by everyone, regardless of their abilities, by implementing accessible features and design.</p> <p><b>Flexibility in Use:</b> We will provide options and features that cater to a wide range of preferences and abilities, such as flexible scheduling.</p> <p><b>Size and Space for Approach and Use:</b> Spaces will be designed with adequate size and clearance to ensure that everyone can approach and use the facilities comfortably.</p> <p>Salisbury International Soccer Club is committed to creating a welcoming and inclusive environment where diversity is celebrated, and Universal Design Principles are at the core of our project's development.</p>
<p>Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?</p>	<p>Yes</p>
<p>Please indicate which group/s and how they will benefit:</p>	<p>Whilst there are no direct plans for other community groups to benefit from the project, there is certainly potential going forward. Salisbury Inter has hosted multicultural soccer carnivals in the past and hope to host again in the future. We also provide facility support to local playgroups which could benefit from an enclosed outdoor space for children to undertake physical activities.</p>

Budget Information

City of Salisbury – Minor Capital Works Grant Program Application

Total Project Cost	75000
Club/Organisation's Contribution	0
Other grants / funds secured	0
MCWGP Amount Requested:	75000
Can the proposed works proceed if the full amount requested is not provided?	No
Please upload a copy of the completed MCWGP Project Budget Form:	<a href="#">mcwgp_budget_template_2019-20.xlsx</a>
Quote 1	<a href="#">Fencing quote.jpg</a>
Quote 2	<a href="#">Boundary fencing design.jpg</a>
Quote 3	

## Essential Documentation

Provide a Certificate of Incorporation demonstrating not-for-profit status:	<a href="#">ASIC incorporation certificate.png</a>
Provide a signed copy of committee minutes endorsing the project, authorising an application to the MCW Grants Program and documenting the authorised project contact:	<a href="#">SISC Management Committee Minutes 29.5.23.docx</a>
Club/organisation's most recent annual financial statement certified by the President/Treasurer or audited by a qualified accountant as presented at an AGM	<a href="#">Salisbury Inter Soccer Club - Club Profit/Loss - MML 23102023.pdf</a>
Where applicable supply evidence of cash support (e.g. recent bank statement)	
A copy of building works drawings or concept plans for the project	<a href="#">Boundary fencing design.jpg</a>
Provide photos that clearly demonstrate why the works are needed	<a href="#">Senior Women and Junior Girls Competition Operating Regulations - 2023 FINAL - 0.pdf</a>
Where applicable provide letters of support for the project from each of the user groups:	
Where applicable provide a letter/email from the head lessee supporting the application	
Please upload any further information / documentation	

## Application Declaration

On behalf of (Club/Organisation)	Salisbury International Soccer Club
----------------------------------	-------------------------------------

4 of 5

City of Salisbury – Minor Capital Works Grant Program Application

Name &amp; Position (President/Chairperson)

Mark Michael, President

Date of Signature

24/10/2023

Signature 1


[Link to signature](#)

Name &amp; Position (Representative 2)

Danielle Walker, Secretary

Date of application

24/10/2023

Signature 2


[Link to signature](#)

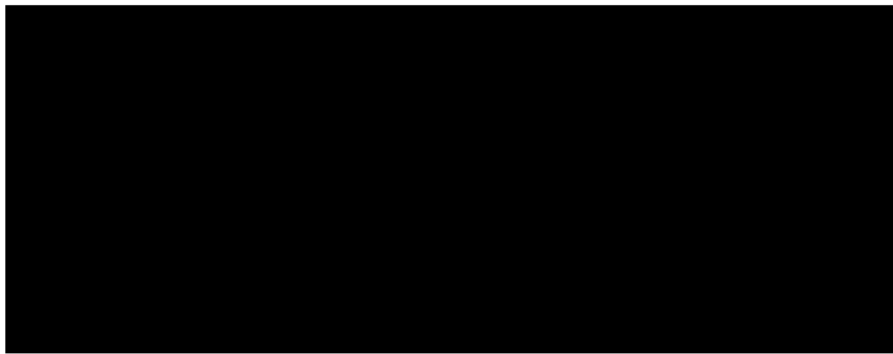
We agree to abide by the terms and conditions of funding:

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

5 of 5







Association

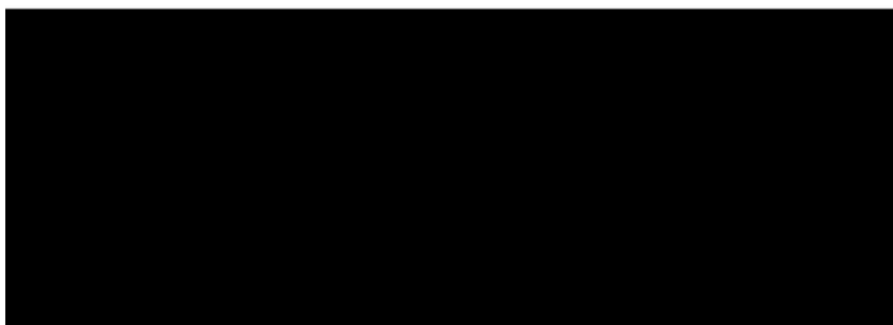
SALISBURY INTER SOCCER CLUB INCORPORATED

Extracted from ASIC's database at AEST 15:03:52 on 18/11/2022

Association Summary	
Name:	SALISBURY INTER SOCCER CLUB INCORPORATED
ABN:	
Registration Number:	A3170
Registered State:	South Australia
Registration Date:	12/09/2002
Status:	Registered
Type:	Associations
Regulator:	Office of Consumer & Business Affairs, South Australia

