



## **AGENDA**

### **FOR SPORT, RECREATION AND GRANTS COMMITTEE MEETING TO BE HELD ON**

**4 DECEMBER 2018 AT 6.30 PM**

**IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY**

#### **MEMBERS**

Cr A Duncan (Chairman)  
Mayor G Aldridge (ex officio)  
Cr L Braun  
Cr C Buchanan  
Cr N Henningsen  
Cr D Hood  
Cr S Ouk  
Cr S Reardon

#### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager Community Development, Ms P Webb  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

#### **APOLOGIES**

#### **LEAVE OF ABSENCE**

#### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Sport, Recreation and Grants Committee Meeting held on 17 September 2018.

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## REPORTS

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## OTHER BUSINESS

## CLOSE



**MINUTES OF SPECIAL SPORT, RECREATION AND GRANTS COMMITTEE  
MEETING HELD IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

**17 SEPTEMBER 2018**

**MEMBERS PRESENT**

Cr J Woodman (Chairman)  
Mayor G Aldridge (ex officio)  
Cr D Balaza  
Cr L Caruso  
Cr D Pilkington  
Cr D Proleta (Deputy Chairman)  
Cr R Zahra

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager Community Development, Ms P Webb  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

The meeting commenced at 6:15 pm.

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

**APOLOGIES**

Apologies were received from Cr B Brug and Cr D Bryant.

**LEAVE OF ABSENCE**

Nil

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**REPORTS**

*Community Grants*

**7.2.1 Grant No. 3/2018: Lions Club of Gilles Plains – Mawson Lakes  
Lions Club Branch**

*Mayor G Aldridge declared a perceived conflict of interest on the basis of having written a letter of support to the Club. Mayor Aldridge managed the conflict by remaining in the meeting and voting in the best interest of the community.*

Moved Cr L Caruso  
Seconded Cr D Proleta

1. That, in accordance with delegated powers set out in its endorsed Terms of Reference, the Sport, Recreation and Grants Committee, at its Special meeting on 17 September 2018, approve Grant No. 3/2018: Lions Club of Gilles Plains – Mawson Lakes Lions Club Branch application for \$8,367, for the REAL Estate Mawson Lakes Lions Community Christmas Carols.

**CARRIED**  
UNANIMOUSLY

*The majority of members present voted IN FAVOUR of the MOTION.  
Mayor G Aldridge voted IN FAVOUR of the MOTION.*

**OTHER BUSINESS**

Nil

The meeting closed at 6:19 pm.

CHAIRMAN.....

DATE.....

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<b>ITEM</b>	7.0.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	Presentation of the Minutes of the Sport, Recreation and Grants Committee Meeting held on 10 September 2018
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development

**CITY PLAN LINKS****SUMMARY****RECOMMENDATION**

1. The Minutes of the Sport, Recreation and Grants Committee Meeting held on 10 September 2018, be taken and read as confirmed.

**ATTACHMENTS**

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

1. Minutes of Sport, Recreation and Grants Committee Meeting Held 10 September 2018





**MINUTES OF SPORT, RECREATION AND GRANTS COMMITTEE MEETING HELD  
IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

**10 SEPTEMBER 2018**

**MEMBERS PRESENT**

Cr J Woodman (Chairman)  
Mayor G Aldridge (ex officio)  
Cr D Balaza  
Cr L Caruso  
Cr D Pilkington (*via remote access from 6.43 pm*)  
Cr D Proleta (Deputy Chairman)  
Cr R Zahra

**OBSERVERS**

Cr C Buchanan (*from 7.17 pm*)

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager Community Development, Ms P Webb  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.30 pm.

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

**APOLOGIES**

Apologies were received from Cr B Brug and Cr D Bryant.

**LEAVE OF ABSENCE**

Nil

**PRESENTATION OF MINUTES**

Moved Cr L Caruso  
Seconded Mayor G Aldridge

The Minutes of the Sport, Recreation and Grants Committee Meeting held on 13 August 2018, be taken and read as confirmed.

**CARRIED**

**REPORTS**

*Administration*

**7.0.1 Future Reports for the Sport, Recreation and Grants Committee**

Moved Cr L Caruso  
Seconded Cr R Zahra

1. The information be received.

**CARRIED**

*Community Grants*

**7.2.1 Youth Sponsorship Applications - August 2018**

Moved Cr R Zahra  
Seconded Cr D Proleta

1. The information be received.
2. That Council accepts applications during the Caretaker Period and they be assessed by the newly elected Council retrospectively in November 2018 in recognition of the Caretaker Policy.

Cr R Zahra, with consent of the Seconder and consent of the meeting, WITHDREW the MOTION.

Moved Cr R Zahra  
Seconded Cr D Proleta

1. The information be received.
2. That Youth Sponsorship Applications be delegated to the General Manager Business Excellence for approval during the Caretaker Period.

**CARRIED**  
UNANIMOUSLY



**7.2.2 Community Grants Program Applications for September 2018**

Moved Cr L Caruso  
Seconded Cr R Zahra

1. The information be received and noted.

**CARRIED**

*Cr D Pilkington joined the meeting via remote access at 6.43 pm.*

**7.2.3 13/2018: Bhutanese Australian Association of South Australia Inc. - Community Grants Program Application**

Moved Mayor G Aldridge  
Seconded Cr D Proleta

1. The information be received and noted.
2. That Council write to the Bhutanese Australian Association of South Australia Inc. explaining the application process and providing assistance with completing the relevant forms.

**CARRIED**  
UNANIMOUSLY

**7.2.4 15/2018: Pooraka Farm Community Centre Inc. - Community Grants Program Application**

Moved Cr R Zahra  
Seconded Mayor G Aldridge

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the September 2018 round of Community Grants as follows:
  - a. Grant No. 15/2018: Pooraka Farm Community Centre Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of photobooth, entertainment, sausages and soft drinks for the Pooraka Farm Community Centre 25<sup>th</sup> Birthday Celebration as outlined in the Community Grant Application and additional information.

**CARRIED**  
UNANIMOUSLY

**7.2.5 20/2018: Afghan National Association of Australia Inc. - Community Grants Program Application**

Moved Cr L Caruso  
Seconded Cr R Zahra

1. The information be received and noted.

**CARRIED**  
UNANIMOUSLY

**7.2.6 21/2018: Coyote-Hoops Basketball Club Inc. - Community Grants Program Application**

Moved Mayor G Aldridge  
Seconded Cr R Zahra

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the September 2018 round of Community Grants as follows:
  - a. Grant No. 21/2018: Coyote-Hoops Basketball Club Inc. be awarded the amount of **\$2,420.00** to assist with the purchase of court hire, trophies and basketballs for the 2018 Coyote-Hoops Junior Basketball Carnival as outlined in the Community Grant Application and additional information.

**CARRIED**  
UNANIMOUSLY

**7.2.7 22/2018: Military Vehicle Preservation Society of South Australia Inc. - Community Grants Program Application**

Moved Cr R Zahra  
Seconded Cr D Proleta

1. The information be received and noted.

**CARRIED**  
UNANIMOUSLY

**7.2.8 23/2018: United Indians of South Australia Inc. - Community Grants Program Application**

Moved Mayor G Aldridge  
Seconded Cr D Pilkington

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the September 2018 round of Community Grants as follows:
  - a. Grant No. 23/2018: United Indians of South Australia Inc. be awarded the amount of **\$2,500.00** to assist with hall hire (exclusive of bond) for the 2018 Australia Cha Raja event as outlined in the Community Grant Application and additional information.