18/11/2022 AEST 15:03:52

1





O: 32 Millers Road, Wingfield 5013, South Australia, AUSTRALIA P: (08) 8445 9422   0422 683 457 E: admin@broadviewfencing.com.au   F: 8243 4167 Office Hours: 7.30am-4.00pm Monday-Friday			
<b>SITE QUOTE 7/02/2024</b> <b>JOB QUOTE REFERENCE – A 9558</b>			
Customer Details	ATT CO PH	Steven Sgoutas City of Salisbury 0466 945 935	REP: Aaron Lubcke
Postal Address	E	Email quote to: ssgoutas@salisbury.sa.gov.au	
Site Address	No S	Salisbury Inter Soccer Club – Salisbury North Reserve Salisbury North, South Australia 5108	
Quoted Service	<input checked="" type="checkbox"/> Manufacture   <input checked="" type="checkbox"/> Install   <input type="checkbox"/> Repair   <input type="checkbox"/> Removal		
<b>SITE SPECIFICATION</b>		<b>PRODUCT COST</b>	
SITE FRONT	105.000 linear metres of 1000mm high PVC chain wire fence * Fence line fitted with 32NB top & bottom powder coated lacing rail 3 x L/H Chain Wire Personal Access gates: 1000mm (W) x 1000mm (H) + shoot-bolt lock 1 x Pair of Chain Wire Vehicle Access gate 3000mm (W) x 1000mm (H) + padlock lugs		
SITE LEFT SIDE	40.000 linear metres of 3000mm high PVC chain wire fence 31.000 linear metres of 1000mm high PVC chain wire fence * Fence lines fitted with 32NB top & bottom powder coated lacing rail		
SITE RIGHT SIDE	31.000 linear metres of 1000mm high PVC chain wire fence * Fence line fitted with 32NB top & bottom powder coated lacing rail		
SITE REAR	105.000 linear metres of 1000mm high PVC chain wire fence * Fence line fitted with 32NB top & bottom powder coated lacing rail 3 x L/H Chain Wire Personal Access gates: 1000mm (W) x 1000mm (H) + shoot-bolt lock		
SITE DIVISION	20.400 linear metres of 2100mm high ModWood timber slat fence (match existing) 2 x L/H ModWood Slat Personal Access gate 1000mm (W) x 2100mm (H) + keyed lock 1 x Pair of ModWood Slat Personal Access gate 2000mm (W) x 2100mm (H) 14 x concrete core cuts 200mm (D) x 200mm (D) for new post installation		
BASE	1 x 3.000R cable location of existing underground services		
		GST \$	6963.63
		TOTAL \$	76,600.00
<b>PRODUCT SPECIFICATION</b>		<b>PRODUCT COLOUR</b>	
GATE POST	65mm NB circular hollow steel + 65mm NB cap		Satin Black
POST	40mm NB circular hollow steel + 40mm NB cap		Satin Black
RAIL	32mm NB circular hollow steel		Satin Black
CLADDING	2.50mm Knuckle-Knuckle chain wire + 50mm diamond pitch		PVC: Black
CAPPING	N/A		N/A
FIXINGS	Maspros, tie-wire & self-coil		PVC: Black
COMMENTS	N/A		
<b>TERMS &amp; CONDITIONS</b>			
1. A 25% deposit may be payable by the Customer to Broadview Fencing prior to the commencement of work. 2. Any agreement to vary the contract including any plans and specification must be in writing and signed by the Customer and Broadview Fencing. 3. It is the Customer's responsibility to ensure the fence purchased and subsequent fence installation conform to any relevant legislation, regulation & standards. 4. Broadview retains ownership of all materials until such a time as all monies are paid in full. (Payment within 7 days of completion) 5. The contract price does not include hard digging E.G. rock, limestone, concrete etc. 6. Underground services are to be located by the client. Broadview Fencing take no responsibility for Water, Gas, Electrical & Telephone services.			
REP SIGNATURE	Regards, 		
<b>ACCEPTANCE OF CONTRACT FORM</b>			
To accept the quote please SIGN and RETURN this form with a 25% deposit. I / WE HEREBY ACCEPT YOUR QUOTATION FOR THE ABOVE AMOUNTS WHICH I / WE HAVE CHECKED FOR CORRECTNESS OF DETAIL AND QUANTITY FOR QUOTE: <b>QUOTE: A 9558</b>			
SIGNATURE _____ ACCEPTED BY _____ ADDRESS _____ PHONE NO _____	SIGNATURE _____ ACCEPTED BY _____ ADDRESS _____ PHONE NO _____		
<b>Payment Options</b>			
	Cheque 	Cash \$557806 	
Broadview Fencing Company PTY LTD   Established 1959   Builders License No: BLD160 944   ABN: 88 088 260 628			
			P1



<b>ITEM</b>	5.1.4  <b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	16 July 2024
<b>HEADING</b>	Youth Sponsorship Applications - June 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 May 2024.

**RECOMMENDATION**That Council:

1. Notes that 50 Youth Sponsorship Applications were assessed in June 2024, as included in this report (Item No. 5.1.4, Community Wellbeing and Sport Committee, 16 July 2024).
2. Notes the payments for the June Youth Sponsorship applications of \$17,400 will be funded within existing budgets from the Community Development Grant funds.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

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

**2. EXTERNAL CONSULTATION / COMMUNICATION**

- 2.1 Youth Sponsorship applicants

**3. DISCUSSION**

- 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 May 2024.

<b>Funding per application</b>	<b>Event</b>	<b>Total Funding</b>
4 @ \$350	Representing South Australia at the U14 Club National Championships in Melbourne from 21 – 27 September 2024	\$1,400
1 @ \$350	Representing Touch Football SA at the National Youth Championships in NSW from 25 – 28 September 2024	\$350
2 @ \$350	Representing Skate SA at the 2024 National Artistic Skating Championships in NSW from 6 – 12 July 2024	\$700
1 @ \$350	Representing School Sport Australia Swimming Championships on the Gold Coast from 27 – 31 July 2024	\$350
2 @ \$350	Representing Table Tennis SA at the 2024 National Table Tennis Championships in WA from 7 – 14 July 2024	\$700
1 @ \$350	Representing Football SA at the Fulltime State Training Program in Gepps Cross, SA during September 2024	\$250
39 @ \$350	Representing Paralowie Volleyball Academy at the Australian Volleyball Schools Cup in Queensland	\$13,650
<b>TOTAL</b>		<b>\$17,400</b>

#### 4. CONCLUSION

- 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 (\$14,100 total) and taking into account the June 2024 applications outlined in this report, the budget has been exceeded by \$17,750.
- 4.4 50 Youth Sponsorship Applications were received for the month of June totaling \$17,400. These applications have been approved and will be funded from within existing budgets from the Community Development Grant funds.



<b>ITEM</b>	5.1.5  <b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	16 July 2024
<b>HEADING</b>	Community Event Sponsorship Grant Application - Adelaide & Metropolitan Malayalee Association
<b>AUTHOR</b>	Luke Jansons, Events Coordinator, Community Development
<b>CITY PLAN LINKS</b>	1.4 We are proud of our strengths, achievements and cultural diversity 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 Adelaide & Metropolitan Malayalee 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. 4/2024 – Adelaide & Metropolitan Malayalee Association, application for \$5,000 for its 2024 Onam Celebration.

#### **ATTACHMENTS**

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

1. AMMA Application Form - Redacted Version
2. Community Event Sponsorship Program - Guidelines

#### **1. BACKGROUND**

- 1.1 One (1) application has been received under the Community Event Sponsorship Program (CESP) for consideration at the 16<sup>th</sup> July 2024 meeting. The application is for funding to support the delivery of the 2024 Onam Celebration, to be held 7<sup>th</sup> September 2024.
- 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: Adelaide & Metropolitan Malayalee Association  
 Event: 2024 Onam Celebration  
 Amount requested: \$10,000

4.2 The Adelaide & Metropolitan Malayalee Association application has been assessed against the eligibility criteria, and is eligible for a grant of \$5,000. The expected attendance for the event is 2,000 attendees. To be eligible for \$10,000, the current guidelines suggest the event should attract over 3,000 attendees.

4.3 The Onam Celebration held by Adelaide & Metropolitan Malayalee Association every year showcases Kerala's and India's cultural heritage and diversity. The celebration brings the South Australian Kerala community together, to keep traditions alive and give a glimpse of the rich culture and traditions of the Keralite people to the Salisbury and wider South Australian community.

4.4 The event has a focus on fostering support systems and friendships for families especially from the local Kerala, South Indian, Tamil and Afghan communities. This includes people of all ages coming together to practice traditional arts and a fusion of Western and Eastern dance forms in the lead up to the celebration.

4.5 The Onam Celebration will be held at Angkor Hall, Parafield Gardens.

4.6 Adelaide & Metropolitan Malayalee Association successfully received and acquitted a \$5,000 Community Event Sponsorship for their Tug of War event in April 2024.

4.7 As per Community Event Sponsorship Program guidelines this acquittal enables Adelaide & Metropolitan Malayalee Association to apply for funding of this event.

4.8 If approved, the money committed to Community Event Sponsorship applications received for June is \$5,000 (one application only).

4.9 If this application received for June is approved, based on the Administration recommendations it will exhaust the budget allocation of the Community Event Sponsorship Program funding.

#### 5. CONCLUSION

5.1 One (1) application has been received for Community Event Sponsorship Program for consideration at the 16 July 2024 meeting.

5.2 The application received is:

Applicant: Adelaide & Metropolitan Malayalee Association  
 Event: 2024 Onam Celebration  
 Amount requested: \$10,000

Assessment against the existing Community Event Sponsorship Program Guidelines shows that this event is eligible for a grant of \$5,000.

# Community Event Sponsorship Form



Submitted on: 25 April 2024, 4:14pm  
 Receipt number: 26  
 Related form version: 6

## Application Form

Name of the organisation:	ADELAIDE & METROPOLITAN MALAYALEE ASSOCIATION
ABN:	28539417787
Facility Name/Address:	376-386 Salisbury Hwy
Postal Address:	11 Murray Street
Suburb:	Parafield Gardens
Person Responsible for the Sponsorship:	Me
Name:	Sigan Devassy Encheckal
Title/Office:	PRESIDENT
Phone:	[REDACTED]
Email:	[REDACTED]
Target Age?	Age from 5 to 70. Expecting to attend nearly 2000 people
What percentage (%) of your target population reside in City of Salisbury?	30 percentage of the targeted population expecting from from Salisbury city council area.
What events has your organisation held before?	Onam festival 2023
Sponsorship category (please select one only):	up to \$10,000
Have you sought, or intend to seek funds from another source for this project?	Yes
Source(s):	SA Multi cultural Grant
Amount/s:	5000

1 of 3



<b>Name of Event:</b>	AMMA ONAM CELEBRATION 2024
<b>Date of Event:</b>	07/09/2024
<b>Location of Event:</b>	376-386 Salisbury Hwy, Parafield Gardens SA 5107
<b>Has this organisation held this event before?</b>	Yes
<b>If yes to the above, please provide dates of previous events:</b>	AMMA ONAM CELEBRATION 2023
<b>Brief description of your Event:</b>	<p>Adelaide &amp; Metropolitan Malayalee Association (AMMA) organises a cultural event, Onam Celebration, every year. The main purpose of celebrating the festival in Australia is to bring the Kerala community together under one umbrella, keep the traditions alive and give a glimpse of the rich culture and traditions to the wider Australian community. Onam, the traditional harvest festival is celebrated in the state of Kerala, India, for a period of ten days. This festival is celebrated by all the Keralites regardless of their religious beliefs, age, gender or any other divisive factors and hence it is a very significant time for the unity of people. Type of activities planned for the celebration are traditional dances, folk dances, classical dances, skit, musical presentations especially using traditional instruments etc.</p> <p>The highlight of Onam is the traditional Onasadhya or the feast comprising of atleast 25 dishes. Prior to the Onam celebration, children, youth and adults start learning and practising various traditional arts and dance forms to be presented on the day of the celebration. This also helps build/increase the support systems and friendships. Another exciting fact is that the younger generation gets the opportunity to be creative, especially, this year, there was presentation of fusion of western and eastern dances which shows the integration of the cultures. Tug of War competition is another feature of Onam celebration.</p>
<b>Why is the event needed?</b>	Onam, the traditional harvest festival is celebrated in the state of Kerala, India, for a period of ten days. This festival is celebrated by all the Keralites regardless of their religious beliefs, age, gender or any other divisive factors and hence it is a very significant time for the unity of people. Type of activities planned for the celebration are traditional dances, folk dances, classical dances, skit, musical presentations especially using traditional instruments etc.
<b>How will your event increase participation opportunities for community and economic development?</b>	The event is organised by the help of sponsors from the community and it can help to increase their business. We are organising a multi cultural festival with inviting other community peoples to participate this event by performing their programs. We also organising our traditional food serving to all people to know the taste of south Indian food.
<b>How will you promote and advertise the Event?</b>	Through social media, email and notices
<b>Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?</b>	We are planning to serve food for 2000 peoples. Planning to face painting, jumping castle, shops for cloth, jewellery and sports item from different business groups.
<b>Community Group / Business</b>	All the business peoples especially from South India like Tamil community Afghan Community. Also it will be a big gathering of people from Kerala, India and have a chance to meet the people from Kerala
<b>How they will benefit</b>	Promoting their business through our community

2 of 3

Attach letters of support where applicable

**\*\*Events seeking \$10,000\*\*What is the regional or state-wide significance of this event?:**

Whole of South Australia

**\*\*Events seeking \$10,000\*\*What is the long term vision and sustainability of the event in the City of Salisbury?:**

Being a celebration that people attending more than 2000 people from different parts of South Australia in the Salisbury city council area will help to migrate more people in Salisbury city council area.

**Please upload your budget spreadsheet from the template provided.**

[Budget for 2024 Onam celebration.pdf](#)

**Please upload any additional documents that you want to include.**

[20190603:- AMMA Constitution - Current.pdf](#)  
[AMMA Financial Report 2022-2023\\_Signed\\_NOLI-GZ.pdf](#)

**Position:**

President

#### 9. APPLICATION DECLARATION



**We agree to abide by the terms and conditions of sponsorship**

Yes

**On behalf of (Group/Organisation)**

Adelaide & metropolitan Malayalee Association

**Name:**

Sigan Devassy Enchackal

**Date:**

25/04/2024

PROSPECT

3 of 3







# 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.

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## 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.
- 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.