**CARRIED**  
UNANIMOUSLY

**Consideration of Item 7.2.9 – Community Event Sponsorship Program Applications as Separate Items**

Moved Cr D Pilkington  
Seconded Cr R Zahra

1. That the Community Event Sponsorship Program Applications – Round 1 contained in Item 7.2.9 be considered as separate items to enable members to declare possible conflicts of interest on individual items.

**CARRIED**  
UNANIMOUSLY

**7.2.9(a) Community Event Sponsorship Program Applications - Round 1: Grant No. 1/2018: Lutheran Church of Australia, SA-NT District Inc.**

*Pastor Chris Mann from the Lutheran Church of Australia, SA-NT District Inc. addressed the meeting in support of the application.*

Moved Mayor G Aldridge  
Seconded Cr D Balaza

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, the following applications are approved through Round one (1) of Community Events Sponsorship Program as follows:
  - a. Grant No. 1/2018: Lutheran Church of Australia, SA-NT District Inc. (on behalf of Mawson Lakes Community Church) application for \$5,000 for the The John Maxwell Team Global Youth Initiative (Mawson Lakes).

**CARRIED**  
UNANIMOUSLY

**7.2.9(b) Community Event Sponsorship Program Applications - Round 1: Grant No. 2/2018: Para Vista CPC7 School**

*Ms Lisa McMahon, classroom teacher at Para Vista CPC7 School addressed the meeting in support of the application.*

Moved Cr L Caruso  
Seconded Mayor G Aldridge

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, the following applications are approved through Round one (1) of Community Events Sponsorship Program as follows:
  - b. Grant No. 2/2018: Para Vista CPC7 School, application for \$5,000 for the Para Vista P-7 School 50th Birthday Family Fun Day.

**CARRIED**  
UNANIMOUSLY

**Re-ordering of Grant Numbers 3/2018 and 4/2018**

Cr D Pilkington indicated his intention to declare a conflict of interest in (c) – Grant No. 3/2018: Lions Club of Gilles Plains – Mawson Lakes Lions Club Branch, and requested that (d) Grant No. 4/2018: United Way South Australia Incorporated be considered next.

The Chair, with agreement of the meeting, advised that (d) Grant No. 4/2018: United Way South Australia Incorporated would be considered next.

**7.2.9(d) Community Event Sponsorship Program Applications - Round 1: Grant No. 4/2018: United Way South Australia Incorporated**

*Mayor G Aldridge declared a perceived conflict of interest on the basis of a family member being a volunteer at United Way. Mayor Aldridge managed the conflict by remaining in the meeting and voting for the benefit of the community.*

*Ms Kerry Davis from United Way South Australia addressed the meeting in support of the application.*

Moved Mayor G Aldridge  
Seconded Cr R Zahra

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, the following applications are approved through Round one (1) of Community Events Sponsorship Program as follows:
  - d. Grant No. 4/2018: United Way South Australia Incorporated, application for \$10,000 for the Read Aloud Open Day @ Parafield Airport.

**CARRIED**  
UNANIMOUSLY

**7.2.9(c) Community Event Sponsorship Program Applications - Round 1:  
Grant No. 3/2018: Lions Club of Gilles Plains – Mawson Lakes  
Lions Club Branch**

*Cr D Pilkington declared a material conflict of interest on the basis of receiving an invitation to the VIP tent on the evening of the event for which the grant is requested. Cr D Pilkington ended his remote access to the meeting at 7.15 pm.*

*Cr D Balaza declared a material conflict of interest on the basis of receiving an invitation to the VIP tent on the evening of the event for which the grant is requested. Cr D Balaza left the meeting at 7.18 pm.*

*Mayor G Aldridge declared a material conflict of interest on the basis of receiving an invitation to the VIP tent on the evening of the event for which the grant is requested. Mayor Aldridge left the meeting at 7.19 pm.*

**Recommendation**

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, the following applications are approved through Round one (1) of Community Events Sponsorship Program as follows:
  - c. Grant No. 3/2018: Lions Club of Gilles Plains – Mawson Lakes Lions Club Branch application for \$8,367 for the REAL Estate Mawson Lakes Lions Community Christmas Carols, subject to receipt of a financial statement from the Lions Club of Gilles Plains.

**The item lapsed due to lack of Quorum.**

*Mayor G Aldridge returned to the meeting at 7.34 pm.*

*Cr D Balaza returned to the meeting at 7.34 pm.*

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**OTHER BUSINESS**

**SRG-OB1 Invitation for a representative from Mawson Lakes Lions Club to address the meeting**

Moved Cr D Proleta  
Seconded Cr L Caruso

That a representative from Mawson Lakes Lions Club be invited to address the meeting.

**CARRIED**

Mr Alex Coates, Treasurer of Mawson Lakes Lions Club addressed the meeting and indicated that the invitation sent to Elected Members was sent in error and was factually incorrect because plans for the event had not been finalised.

He then proceeded to give an overview of the event, advising that correspondence for the purposes of clarification would be forwarded to the Chief Executive officer to enable the Committee to consider the application at a future meeting.

The meeting closed at 7.41 pm.

CHAIRMAN.....

DATE.....

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<b>ITEM</b>	7.0.2
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	Appointment of Deputy Chair
<b>AUTHOR</b>	Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	This report provides information with respect to the appointment and role of Deputy Chair. In accordance with the resolution of Council and the Terms of Reference of the Sport, Recreation and Grants Committee, an appointment is required to be made.
<b>RECOMMENDATION</b>	
1.	Cr _____ be appointed as Deputy Chairman of the Sport, Recreation and Grants Committee for a two year term.

#### ATTACHMENTS

There are no attachments to this report.

#### 1. BACKGROUND

- 1.1 At the November 2018 Council meeting it was resolved (Resolution Number 0011/2018) that:
- a. *Membership of the Sport, Recreation and Grants Committee comprise:*
    - Cr Chad Buchanan (Central Ward)
    - Cr Adam Duncan (East Ward)
    - Cr Shiralee Reardon (Hills Ward)
    - Cr David Hook (North Ward)
    - Cr Sarah Ouk (Para Ward)
    - Cr Natasha Henningsen (South Ward)
    - Cr Lisa Braun (West Ward)
  - b. *The Mayor be appointed an ex officio member of the Sport, Recreation and Grants Committee.*
  - c. *Cr Adam Duncan be appointed as Chairman of the Sport, Recreation and Grants Committee for a two year term.*
  - d. *The Sport, Recreation and Grants Committee appoint a Deputy Chairperson for a two year term at its first meeting.*

**2. REPORT**

2.1 The Terms of Reference for the Sport, Recreation and Grants Committee provides that the Deputy Chairman will be appointed at the first meeting of the Committee for a two year term. At the end of that term the Committee will make a new appointment.

**3. CONCLUSION / PROPOSAL**

3.1 In accordance with Council's resolution (Resolution Number 0011/2018, Item No 6.5, Council 26 November 2018) and the Terms of Reference for the Sport, Recreation and Grants Committee, the Committee is now asked to consider the position of Deputy Chairman and determine who should fulfil this role and for what term.

**CO-ORDINATION**

Officer: MG  
Date: 28/11/2018



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<b>ITEM</b>	7.0.3
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	Future Reports for the Sport, Recreation and Grants Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This item details reports to be presented to the Sport, Recreation and Grants 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**

1. The information be received.

#### **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. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Report authors and General Managers.
- 2.2 External
  - 2.2.1 Nil.

**3. REPORT**

- 3.1 The following table outlines reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution:

<b>Meeting Item</b>	<b>- Heading and Resolution</b>	<b>Officer</b>
24/07/2017	<b>Review of Youth Sponsorship Funding and Allocation Cap and Youth Sponsorship Policy</b>	Mechelle Potter
7.2.2	1. That the changes to the Youth Sponsorship Policy and associated Guidelines endorsed by Council at its April 2017 meeting be monitored for a period of 12 months and a report be brought back for consideration at the end of this review period.	
<b>Due:</b>	October 2018	
<b>Deferred to:</b>	February 2019	
<b>Reason:</b>	Further review being undertaken for presentation to Committee.	

**4. CONCLUSION / PROPOSAL**

- 4.1 Future reports for the Sport, Recreation and Grants Committee have been reviewed and are presented to Council for noting.

**CO-ORDINATION**

Officer: GMBE  
Date: 28/11/2018

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<b>ITEM</b>	7.2.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	Youth Sponsorship Applications - September and October 2018
<b>AUTHOR</b>	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
<b>CITY PLAN LINKS</b>	3.3 Be a connected city where all people have opportunities to participate.

### **RECOMMENDATION**

1. The information be received.

### **ATTACHMENTS**

There are no attachments to this report.

### **1. BACKGROUND**

- 1.1 The Sport, Recreation and Grants Committee resolved that a report be provided listing all Youth Sponsorship grants approved.

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

- 2.1 Internal
  - 2.1.1 Elected Members
- 2.2 External
  - 2.2.1 Youth Sponsorship applicants

### **3. REPORT**

- 3.1 The following Youth Sponsorship Applications were assessed and approved by the General Manager of Business Excellence, Charles Mansueto in September and October 2018, as resolved by Council due to Caretaker Period.

<b>Funding per application</b>	<b>Event</b>	<b>Total Funding</b>
1 @ \$1,000	One application has been received to represent Australia at the International Futsal tournament to be held in Brazil in November 2018.	\$1,000
1 @ \$250	One application has been received to represent South Australia at the Junior Calisthenics Frangipani Competition to be held in Darwin in September 2018.	\$250
1 @ \$250	One application has been received to represent South Australia at the FFA National Youth Championships to be held in Coffs Harbour, New South Wales in September 2018.	\$250
1 @ \$250	One application has been received to represent South Australia at the Boys National Hockey Championships to be held in Hobart, Tasmania in October 2018.	\$250
1 @ \$250	One application has been received to represent South Australia at the National All Star Cheerleading Competition to be held in the Gold Coast, Queensland in November 2018.	\$250
6 @ \$250	Six applications have been received to represent South Australia at the National Irish Dancing Championships to be held in Cairns, Queensland in October 2018.	\$1500
2 @ \$250	Two applications have been received to represent South Australia at the National Taekwondo Championships to be held in Bendigo, Victoria in September 2018.	\$500
4 @ \$250	Four applications have been received to represent South Australia at the Australian All Star Cheerleading Federation National Championships to be held in the Gold Coast, Queensland in November 2018.	\$1,000
<b>Total Funding for September 2018:</b>		<b>\$5,000.00</b>
11 @ \$250	Eleven applications have been received to represent South Australia at the Australian All Star Cheerleading Federation National Championships to be held in the Gold Coast, Queensland in November 2018.	<b>\$2,750</b>
2 @ \$1,000	Two applications have been received to represent South Australia at the 2018 Osaka International Goodwill Judo Tournament to be held in Japan in November 2018.	<b>\$2,000</b>

## ITEM 7.2.1

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1 @ \$1,000	One application has been received to represent Australia at the Pony Club Competition to be held at the Caballero Equestrian Academy in Wuxi, China in October 2018.	<b>\$1,000</b>
2 @ \$250	Two applications have been received to represent South Australia at the School Sport Australia Championships to be held in Melbourne in November 2018.	<b>\$500</b>
1 @ \$1,000	One application has been received to represent Australia at the Trampoline World Age Group Competition to be held in St Petersburg, Russia in November 2018.	<b>\$1,000</b>
1 @ \$1,000	One application has been received to represent Australia at the National Dance Association USA National Championships to be held in Texas, USA in January 2019.	<b>\$1,000</b>
2 @ \$250	Two applications have been received to represent South Australia at the Mixed Netball Championships to be held in Queensland in December 2018.	<b>\$500</b>
1 @ \$250	One application has been received to represent South Australia at the 2018 Figure Skating Championships to be held in Sydney in November 2018.	<b>\$250</b>
<b>Total Funding for October 2018:</b>		<b>\$9,000.00</b>

3.2 The following applications were received, however, are deemed ineligible:

- 3.2.1 One application to represent South Australia at the Football Federation of Australia National Youth Championships to be held in Coffs Harbour, New South Wales in September 2018 however the application was not received 14 days prior to the event and therefore considered ineligible.
- 3.2.2 One application to represent South Australia at the National Taekwondo Championships to be held in Bendigo, Victoria in September 2018 however the application was not received 14 days prior to the event and therefore considered ineligible.
- 3.2.3 One application to represent South Australia at the National Boccia Championships to be held in Wellington, New Zealand in October 2018 however the application is not eligible as the applicant has not provided a letter of support from the peak body as requested.

## 4. PROCESS/DELEGATION

- 4.1 As outlined in the Terms of Reference, Youth Sponsorship Applications are assessed by the Chairman of the Sport, Recreation and Grants Committee and one other Committee member.
- 4.2 A Memo listing applications is provided to the Chairman at the end of each month to enable assessment to be undertaken on the day of the Council meeting. A copy of the Memo will be provided to each member of the Committee, via email, for information.

- 4.3 A document outlining the details for each application and confirming the sponsorship level is provided which is completed by the Chairman and one other member of the Committee as endorsement to provide funding.
- 4.4 A report is provided to the Sport, Recreation and Grants Committee listing all Youth Sponsorship grants approved for the previous month.

**5. CONCLUSION / PROPOSAL**

- 5.1 The 2018/19 Youth Sponsorship budget allocation is \$54,000 (\$45,000 original budget plus \$9,000 of carry forward funds from 2017/18) less expenditure to date of \$26,285 (including September and October applications) which leaves a balance remaining of \$27,715.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018

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<b>ITEM</b>	7.2.2
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	Community Grants Program Applications for December 2018
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This report outlines the Community Grants Program Applications submitted for the December 2018 round. Seven applications are submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. Two applications are submitted for information.

#### **RECOMMENDATION**

1. The information be received and noted.

#### **ATTACHMENTS**

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

1. Community Grants Program Guidelines and Eligibility Criteria

#### **1. BACKGROUND**

- 1.1 Community Grants Program applications were not considered for the October and November 2018 rounds as the Sport, Recreation and Grants Committee did not convene during the 2018 Council Elections Caretaker Period. Applications received for the abovementioned rounds were earmarked for the December 2018 round and Applicants notified.
- 1.2 Six (6) applications were received for the October 2018 round of Community Grants of which three (3) are submitted for consideration<sup>1</sup>, two (2) are waiting for further information and one (1) is deemed ineligible.
- 1.3 Three (3) applications were received for the November 2018 round of Community Grants of which two (2) are submitted for consideration<sup>2</sup> and one (1) is ineligible.
- 1.4 Two (2) applications were received for the December 2018 round of Community Grants and are submitted for consideration<sup>3</sup>.