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# 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 six (6) 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>	5.1.6  <b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	16 July 2024
<b>HEADING</b>	Grant No. 36/2023-24: Anyira Pajok Community of South Australia 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 Anyira Pajok Community of South Australia Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

**RECOMMENDATION**

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

1. Approves the request for funding for the June 2024 round of Community Grants as follows:
  - a. Grant No. 36/2023-24 Anyira Pajok Community of South Australia Community Grant Application: to the value of \$2,463 to assist with the hosting of a conference for the Pajok Community including cooking demonstrations.

**ATTACHMENTS**

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

1. Anyira Pajok Community of South Australia Community Grant Application - redacted version
2. Community Grant Eligibility and Guidelines

**1. BACKGROUND**

- 1.1 The Anyira Pajok Community of South Australia has applied for the June 2024 round of Community Grants to assist with the organising and hosting of a conference for the Pajok Community including cooking demonstrations.
- 1.2 The Anyira Pajok Community of South Australia is located in the suburb of Paralowie and has 35 members, with 70% residing in the City of Salisbury.
- 1.3 The Anyira Pajok Community of South Australia has received prior Community Grant Funding in October 2023.

## **2. REPORT**

- 2.1 According to this grant application, the Anyira Pajok Community of South Australia is located in the suburb of Paralowie and has 35 members, with 70% residing in the City of Salisbury.
- 2.2 The Anyira Pajok Community of South Australia is looking to host a conference on 13 and 14 July for South Australian members and selected interstate elders.
- 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 June 2024 round, if approved, is \$2,463. Based on the Administration's recommendations, the money committed to all grant applications received for the June 2024 round (3 in total) is \$6,863.
- 2.5 The remaining balance of the grant funding if this grant application received (3 in total) for the June 2024 round are approved based on the Administration recommendations is \$23,849.

## **3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from Anyira Pajok Community of South Australia to the value of \$2,463 to assist with the hosting of a conference for the Pajok Community including cooking demonstrations.



# 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.**



City of Salisbury  
The Living City

*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 (with the exception of Defibrillator funding)?	<input checked="" type="checkbox"/>	<input 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:	Anyira Pajok Community Of South Australia
Address:	Paralowie SA
Suburb:	Postcode: 5108
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Mrs <input checked="" type="checkbox"/> Kety Oryem
Title (your role with the group/organisation):	Deputy Chair Person
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	Anyira.Pajokcommunity@outlook.com
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Other: Kety Oryem
Title (role with the group/organisation):	Deputy Chair Person
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	committe
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div>
Parent Organisation Name:	
ASIC Registration Number:	

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



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 type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: [REDACTED] <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED] Branch Location: [REDACTED]	
6. REFEREE INFORMATION		
<i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	Sarah Ayoo	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN.)</i>  [REDACTED] <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"/>
<b>NB: GST Registration</b> <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (enter '0' dollar amounts below)
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 300
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	\$ 0
Income received from sponsors: (list sponsor(s) and their contribution)	\$ 0
Donations: (please specify the source, product or service and estimated amount of funding requested)	\$ 0
Have you sought any other funding for the project/event: (please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 300
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	cooking will be conducted by Anyira Pajok community women at Balbina Jackson house. the women will divide themselves into 4 groups, fried rice group, chicken curry group, beef and vegetable group. cooking utensil, gloves will be resources provided by the committee.
EXPENSES (Specify the proposed expense budget by item)	\$ AMOUNT
Mawson Centre (University South Australia)	\$ 528
Woolworths - Water, tea bags, coffee	\$ 547
Woolworths (soft drinks, paper towels, food wrap)	
woolworths (4 mixed veggies pack, biscuits)	
fruit, vegetables, meat, fork, spoon	\$ 883
subway x6 platters	\$ 336
food warmer hire	\$ 150
cheesecake shop x3 cakes	\$ 123
TOTAL (including GST):	\$ 2,566

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	July 13th and 14th 2024 - two day conference
Total cost of Project/Event	\$ 2,566
Amount of Community Grant Funding Requested	
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. venue receipt 2. food and beverage quotes
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13



Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? (If Yes - when, amount granted and what the grant was for.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	October 2023
What amount of Grant funding was provided:	\$5,000
When was the previous Grant acquitted (month & year):	October 2023
Group/Organisation Information	
Group/Organisation Name	Anyira Pajok Community Of South Australia
Group/Organisation Description	
Group/Organisation Registered Address	Number/Street: Paralowie Suburb: Postcode: 5108
Is the Club incorporated?	yes
Number of Members	35
% of Membership that reside in the City of Salisbury	70 %
Project/Event Details	
Project/Event Name	Anyira Pajok
Project/Event Summary	
Date(s) of Project/Event	13th of July and 14th July 2024
Location of Project/Event	Number/Street: 2-8 Main street Suburb: Mawson Lakes Postcode: 5095
How will the Project/Event benefit the residents of the City of Salisbury?	it will benefit the city of salisbury as majority of members are from salisbury, shopping and food required will be purchased from salisbury.
How many individuals will benefit from the Project/Event?	80
% of project/event participants that reside in the City of Salisbury	60 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	through invites given out to the required guest

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:	\$ 0
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Mawson centre - UNISA	\$ 528
Cheesecake shop	\$ 122
subway classic platters	\$ 336
sunkist 24 pack x4	\$ 92
water x 10 pack	\$ 95
frozen veggies woolworths	\$ 48
aluminum foil, glade wrap, paper towel	\$ 72
teabag x2, coffe x2, coffe cup x 6 - woolwort	\$ 77
sprite 24 pack x3	\$ 60
tomatoe paste x2	\$ 25
vegetta 1 kg x2 (Nice and fresh supermarket	\$ 28
maryland fillet chicken	\$ 131
lamb meat	\$ 200
fruit, vegetables, oil, spices	\$ 498
food warmer,	\$ 150
	\$
	\$
TOTAL (including GST):	\$ 2,463
Quote Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>
<i>A detailed, current quote must 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*

Community Grant Application - Page 9 of 13

Project or Event Scope
<p>Provide a description of the proposed project or event:</p> <p>The proposed event and project is a conference which will run for two days, 13th of July and the 14th.</p> <p>the conference is an open invitation to selected interstate elders as guest who identifies from Pajok decents to attend the conference and participate in discussions that opens positive approach to culture teaching, issues currently being faced as well as strategies of expanding the groups resources to volunteer in Projects for the Pajok Women in South Sudan as well as South Australia.</p> <p>Anyira Pajok Community of South Australia Women will host this event, with the assistance of the Agola Kapuk Community.</p> <p>Day one and two will take place at the Mawson Centre at the University of South Australia at 9am.</p> <p>Breakfast and light refreshments will be provided.</p> <p>10:00am the conference will commence, all guest will be welcomed into the lecture theatre.</p> <p>presentation of Agendas will be brought and presented over the two days</p> <ol style="list-style-type: none"> <li>1. showcase of what Anyira Pajok SA women have achieved over the years,</li> <li>2. Issues being faced (social media harrasmentis) family cultural traditions, Memberships</li> <li>3. Projects with Agola Kapuk Community how it will benefit Anyira Pajok and its community.</li> <li>4. Womens Day with Equatorial Community evaluation</li> <li>5. Budget, expenditure, next projects.</li> <li>6. Guest speakers</li> <li>7. Brain storming workshop, ( divide guest into groups to come up with ideas, a quiz game will be implemented).</li> </ol> <p>Lunch will be provided, rice, curries, acholi dishes, fresh fruits, sandwiches, soft drinks, dessert cakes.</p> <p>Special songs and dance by the women, proposed performance by the Anyira Pajok Youth.</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. flyer</li> <li>2.</li> <li>3.</li> </ol>

Benefits and Outcomes of the Project or Event
<p>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:</p> <p>The benefits of this event will allow the Anyira Pajok Community of South Australia to showcase all their achievements as a womens group to their guest and attendees. It will also help our group to reflect on the positive and negative aspects of this.</p> <p>the conference will help us plan and develop strategies for the next coming year.</p> <p>the conference will help us focus on presenting key important issues with solutions to our committee members.</p> <p>the conference will educate not only members but guest as the presentation will touch on social media, family, culture.</p> <p>the conference will bring together its members for cooking and traditional food preparations.</p> <p>the conference will educate its members and guest on bullying and harassment preventions and reporting.</p> <p>the conference will bring forward collaborative and collective ideas from our guest regarding strategies and ideas.</p> <p>the conference will showcase to our interstate guest the city of salisbury which majority of our members reside.</p> <p>the conference setting at the University will allow the women to also view different scenery of Salisbury.</p> <p>the conference</p>

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

Community Grant Application - Page 10 of 13



Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community.</p> <p>(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.)</p> <p>1! The event was supported by our committe members.  2! Supported by the Agola Kapiik Community Australia (statewide Incorporation).  3! Supported by Rebecca Vandeppear - advisor to the minister for tourism and multicultural affairs, consulted about the event as she had attended previous Anyira Pajok run event, she agreed that the developmental confrence will bring great benfits to our group.</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 type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <p>1. Meeting minute  2.  3.</p>

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p>Describe how the proposed project or event will be managed into the future:  (outline how you will ensure sustainability and achieve outcomes for the project or activity)</p> <p><u>One-off Projects or Events</u></p> <p>Describe how the proposed project or event will be managed:  (outline how you will achieve outcomes for the project or activity)</p> <p>The proposed event maybe ongoing depending on the sucess of the event on the day aswell as if the proposed outcomes becomes sucessful then the committe may look into running the developmental confrence every year.</p>

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

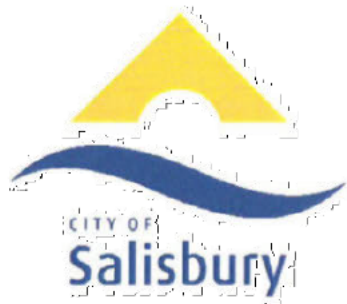
Community Grant Application - Page 11 of 13

Application Declaration	
<p>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer).</p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that I am authorised to make this application on behalf of the Organisation.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that the information provided in this application is true and correct.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant - Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.	
<p>On behalf of <u>Anyira Pajok</u> (Group/Organisation)</p>	
<p><u>Balbana</u> (Name/Position)</p>	<p><u>Treasury</u> and <u>Christine</u> (Name/Position)</p>
<p><u>[Redacted Signature]</u> (Signature 1)</p>	<p><u>[Redacted Signature]</u> (Signature 2)</p>
<p><u>9/06/2024</u> (Date)</p>	<p><u>9/06/2024</u> (Date)</p>
<p>Contact (phone number): <u>[Redacted]</u></p>	<p>Contact (phone number): <u>[Redacted]</u></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 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

Community Grant Application - Page 12 of 13



## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

	Yes	No
A private recreational pursuit or hobby	<input type="checkbox"/>	<input checked="" type="checkbox"/>
As an individual 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.

Anyira Pajok Community Of South Austr

(Group/Organisation)

Kety Oryem - Deputy Chair Person

[Redacted Signature]

(Signature)

06 September 2024

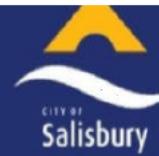
(Date)

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

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Effective 23 August 2021



# **Community Grants Program**

## **Guidelines and Eligibility Criteria**



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

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

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

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

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

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

### 1. Introduction

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

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



## 2. Submitting an Application

- 2.1. A new application form is required every funding round and the **current** *Community Grant Application Form* must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:  
[www.salisbury.sa.gov.au/Council/Grants\\_and\\_Awards/Grants/Community\\_Grants](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.

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

### 3. Community Grants Program Aim and Objectives

#### *Aim*

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

#### *Objectives*

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

### 4. Funding Rounds Opening and Closing Dates

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

### 5. Community Grants Program Categories

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

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

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

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

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

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

## 7. Eligible Areas

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

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

## 8. Eligibility to Apply

### *Eligible Organisations*

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

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

### *Non-Eligible Organisations*

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

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

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

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

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



## 9. Eligible Items

Funding will be considered for the following:

### 9.1. *Equipment*

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

### 9.2. *Administration and Organisational Costs*

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

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

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

### 9.3. *Replacement Items*

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

### 9.4. *Public Events and Tournaments*

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

### 9.5. *New Establishment Grant*

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

### 9.6. *Defibrillator*

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

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



## 10. Ineligible Items

Funding will not be considered for the following:

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

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

### 10.2. *Existing Projects*

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

### 10.3. *Expenses*

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

### 10.4. *Administration and Organisational Costs*

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

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

### 10.5. *Wages and Salaries*

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

### 10.6. *Memberships and Fees*

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

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**10.7. Existing Debts and Shortfalls**

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

**10.8. Other Exclusions**

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

**10.9. Prior Funding Received for Defibrillators**

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

**11. Application Process**

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

**Assessment of Applications**

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

*Community Grants Program Guidelines and Eligibility Criteria - Page 11 of 18*

- 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.