## 2. REPORT

- 2.1 Seven (7) applications are presented for the December 2018 round of Community Grants for consideration, all of which are deemed compliant and listed below:
- 2.1.1 25/2018: The Dutch Community (Dutch Social And Welfare Club) Inc.<sup>1</sup>  
*Agenda item 7.2.4; Sport, Recreation and Grants Committee; 04/12/2018*
  - 2.1.2 26/2018: Meals on Wheels (SA) Inc.<sup>1</sup>  
*Agenda item 7.2.5; Sport, Recreation and Grants Committee; 04/12/2018*
  - 2.1.3 28/2018: Uniting In Care Salisbury Inc.<sup>1</sup>  
*Agenda item 7.2.6; Sport, Recreation and Grants Committee; 04/12/2018*
  - 2.1.4 31/2018: Para Hills Brass Band Inc.<sup>2</sup>  
*Agenda item 7.2.8; Sport, Recreation and Grants Committee; 04/12/2018*
  - 2.1.5 32/2018: Life Church SA Inc.<sup>2</sup>  
*Agenda item 7.2.9; Sport, Recreation and Grants Committee; 04/12/2018*
  - 2.1.6 33/2018: Uniting Church in Australia (Salisbury)<sup>3</sup>  
*Agenda item 7.2.10; Sport, Recreation and Grants Committee; 04/12/2018*
  - 2.1.7 34/2018: One Life Community Assist<sup>3</sup>  
*Agenda item 7.2.11; Sport, Recreation and Grants Committee; 04/12/2018*
- 2.2 Two (2) applications received for the October and November 2018 rounds of Community Grants consecutively are presented for information. The applications are deemed ineligible and listed below:
- 2.2.1 24/2018: Pontian Brotherhood of South Australia Inc.  
*Agenda item 7.2.3; Sport, Recreation and Grants Committee; 04/12/2018*
  - 2.2.2 30/2018: Bhutanese Australian Association of South Australia Inc.  
*Agenda item 7.2.7; Sport, Recreation and Grants Committee; 04/12/2018*
- 2.3 Two (2) applications received for the October 2018 round of Community Grants require further information and will be submitted for consideration once the information has been received:
- 2.3.1 27/2018: UniSA Eagles Gridiron Club
  - 2.3.2 29/2018: North Pines Sports and Social Club
- 2.4 The Community Grant Funding budget allocation for 2018/2019 is \$82,000.
- 2.5 The monies committed to the seven (7) compliant applications for the December 2018 round, if all approved, is **\$14,230.00**.
- 2.6 The remaining balance of the grant funding if all seven (7) applications are approved is **\$53,050.00**.

## 3. CONCLUSION / PROPOSAL

- 3.1 Seven (7) Community Grants Program applications are presented for funding consideration at the Sport, Recreation and Grants Committee meeting in December 2018.



- 3.2 Two (2) Community Grants Program Applications require further information and will be presented once the information has been received.
- 3.3 Two (2) Community Grants Program Applications are deemed ineligible and are presented in an individual report for information.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018



Effective 27 November 2017



# **Community Grants Program**

## **Guidelines and Eligibility Criteria**



*live it up*

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

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

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

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

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

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

### 1. Introduction

- 1.1. The City of Salisbury, through its Community Grants Program, aims to encourage, develop and support community projects and events that provide a service to residents of the City of Salisbury, which foster opportunities for community participation and development.
- 1.2. The guidelines contained within this document outline the types of projects and events that will be considered for community grant funding. Eligible organisations or groups are invited to apply for up to \$5,000 to assist with projects and events:
  - Community Grants are bound to an upper limit of **\$2,500.00**;
  - 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.
- 1.3. The Sport Recreation and Grants 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 12 James Street SALISBURY SA 5108
- 2.6. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 2.7. If assistance is required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you.

### 3. Community Grants Program Aim and Objectives

#### *Aim*

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

#### *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 Sport, Recreation and Grants 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 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 \$2,500 per year
- Community Grant Event – Christmas Carols: up to \$2,500 per year
- Community Grant – Project: up to \$2,500 per year
- Community Grant: up to \$2,500 per year
- New Establishment Grant for Non-incorporated, Not for Profit, organisations: up to \$2,500
- New Establishment Grant for Incorporated organisations: up to \$5,000

## 7. Eligible Areas

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

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



## 8. Eligibility to Apply

### *Eligible Organisations*

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

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

### *Non-Eligible Organisations*

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

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- Recurrent administration or ongoing costs;
  - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
  - Upgrading facilities which belong to Local, State or Commonwealth Governments;
  - Educational programs in schools and other formal educational institutions;
  - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
  - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
  - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
  - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.

## 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.

### 9.5. 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.

## 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).

*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.

## 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 Sport, Recreation and Grants Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Sport, Recreation and Grants 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 Sport, Recreation and Grants Committee is also accessible via the City of Salisbury website.
- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants 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 Sport, Recreation and Grants 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.

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

## 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.

### 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.



#### *Evaluation Plan*

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

#### *Other Requirements*

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

### **14. Referees**

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

### **15. Financial Information**

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

### **16. Application Outcome**

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

#### *Unsuccessful Applicants*

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

## 17. Expenditure of Community Grants Program Funds

### *Successful Applicants - Contractual Obligations*

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

## 18. Goods and Services Tax (GST)

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

### *ABN Declaration*

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

## 19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.

## 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.

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

- 20.4. The Community Grants Program requires organisations and groups to comply with reporting requirements for past completed projects and events to be eligible to receive future community grants funding for another project or event. Failure to comply will result in the organisation or group being ineligible for future community grant funding.

*Recognition of Community Grants Program Funding*

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

**21. Repayment of Community Grant**

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

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

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

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

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

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment B  
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### ATTACHMENT C – Unlikely Funded Project and Event Examples

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

Project/Event	Items
<ul style="list-style-type: none"> <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>

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

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



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

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

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

- 1.1. Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants 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 Sport, Recreation and Grants 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  
12 James 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 Sport, Recreation and Grants 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.

**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 Sport, Recreation and Grants Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Sport, Recreation and Grants 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 December, commencing at 6.30 pm. The table below outlines the cheque presentation schedule:

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

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<b>ITEM</b>	7.2.3
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	24/2018: Pontian Brotherhood of South Australia Inc. - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Pontian Brotherhood of South Australia Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

#### **RECOMMENDATION**

1. The information be received and noted.

#### **ATTACHMENTS**

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

1. 24/2018: Pontian Brotherhood of South Australia Inc. - Application
2. 24/2018: Pontian Brotherhood of South Australia Inc. - Additional Information

#### **1. BACKGROUND**

- 1.1 The Pontian Brotherhood of South Australia Inc. has not received prior Community Grants Program funding.
- 1.2 The Pontian Brotherhood of South Australia Inc. Application is deemed ineligible in accordance with section 8.2 of the Guidelines and Eligibility Criteria.

#### **2. REPORT**

- 2.1 The Pontian Brotherhood of South Australia Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section:
  - 2.1.1 *8.2 Funding will not be considered for the following: Capital development, as the funding is requested for an infrastructure project.*

- 2.2 Furthermore, the Salisbury Memorial Park is a non-denominational cemetery that offers a selection of individual graves, niche wall memorials, a mausoleum and special memorial dedications. The installation of flag poles will interrupt the serene background of the natural setting and may alienate some members of our diverse community.
- 2.3 Staff will contact the Pontian Brotherhood of South Australia Inc. to discuss alternative options to the installation of flag poles.
- 2.4 The Pontian Brotherhood of South Australia Inc. Application is submitted for information to the Sport, Recreation and Grants Committee.