*Community Grants Program Guidelines and Eligibility Criteria - Page 12 of 18*

### 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.

*Community Grants Program Guidelines and Eligibility Criteria - Page 13 of 18*

### *Evaluation Plan*

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

### *Other Requirements*

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

## **14. Referees**

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

## **15. Financial Information**

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

## **16. Application Outcome**

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

### *Unsuccessful Applicants*

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



## 17. Expenditure of Community Grants Program Funds

### *Successful Applicants - Contractual Obligations*

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

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## 18. Goods and Services Tax (GST)

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

### *ABN Declaration*

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

## 19. Presentation of Community Grants Program Cheques

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

## 20. Accountability and Reporting Requirements

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

### *Recognition of Community Grants Program Funding*

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

## 21. Repayment of Community Grant

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

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

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

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment A*  
*Page 18*

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

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

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment B*  
*Page 19*

### **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>

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment C*  
Page 20

### **ATTACHMENT D - Project Evaluation Requirements**

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



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

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

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

- 1.1. Applications for Community Grants must be received by the 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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E*  
Page 25





<b>ITEM</b>	5.1.7  <b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	16 July 2024
<b>HEADING</b>	Grant No. 37/2023-24: Eagles American Football Club Community 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 Eagles American Football Club Community Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

**RECOMMENDATION**

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

1. Approves the request for funding for the June 2024 round of Community Grants as follows:
  - a. Grant No. 37/2023-24 Eagles American Football Club Community Grant Application: to the value of \$2,400 to assist with the purchase of protective sporting equipment of new shoulder pads for the 2024/2025 season.

**ATTACHMENTS**

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

1. Community Grant Application Form (UniSA Eagles)\_redacted version

**1. BACKGROUND**

- 1.1 The Eagles American Football Club has applied for the June 2024 round of Community Grants to assist with the purchase of protective sporting equipment of new shoulder pads for the 2024/2025 season.
- 1.2 The Eagles American Football Club is located in the suburb of Mawson Lakes and has 104 members, with 30% residing in the City of Salisbury.
- 1.3 The Eagles American Football Club has not received prior Community Grant Funding from the City of Salisbury.

**2. REPORT**

- 2.1 According to this grant application, the Eagles American Football Club is located in the suburb of Mawson Lakes and has 104 members, with 30% residing in the City of Salisbury.



- 2.2 The Eagles American Football Club is seeking to purchase new gridiron shoulder pads for the teams 2024/2025 season.
- 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 June 2024 round, if approved, is \$2,400. Based on the Administration's recommendations, the money committed to all grant applications received for the June 2024 round (3 in total) is \$6,863.
- 2.5 The remaining balance of the grant funding if this grant application received (3 in total) for the June 2024 round are approved based on the Administration recommendations is \$23,849.

### **3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Eagles American Football Club to the value of \$2,400 to assist with the purchase of protective sporting equipment of new shoulder pads for the 2024/2025 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.**



**City of Salisbury  
The Living City**

*live it up*

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
<b>1. GROUP / ORGANISATION DETAILS</b>	
Name:	Eagles American Football Club Inc
Address:	University Boulevard
Suburb:	Mawson Lakes Postcode: 5095
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Mr Ryan Feuerherdt
Title (your role with the group/organisation):	Vice President
Address:	[REDACTED]
Phone:	Landline: Mobile: [REDACTED]
Email:	vicepresident@eaglesgridiron.com.au
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Other: Ryan Feuerherdt
Title (role with the group/organisation):	Vice President
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	Elected committee
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	ABN 29 740 593 647
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div>
Parent Organisation Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13



Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:	Membership fees, sponsorship funds, grant funds	
f) Purpose:	American football (gridiron) club competing in the SA Gridiron League	
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: <div style="background-color: black; width: 150px; height: 1.2em; margin-top: 5px;"></div> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <div style="background-color: black; width: 150px; height: 1.2em; margin-top: 5px;"></div> Branch Location:	
<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:	John Wreghitt, Chairman of the League	
Referee's Contact Information:	chairman@gridironsa.com.au	

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

Community Grant Application - Page 4 of 13



GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status:		
Does your group/organisation have an ABN? <i>(If Yes - Please Quote ABN.)</i> 2 9 7 4 0 5 9 3 6 4 7 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>NB: GST Registration</b> <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee, etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (enter '0' dollar amounts below)
If Yes, provide details:	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	N/A
Organisation's contribution:	N/A
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	N/A
Income received from sponsors: (list sponsor(s) and their contribution)	N/A
Donations: (please specify the source, product or service and estimated amount of funding requested)	N/A
Have you sought any other funding for the project/event: (please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Volunteer coaches and trainers will be responsible for sizing, fitting, labelling, administering and distributing the shoulder pads. The Club is seeking \$2,400 in grant funds to cover the entirety of the cost but if a lesser amount is received (or if unsuccessful in obtaining the amount), then the Club will endeavour to cover the shortfall.
<b>EXPENSES</b> (specify the proposed expense budget by item)	<b>\$ AMOUNT</b>
5x Schutt Football Shoulder Pads (Medium)	1200
5x Schutt Football Shoulder Pads (Large)	1200
<b>TOTAL (including GST):</b>	0 \$2,400

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <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	New gridiron shoulder pads
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	2024/2025 seasons and seasons following
Total cost of Project/Event	0
Amount of Community Grant Funding Requested	2400
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.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? (If Yes = when, amount granted and what the grant was for:)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (go to Group/Organisation Information)
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:	UniSA Eagles Gridiron Club
Group/Organisation Description:	American football (gridiron) club competing in the SA Gridiron League
Group/Organisation Registered Address:	Number/Street: 18 Tyrone Court Suburb: Wynn Vale Postcode: 5127
Is the Club Incorporated?	Yes
Number of Members:	104
% of Membership that reside in the City of Salisbury:	30 %
<b>Project/Event Details</b>	
Project/Event Name:	Purchase of new gridiron shoulder pads
Project/Event Summary:	
Date(s) of Project/Event:	2024/2025 seasons and sesasons following
Location of Project/Event:	Number/Street: 1 University Boulevard Suburb: Mawson Lakes Postcode: 5095
How will the Project/Event benefit the residents of the City of Salisbury?	
How many individuals will benefit from the Project/Event?	
% of project/event participants that reside in the City of Salisbury:	30 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	Information regarding new pads to be distributed among Club members

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



**Item 5.1.7 - Attachment 1 - Community Grant Application Form (UniSA Eagles)\_redacted version**

Community Grant Application - Page 9 of 13



Project or Event Scope
<p><b>Provide a description of the proposed project or event:</b></p> <p>The UniSA Eagles Football Club competes in the SA Gridiron League, in both the senior and junior competitions. The nature of the sport of gridiron requires significant expenditure and investment in padding. Helmets are the most significant cost, followed by shoulder pads, as well as thigh pads, hip pads, knee pads and mouthguards. To mitigate against any significant financial barrier to participating in the sport, the Club purchases and maintains helmets and shoulder pads for all players to use. The equipment is loaned out to players throughout the year. Up until this year, the senior and junior seasons did not overlap, and therefore all equipment was able to be used continually.</p> <p>All padding has a finite useful life. The Club has a responsibility to ensure that the equipment used by players is not expired or otherwise damaged. Padding can be used for many years before needing replacement. When replacement is required, however, this requires significant expenditure.</p> <p>Additionally, from the 2024/2025 season onwards, the SA Gridiron League will transition to a consistent senior/junior season schedule. This means that the seasons will overlap, and pads will no longer be able to be shared. The Club will need to purchase and maintain a number of helmets and pads in order to compete in both competitions.</p> <p>The club intends to purchase a minimum of 10 new shoulder pads to meet this shortfall. These will be made available to all senior and junior players for their respective seasons.</p> <p>The expenditure of the grant funds on new pads is consistent with the continued and sustainable operation of the Club. As stated above, pads will be loaned out to players but the Club will retain ownership and obtain a small rental fee.</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><b>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:</b></p> <p>The UniSA Eagles Gridiron Club are the only Gridiron club based in the Northern suburbs of Adelaide. The Club is based in Mawson Lakes and hosts trainings at University Boulevard twice a week for the majority of the year.</p> <p>Continued viability of the Club is important for maintaining a diverse range of sport options for the City of Salisbury community. While there are many team sport clubs (football, soccer, basketball) in the area, the UniSA Eagles remain the only gridiron club in the area.</p> <p>While all players have discretion to purchase their own personal pads, a majority of players use the Club's loan equipment. If the Club did not offer this option, participation in the sport would be very difficult for families suffering from disadvantage or with low income.</p> <p>The purchase of the pads presents significant value for money because (if appropriately maintained) they have no expiry date. This is not a regular annual expense of the Club.</p> <p>15% of our members are under 18. As stated above, the junior and senior seasons will overlap from 2024/2025 onward,</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 UniSA Eagles enjoy strong support from the University of South Australia and UniSA Sport, as well as our Major Sponsor, Coopers Alehouse, Gepps Cross. The Club also has strong relationships with sponsors, including Specialty Foods, Endzone Academy, American Konnection, and Covino Refrigerated Logistics.</i></p> <p><i>Each of these stakeholders lend their support to the Club and its initiatives and operations.</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> <p>1.</p> <p>2.</p> <p>3.</p>

Project or Event Management
<p><u><b>Ongoing Projects or Events</b></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><b>One-off Projects or Events</b></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>Upon receipt of the shoulder pads, volunteer coaches and trainers will sort by size and store the pads in club facilities. On the commencement of pre-season for each of the senior and junior teams, the coaches and trainers will measure and size up all players in need of loan pads, and make note of the serial numbers being loaned to each player. New players will undergo appropriate teaching/training as to proper use of pads.</i></p>

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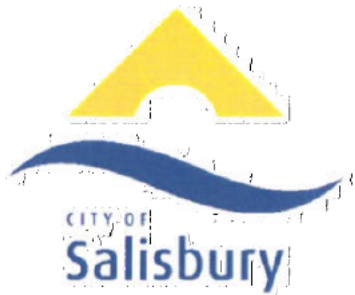
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Application Declaration	
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that I am authorised to make this application on behalf of the Organisation.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that the information provided in this application is true and correct.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant - Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.	
<p>On behalf of <u>UniSA Eagles Gndiron Club</u> <small>[Group/Organisation]</small></p>	
<p><u>Ernesto Covino/President</u> <small>(Name/Position)</small></p> <p><u>[Redacted Signature]</u> <small>(Signature 1)</small></p> <p><u>13/6/2024</u> <small>(Date)</small></p> <p>Contact (phone number): <u>[Redacted]</u></p>	<p>and</p> <p><u>Ryan Feuerherdt/Vice President</u> <small>(Name/Position)</small></p> <p><u>[Redacted Signature]</u> <small>(Signature 2)</small></p> <p><u>13 June 2024</u> <small>(Date)</small></p> <p>Contact (phone number): <u>[Redacted]</u></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

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## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

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<b>ITEM</b>	5.1.8
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	16 July 2024
<b>HEADING</b>	Grant No. 38/2023-24: Trinity Green Residents Association Inc Community 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 Trinity Green Residents Association Inc Community Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

### RECOMMENDATION

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

1. Approves the request for funding for the June 2024 round of Community Grants as follows:
  - a. Grant No. 38/2023-24 Trinity Green Residence Association Inc Community Grant Application: to the value of \$2,000 to assist with the purchase of a Carpet Bowls Handling Unit.

### ATTACHMENTS

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

1. Salisbury Community Grant Application - redacted version

### 1. BACKGROUND

- 1.1 The Trinity Green Residents Association Inc. has applied for the June 2024 round of Community Grants to assist with the purchase of a Carpet Bowls Handling Unit to assist with the rolling up of the bowling green every Monday night.
- 1.2 The Trinity Green Residents Association Inc. is located in the suburb of Mawson Lakes and has 150 members, with 100% residing in the City of Salisbury.
- 1.3 The Trinity Green Residents Association Inc. has not received prior Community Grant Funding from the City of Salisbury.

### 2. REPORT

- 2.1 According to this grant application, the Trinity Green Residents Association Inc. is located in the suburb of Mawson Lakes and has 150 members, with 100% residing in the City of Salisbury.

- 2.2 The Trinity Green Residents Association Inc. is seeking assistance to purchase a Carpet Bowls Handling Unit to assist with the rolling up of the bowling green every Monday night.
- 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 June 2024 round, if approved, is \$2,000. Based on the Administration's recommendations, the money committed to all grant applications received for the June 2024 round (3 in total) is \$6,863.
- 2.5 The remaining balance of the grant funding if this grant application received (3 in total) for the June 2024 round are approved based on the Administration recommendations is \$23,849.

**3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Trinity Green Residence Association Inc. to the value of \$2,000 to assist with the purchase of a Carpet Bowls Handling Unit to assist with the rolling up of the bowling green every Monday night.



# 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.**



**City of Salisbury  
The Living City**

*live it up*

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

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

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

Community Grant Application - Page 2 of 13



Applicant Organisation Information	
<b>1. GROUP / ORGANISATION DETAILS</b>	
Name:	Eagles American Football Club Inc
Address:	University Boulevard
Suburb:	Mawson Lakes Postcode: 5095
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Mr Ryan Feuerherdt
Title (your role with the group/organisation):	Vice President
Address:	[REDACTED]
Phone:	Landline: Mobile: [REDACTED]
Email:	vicepresident@eaglesgridiron.com.au
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Other: Ryan Feuerherdt
Title (role with the group/organisation):	Vice President
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	Elected committee
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	ABN 29 740 593 647
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div>
Parent Organisation Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13



Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/> <i>(go to question e &amp; f)</i>	No <input checked="" type="checkbox"/>
e) Funding source/s:	Membership fees, sponsorship funds, grant funds	
f) Purpose:	American football (gridiron) club competing in the SA Gridiron League	
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: [REDACTED] <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED] Branch Location: [REDACTED]	
<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:	John Wreghitt, Chairman of the League	
Referee's Contact Information:	chairman@gridironsa.com.au	