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

- 3.1 The Pontian Brotherhood of South Australia Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 8.2 due to the funding request for infrastructure.
- 3.2 The Pontian Brotherhood of South Australia Inc. Application is submitted for information as per clause 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:

*Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.*

### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018



22 AUG 2018

# Community Grants Program Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

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

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

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

Community Grant Application - Page 2 of 13



Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Pontian Brotherhood of SA. Inc. Est. 1958		
Address:	674 Torrens Road Pennington SA		
Suburb:	Pennington SA Postcode: 5013		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Vasilios Amanatidis <small>Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/></small>		
Title (your role with the group/organisation):	President		
Address:	[REDACTED]		
Phone:	[REDACTED]		
Landline:	[REDACTED]		
Mobile:	[REDACTED]		
Email:	[REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	SOFIE <del>SOPHIE</del> Vankovis <small>Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/></small>		
Title (role with the group/organisation):	Treasurer		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:	President + Committee Members		
Is your organisation:			
a) Incorporated:	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Yes <input checked="" type="checkbox"/> <small>(go to question c)</small></td> <td style="text-align: center;">No <input type="checkbox"/> <small>(go to question b)</small></td> </tr> </table>	Yes <input checked="" type="checkbox"/> <small>(go to question c)</small>	No <input type="checkbox"/> <small>(go to question b)</small>
Yes <input checked="" type="checkbox"/> <small>(go to question c)</small>	No <input type="checkbox"/> <small>(go to question b)</small>		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Yes <input type="checkbox"/> <small>(go to question c)</small></td> <td style="text-align: center;">No <input checked="" type="checkbox"/> <small>(go to question c)</small></td> </tr> </table>	Yes <input type="checkbox"/> <small>(go to question c)</small>	No <input checked="" type="checkbox"/> <small>(go to question c)</small>
Yes <input type="checkbox"/> <small>(go to question c)</small>	No <input checked="" type="checkbox"/> <small>(go to question c)</small>		
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 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"/>
<b>5. BANKING INFORMATION</b>		
<b>Your organisation must have its own Bank/Credit Union Account or similar</b>		
Full Account Name: <i>Pontian Brotherhood of S.A.</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED]	Branch Location: [REDACTED]
<b>6. REFEREE INFORMATION</b>		
<b>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</b>		
Referee's Name:	<i>Kelly Thomas</i>	
Referee's Contact Information:	[REDACTED]	

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

<b>GST Declaration</b>		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i>  ----- <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input type="checkbox"/>	No <input checked="" 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 4 of 12

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

+  
Note

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

0

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
Name of Project/Event Requiring Funding	Installation of flagpoles on a Memorial Monument.
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	
Total cost of Project/Event	\$ 4,650.00.
Amount of Community Grant Funding Requested	\$ 4,650.00.
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments. <input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.	
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation <i>Dance Group.</i>	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Project/Event Details		
<b>Previous Community Grants Program Funding</b>		
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):		
What amount of Grant funding was provided: \$		
When was the previous Grant acquitted (month & year):		
<b>Group/Organisation Information</b>		
Group/Organisation Name	PONTIAN BROTHERHOOD OF SA	
Group/Organisation Description	Central Community	
Group/Organisation Registered Address	Number/Street: 674 Torrens Rd Suburb: Pennington Postcode: 5013	
Is the Club Incorporated?	No	
Number of Members	300+	
% of Membership that reside in the City of Salisbury	75%	
<b>Project/Event Details</b>		
Project/Event Name	Flagpole Erection	
Project/Event Summary	Installation of 6 flagpoles inc. <sup>plus Greek Assyrian Pontian Amens</sup>	
Date(s) of Project/Event	when available	
Location of Project/Event:	Number/Street: 2 Spains Rd Suburb: Salisbury Postcode: 5108	
How will the Project/Event benefit the residents of the City of Salisbury?	Due to Cemetery approx 75% of our members residing in the city of Salisbury, the Flagpoles will benefit the existing	
How many individuals will benefit from the Project/Event?	Memoriam and its users	
% of project/event participants that reside in the City of Salisbury	bringing the community together.	
If it is an Event, is it open to the public?	Yes	
How will the Project/Event be promoted?	Regular newsletter and through the government Multicultural Channels.	

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

Quote

Grant Money Requested	
Amount Requested	\$
<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>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$
Quote Attached:	<input 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 <b>must</b> be provided with the application.</i>	

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

**Project or Event Scope**

*Provide a description of the proposed project or event:*

Installation of 5 flagpoles  
Consisting of, Australian, Greek,  
Pontian, Assyrian & Armenian.

**Attachments**

There are no attachments relating to the Project or Event Scope.

The following documents are attached relating to the Project or Event Scope:

- 1.
- 2.
- 3.

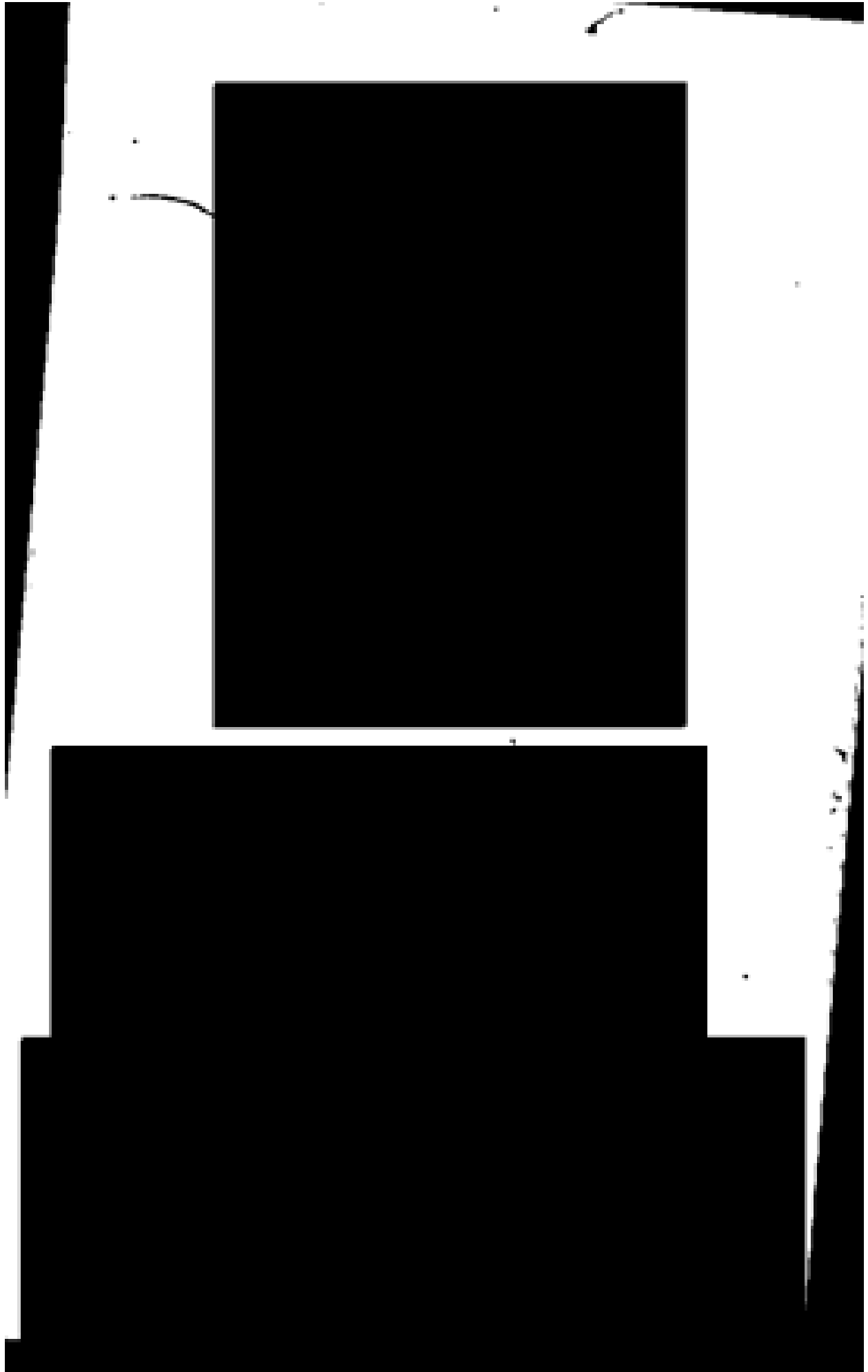
**Benefits and Outcomes of the Project or Event**

*Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:*

The flags in the  
Memoriam will encourage community  
involvement which brings and  
connects the larger community  
together in one supportive and safe  
environment there in reducing social  
isolation and contributing to  
mental wellness and social  
inclusion and connectedness.

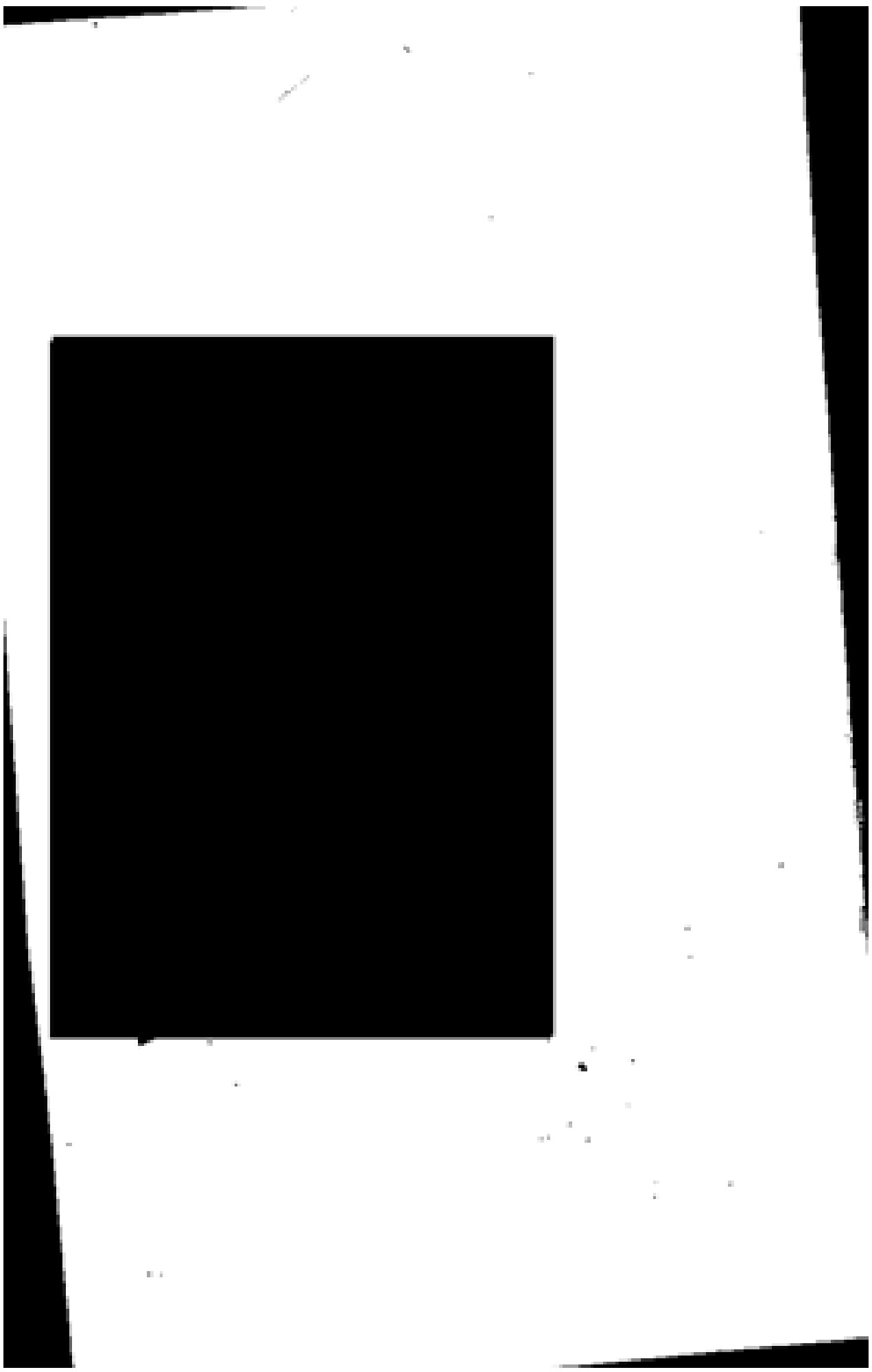
*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*





Item 7.2.3 - Attachment 1 - 24/2018: Pontian Brotherhood of South Australia Inc. - Application





Item 7.2.3 - Attachment 1 - 24/2018: Pontian Brotherhood of South Australia Inc. - Application





13 March 2018  
Basil  
Pontian Brotherhood of SA (est1958)



**Re: Flagpole quotation**

Dear Basil,

Thank you for the opportunity to quote for the supply and installation of new flagpoles for the Pontian Brotherhood of SA memorial plaque at Salisbury Memorial Park.

The price to supply 5, 6m x 65mm Black powder coated Garden Master flagpoles fitted with internal halyard winches and spigot bases is \$2,500.00 plus GST.

The price to deliver and install these new flagpoles at Salisbury Memorial Park is \$1,818.18 plus GST.

Please allow 3-6 weeks from date of order for manufacture and delivery.

Please don't hesitate to call or email if you have any further questions.

Yours sincerely,



ΠΟΝΤΙΑΚΗ  
ΑΔΕΛΦΟΤΗΣ  
Ν.Α. INC.

ΕΤΟΣ ΙΔΡΥΣΕΩΣ 1958



674 TORRENS ROAD. PENNINGTON S.A 5013

PONTIAN  
BROTHERHOOD  
OF S.A INC.  
ESTABLISHED 1958

To whom it may Concern,

Please find as per your request, the following Dates that we the Pontian Brotherhood of SA committee had the following discussions in regards to the flag poles that we would like to put up at the Salisbury Memorial Park cemetery.

**21/3/2018**

Our second topic on our Agenda was in regards to the flag poles. It is as followed:-

The president let us know that he made some enquires with the Salisbury Council in regard to put up flag poles at the memorial monument. For the following flags to be put up is the Australian, Greek, Pontian, Assyrian and Armenian.

**9/05/2018**

Forth topic on our Agenda was in regards to the flag poles. It is as followed:-

The President let up know that we have council approval for the flag poles to be erected.

**23/05/2018**

Third topic on our Agenda was in regards to the flag poles. It is as followed:-

The president informed us that the Salisbury council with help us with a grant for the cost of the flag poles to be erected.

**6/06/2018**

Eight topic on our Agenda was in regards to the flag poles. It is as followed:-

We will be doing the application for the grant though the Salisbury council.

We would like to thank you for your time in considering our application.

President

Vasilios Amanatidis



Secretary

Varvara Teligiannidis

**Support for the Project or Event**

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

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

Due to the large Pontian community in the city of Salisbury and North of the city, these residents would like to feel more connected to the area and memorium with their flags in remembrance together united due to the Genocide in 1922

**Attachments**

There are no attachments relating to Support for the Project or Event.

The following documents are attached relating to Support for the Project or Event:

1. Minutes of the committee of the Pontian Brotherhood.
- 2.
- 3.

**Project or Event Management**

Ongoing Projects or Events

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

One-off Projects or Events

Describe how the proposed project or event will be managed: (outline how you will achieve outcomes for the project or activity)

A Contractor (After approval) will erect the flagpoles/flags. The Pontian Brotherhood will manage the erections of the flags.

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

### Application Declaration

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

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

S1 S2

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

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

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

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

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

On behalf of Pontian Brotherhood of SA (Group/Organisation)

VASILIOS AMANTIANIS / PRESIDENT and SOFIE VAVRARIK / TREASURER  
(Name/Position) (Name/Position)

[Signature] (Signature 1) [Signature] (Signature 2)

25/6/18 (Date) 20-6-18 (Date)

Contact (phone number): [Redacted] Contact (phone number): [Redacted]

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





## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

PONTIAN BROTHERHOOD of S.A.  
(Group/Organisation)

VASILIOS AMANATIADIS  
(Name/Position) PRESIDENT.