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Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status:		
Does your group/organisation have an ABN? <i>(If Yes - Please Quote ABN)</i> 2 9 7 4 0 5 9 3 6 4 7 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>NB: GST Registration</b> <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
If Yes, provide details:	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	N/A
Organisation's contribution:	N/A
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	N/A
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	N/A
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	N/A
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>	0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Volunteer coaches and trainers will be responsible for sizing, fitting, labelling, administering and distributing the shoulder pads. The Club is seeking \$2,400 in grant funds to cover the entirety of the cost but if a lesser amount is received (or if unsuccessful in obtaining the grant), then the Club will endeavour to cover the shortfall.
<b>EXPENSES</b> <small>(specify the proposed expense budget by item)</small>	<b>\$ AMOUNT</b>
5x Schutt Football Shoulder Pads (Medium)	1200
5x Schutt Football Shoulder Pads (Large)	1200
<b>TOTAL (including GST):</b>	0 \$2,400

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Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	New gridiron shoulder pads
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	2024/2025 seasons and seasons following
Total cost of Project/Event	0
Amount of Community Grant Funding Requested	2400
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.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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Community Grant Application - Page 7 of 13



Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? (If Yes = when, amount granted and what the grant was for:)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
<b>Group/Organisation Information</b>	
Group/Organisation Name:	<i>UniSA Eagles Gridiron Club</i>
Group/Organisation Description:	<i>American football (gridiron) club competing in the SA Gridiron League</i>
Group/Organisation Registered Address:	Number/Street: <i>18 Tyrone Court</i> Suburb: <i>Wynn Vale</i> Postcode: <i>5127</i>
Is the Club Incorporated?	<i>Yes</i>
Number of Members:	<i>104</i>
% of Membership that reside in the City of Salisbury:	<i>30 %</i>
<b>Project/Event Details</b>	
Project/Event Name:	<i>Purchase of new gridiron shoulder pads</i>
Project/Event Summary:	
Date(s) of Project/Event:	<i>2024/2025 seasons and sesasons following</i>
Location of Project/Event:	Number/Street: <i>1 University Boulevard</i> Suburb: <i>Mawson Lakes</i> Postcode: <i>5095</i>
How will the Project/Event benefit the residents of the City of Salisbury?	
How many individuals will benefit from the Project/Event?	
% of project/event participants that reside in the City of Salisbury:	<i>30 %</i>
If it is an Event, is it open to the public?	<i>No</i>
How will the Project/Event be promoted?	<i>Information regarding new pads to be distributed among Club members</i>

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



Grant Money Requested	
Amount Requested:	\$0
<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>	
5x Schutt Football Shoulder Pads (Medium)	\$1200
5x Schutt Football Shoulder Pads (Large)	\$1200
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$0</b>
<b>Quote Attached:</b> <i>A detailed, current quote must 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>

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Community Grant Application - Page 9 of 13

Project or Event Scope
<p>Provide a description of the proposed project or event:</p> <p>The UniSA Eagles Football Club competes in the SA Gridiron League, in both the senior and junior competitions. The nature of the sport of gridiron requires significant expenditure and investment in padding. Helmets are the most significant cost, followed by shoulder pads, as well as thigh pads, hip pads, knee pads and mouthguards. To mitigate against any significant financial barrier to participating in the sport, the Club purchases and maintains helmets and shoulder pads for all players to use. The equipment is loaned out to players throughout the year. Up until this year, the senior and junior seasons did not overlap, and therefore all equipment was able to be used continually.</p> <p>All padding has a finite useful life. The Club has a responsibility to ensure that the equipment used by players is not expired or otherwise damaged. Padding can be used for many years before needing replacement. When replacement is required, however, this requires significant expenditure.</p> <p>Additionally, from the 2024/2025 season onwards, the SA Gridiron League will transition to a consistent senior/junior season schedule. This means that the seasons will overlap, and pads will no longer be able to be shared. The Club will need to purchase and maintain a number of helmets and pads in order to compete in both competitions.</p> <p>The club intends to purchase a minimum of 10 new shoulder pads to meet this shortfall. These will be made available to all senior and junior players for their respective seasons.</p> <p>The expenditure of the grant funds on new pads is consistent with the continued and sustainable operation of the Club. As stated above, pads will be loaned out to players but the Club will retain ownership and obtain a small rental fee.</p>
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Benefits and Outcomes of the Project or Event
<p>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:</p> <p>The UniSA Eagles Gridiron Club are the only Gridiron club based in the Northern suburbs of Adelaide. The Club is based in Mawson Lakes and hosts trainings at University Boulevard twice a week for the majority of the year.</p> <p>Continued viability of the Club is important for maintaining a diverse range of sport options for the City of Salisbury community. While there are many team sport clubs (football, soccer, basketball) in the area, the UniSA Eagles remain the only gridiron club in the area.</p> <p>While all players have discretion to purchase their own personal pads, a majority of players use the Club's loan equipment. If the Club did not offer this option, participation in the sport would be very difficult for families suffering from disadvantage or with low income.</p> <p>The purchase of the pads presents significant value for money because (if appropriately maintained) they have no expiry date. This is not a regular annual expense of the Club.</p> <p>15% of our members are under 18. As stated above, the junior and senior seasons will overlap from 2024/2025 onward,</p>

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Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</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 UniSA Eagles enjoy strong support from the University of South Australia and UniSA Sport, as well as our Major Sponsor, Coopers Alehouse, Gepps Cross. The Club also has strong relationships with sponsors, including Specialty Foods, Endzone Academy, American Konnection, and Covino Refrigerated Logistics.</i></p> <p><i>Each of these stakeholders lend their support to the Club and its initiatives and operations.</i></p>
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Community Grant Application - Page 11 of 13

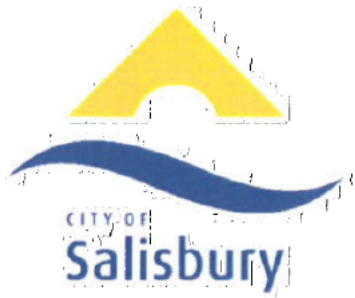


Application Declaration	
Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)	
Please read, tick the S1 and S2 boxes and sign:	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that I am authorised to make this application on behalf of the Organisation.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that the information provided in this application is true and correct.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant - Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.	
On behalf of <u>UniSA Eagles Gridiron Club</u> [Group/Organisation]	
Ernesto Covino/President (Name/Position)	and Ryan Feuerherdt/Vice President (Name/Position)
	
(Signature 1)	(Signature 2)
13/6/2024 (Date)	13 June 2024 (Date)
Contact (phone number): 	Contact (phone number): 

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

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

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## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

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

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