[Signature]  
(Signature)

25/6/18  
(Date)

*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 12



ΠΟΝΤΙΑΚΗ  
ΑΔΕΛΦΟΤΗΣ  
N.A INC.  
ΕΤΟΣ ΙΔΡΗΣΕΩΣ 1958



674 TORRENS ROAD. PENNINGTON S.A 5013

PONTIAN  
BROTHERHOOD  
OF S.A INC.  
ESTABLISHED 1958

"Community Grants Program"  
"City of Salisbury"  
Attention Bronwyn

Relevant documentation as  
requested.

Mr. Vasilios Amanatidis  
President

Pontian Brotherhood of SA. Inc



Project/Event Budget Information		
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>		
<b>INCOME</b>	<b>\$ AMOUNT</b>	
Project or event generated income:	\$	
Organisation's contribution:	\$	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$	
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$	
Have you sought any other funding for the project: <i>(please specify the source and amount of funding requested)</i>	\$	
<b>TOTAL (including GST):</b>	<b>\$</b>	
<input checked="" type="checkbox"/> What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?		
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>	
<i>Note</i> \$4650-00 Total	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL (including GST):</b>	<b>\$</b>	


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

Quote

Grant Money Requested	
<b>Amount Requested</b>	\$ 4650-00 + GST
<b>Itemised Breakdown of Costs:</b>	
<small>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</small>	
flag poles	\$ 2500-00 + GST
labour + DILVER	\$ 1818-18 + GST
+ GST	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 4650-00</b>
<b>Quote Attached:</b> <small>A detailed, current quote <u>must</u> be provided with the application.</small>	<input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <small>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</small>

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

Item 7.2.3 - Attachment 2 - 24/2018: Pontian Brotherhood of South Australia Inc. - Additional Information



13 March 2018  
Basil  
Pontian Brotherhood of SA (est1958)

**Re: Flagpole quotation**

Dear Basil,

Thank you for the opportunity to quote for the supply and installation of new flagpoles for the Pontian Brotherhood of SA memorial plaque at Salisbury Memorial Park.


The price to supply 5, 6m x 65mm Black powder coated Garden Master flagpoles fitted with internal halyard winches and spigot bases is \$2,500.00 plus GST.

The price to deliver and install these new flagpoles at Salisbury Memorial Park is \$1,818.18 plus GST.

Please allow 3-6 weeks from date of order for manufacture and delivery.

Please don't hesitate to call or email if you have any further questions.

Yours sincerely,



ΠΟΝΤΙΑΚΗ  
ΑΔΕΛΦΟΤΗΣ  
Ν.Α. INC.  
ΕΤΟΣ ΙΔΡΥΣΕΩΣ 1958



PONTIAN  
BROTHERHOOD  
OF S.A. INC.  
ESTABLISHED 1958

674 TORRENS ROAD, PENNINGTON S.A 5013

Date: 19/9/18

City of Salisbury  
Community Grants Program  
Reference: 24/2018 (BMH)




Dear Bronwyn;

Thank you for your letter dated 10th Sept 18'. In regards to the letter - Yes - We are a non profit organisation with no A.B.N. Number.

In regards to the Pontian Cultural Brotherhood SA A.B.N. 22 655 465 840 we are in no way affiliated with this organisation what so ever.



In regards to our application would you be able to post it back to me, so I can complete it properly or I can pick it up.

Yours Sincerely  
President Pontian Club / Basil Amantolis's  






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<b>ITEM</b>	7.2.4
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	25/2018: The Dutch Community (Dutch Social And Welfare Club) Inc. - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Dutch Community (Dutch Social and Welfare Club) Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

## RECOMMENDATION

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2018 round of Community Grants as follows:
  - a. Grant No. 25/2018: The Dutch Community (Dutch Social And Welfare Club) Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of a **defibrillator with cabinet** as outlined in the Community Grant Application and additional information.

## ATTACHMENTS

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

1. 25/2018: The Dutch Community (Dutch Social And Welfare Club) Inc. - Application
2. 25/2018: The Dutch Community (Dutch Social And Welfare Club) Inc. - Additional Information

## 1. BACKGROUND

- 1.1 The Dutch Community (Dutch Social And Welfare Club) Inc. received \$1,947 Community Grants Program funding in February 2015 towards the purchase of a pop up marquee.

## 2. REPORT

- 2.1 The Dutch Community (Dutch Social And Welfare Club) Inc. Application meets the eligibility criteria for the requested Community Grants Program funding.

**3. CONCLUSION / PROPOSAL**

- 3.1 The Dutch Community (Dutch Social And Welfare Club) Inc. Application is submitted for consideration by the Sport, Recreation and Grants Committee.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018



# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

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



*Live it up*

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Dutch Socialand Welfare Club Inc.		
Address:	19-21 Greenfields Drive		
Suburb:	Greenfields SA Postcode: 5107		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Connie Kramer		
Title (your role with the group/organisation):	Secretary		
Address:	[REDACTED]		
Phone:	Landline: [REDACTED] Mobile: [REDACTED]		
Email:	[REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	<i>Other:</i> Connie Kramer		
Title (role with the group/organisation):	Secretary.		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:	By Committee		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input checked="" type="checkbox"/>                      (go to question c)                 </td> <td style="text-align: center;"> <b>No</b>  <input type="checkbox"/>                      (go to question b)                 </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input type="checkbox"/>                      (go to question c)                 </td> <td style="text-align: center;"> <b>No</b>  <input type="checkbox"/>                      (go to question c)                 </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

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"/> <small>(evidence must be attached to this application)</small>	No <input checked="" type="checkbox"/>
d) Government Funded: <small>(If Yes, please list funding source/s and purpose in part e &amp; f)</small>	Yes <input type="checkbox"/>  <small>(go to question e &amp; f)</small>	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <u>The Dutch Community Dutch Social &amp; Welfare Club Inc.</u> <small>*do not provide account or BSB numbers*</small>	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:	<u>Mr. Willem Owens.</u>	
Referee's Contact Information:	[REDACTED]	

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

<b>GST Declaration</b>		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN:)</small>  <span style="font-size: 1.2em; color: blue;">59 577 647 033</span> <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<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"/> <i>(enter '0' dollar amounts below)</i>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b> <input type="radio"/>
Project or event generated income:	0
Organisation's contribution:	0
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	0
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	0
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	0
Have you sought any other funding for the project: <i>(please specify the source and amount of funding requested)</i>	<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.?	
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>
Defibrillator Cabinet	\$ 2850-00
<b>TOTAL (including GST):</b>	\$ 2850-00

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



Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	Purchase of Defibrillator + Cabinet.
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	ASAP
Total cost of Project/Event	<del>\$0</del> \$ 2850-00
Amount of Community Grant Funding Requested	\$ 2500-00
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. Online quote from St. Johns. 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? (If Yes - when, amount granted and what the grant was for:)	<input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	March 2015.
What amount of Grant funding was provided:	\$1000 - 00
When was the previous Grant acquitted (month & year):	2015.
<b>Group/Organisation Information</b>	
Group/Organisation Name	Dutch Social + Welfare Club Inc.
Group/Organisation Description	Community Group
Group/Organisation Registered Address	Number/Street: 19-21 Greenfields Drive Suburb: Greenfields SA Postcode: 5107
Is the Club Incorporated?	Yes.
Number of Members	Approx. 200
% of Membership that reside in the City of Salisbury	50 %
<b>Project/Event Details</b>	
Project/Event Name	Purchase of a Defibrillator
Project/Event Summary	
Date(s) of Project/Event	ASAP.
Location of Project/Event:	Number/Street: as above. Suburb: Postcode:
How will the Project/Event benefit the residents of the City of Salisbury?	Public Access Defibrillator
How many individuals will benefit from the Project/Event?	Unknown.
% of project/event participants that reside in the City of Salisbury	%
If it is an Event, is it open to the public?	No N/A.
How will the Project/Event be promoted?	N/A.

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	\$ 2500-00
<b>Itemised Breakdown of Costs:</b> <small>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</small>	
Defibrillator with Cabinet	\$ 2850-00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$ 2850-00
Quote Attached: <small>A detailed, current quote <u>must</u> be provided with the application.</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</small>

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

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p>Purchase of a Public Access Defibrillator with cabinet.</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. Online Quote from St. Johns.</li> <li>2.</li> <li>3.</li> </ol>
Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p>Our community group holds regular functions for elderly community members. Recently one of our visitors collapsed and required C.P.R. This highlighted the need for a Public access Defibrillator to assist in first aid.</p> <p>We will also pay for signage on our fences/Building to alert other local businesses to the presence of a defibrillator available.</p> <p>Purchase includes training for up to 10 people.</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> <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>Local Businesses and visiting community members.</p>
<p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p>
<p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p>We will provide extra funding as required to purchase and install a defibrillator + cabinet. The D.S.W.C Inc. will maintain the defibrillator and purchase all consumables as required. The D.S.W.C Inc. will provide all signage required. Purchase includes training for up to 10 people. It is envisaged that key committee members will be trained in the use of the defibrillator.</p>

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

**Application Declaration**

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

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

S1 S2

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

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

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

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

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

On behalf of Dutch Social + Welfare Club Inc. (Group/Organisation)

Connie Kramer / Secretary and Maurice McLeod / President  
(Name/Position) (Name/Position)

[Signature] (Signature 1) [Signature] (Signature 2)

17<sup>th</sup> August 2018 (Date) 17<sup>th</sup> August 2018. (Date)

Contact (phone number): [Redacted] Contact (phone number): [Redacted]

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*

8/17/2018 Shopping Basket | St John Ambulance Australia First Aid Kits & Supplies

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 Welcome! Would you like to [Sign In](#) or [Create Account](#)?



FIRST AID PRODUCTS ▼  **You have 1 items**  
[Go to my checkout](#)

---

1. Add Items to Cart      2. Shipping Details      3. Complete & Pay

## Shopping Cart

Shipping cost of \$15 will be shown and added after you have entered your delivery details on the next step.  
 All prices are inclusive of GST unless otherwise noted.

Code	Description	Quantity	Delete	Price	Total
 8883539	Defibrillator with Cabinet - HS1 Saver Bundle	<input type="text" value="1"/>		\$2,850.00	\$2,850.00

Sub Total : \$2,850.00

[Remove All Items](#)    [Continue Shopping](#)    [Update](#)    [Proceed to Shipping](#) >

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### Delivery

Flat-rate \$15 shipping anywhere in Australia!

[Read more >>](#)

### Returns and Exchanges




[Read full terms and conditions >>](#)

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## THE DUTCH COMMUNITY (DUTCH SOCIAL & WELFARE CLUB) INC.

Registered Office and Clubrooms:  
21 Greenfield Drive, Green Fields SA 5107  
PO Box 123, Salisbury South SA 5106  
Phone 08 8281 1441  
ABN 59 577 647 033

8<sup>th</sup> October 2018,

REF: 25/2018 (BMH)

Dear Sports, Recreation and Grants committee,

As per your letter dated 10<sup>th</sup> September 2018 requesting further information for our grant application, please find enclosed the information as requested.

If you require any further clarification please contact the undersigned,

Regards,

Connie Kramer-Mosby  
Secretary  
DSWC Inc



Minutes of the Committee of The Dutch Community (DSCW) Inc according to the Constitution and the Regulations of the Dutch Community (DSCW) Inc. held on the 27<sup>th</sup> July 2018, 21 Greenfields Drive, Greenfields SA 5107

**1: OPENING:** The President, Mr. Maurice McLeod opened the meeting at 6.20pm and welcomed the committee members who were present.

**2: PRESENT FOR THE COMMITTEE:** Mr. Maurice McLeod (President), Mr. Fred Helmons (Vice President) Ms. Connie Kramer (Secretary), Mr. Kees Velzeboer (Treasurer) Ms. Anna-Marie Helmons (Bar Manager/Functions), Mrs. Joanne Kegel (Committee Member) Mr. Cor van Nunen (Committee Member)

**3: APOLOGIES:** Miss Kaiit Mosby (Committee Member) Marco Kuipers (Committee Member)

**4: MINUTES FROM PREVIOUS MEETING:** Accepted by Joanne Kegel, seconded by Anna- Marie Helmons.

**5: MATTERS ARISING FROM PREVIOUS MINUTES:** [REDACTED]

**6: REPORTS:**

**6.1: Secretary:**

[REDACTED]

**6.2: Treasurer's Report:** [REDACTED]

**6.3 Function Co-ordinators Report:** [REDACTED]

[REDACTED]

**7: AGENDA POINTS:**

**7.1: ANNUAL GENERAL MEETING:** [REDACTED]

**8: GENERAL DISCUSSION (Not Minuted)**

**9: GENERAL NEW BUSINESS:** Suggestion by Fred if we could get Privacy screens in case of people collapsing and requiring C.P.R and/or Ambulance as happened at June Family Day- Connie will investigate these. Discussion regarding benefits of the club purchasing a Defibrillator due to our aging membership. Would cost approx. \$2800.00 installed in a cabinet on the wall. Signs can also be purchased to alert other businesses in immediate vicinity of availability. Defibrillator available through St Johns and includes basic training in use and CPR for staff. Connie to look into and apply for Salisbury Council Grant (\$2500.00) to assist with costs ASAP.

**10: NEW MEMBERS:** [REDACTED]

**11: CLOSE OF MEETING:** Meeting closed at 7.35pm

**12: Date of Next Meeting:** Friday 31<sup>st</sup> August 2018 @ 6pm



President: Mr. Maurice McLeod



Secretary: Ms. Connie Kramer (Minutes)

Project/Event Budget Information		
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details:</i>		
<b>INCOME</b>	<b>\$ AMOUNT</b>	
Project or event generated income:	\$	
Organisation's contribution:	\$	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$	
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$	
Have you sought any other funding for the project: <i>(please specify the source and amount of funding requested)</i>	\$	
<b>TOTAL (including GST):</b>	<b>\$</b>	
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	The Dutch Community will add additional funding of approx. \$350. to purchase item. and also organise and pay for installation and signage	
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>	
Defibrillator	\$ 2850.00	
AED signage	\$ 30-95. for premises/inside	
AED sign	\$ 30-95 for Fence. at gate.	
Installation	\$ 50-00 Approx.	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL (including GST):</b>	<b>\$ 2961.90.</b>	

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

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 type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
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	Dutch Social & Welfare Club Inc.	
Group/Organisation Description	Dutch Community Club.	
Group/Organisation Registered Address	Number/Street: 19-21 Greenfields Drive Suburb: Greenfields Postcode: 5107.	
Is the Club Incorporated?	Yes.	
Number of Members	Approx. 150	
% of Membership that reside in the City of Salisbury	One third – 33% approx.	
<b>Project/Event Details</b>		
Project/Event Name	Defibrillator	
Project/Event Summary	Purchase of DeAbrillator + signage etc.	
Date(s) of Project/Event	ASAP.	
Location of Project/Event:	Number/Street: 19-21 Greenfields Drive Suburb: Greenfields Postcode: 5107	
How will the Project/Event benefit the residents of the City of Salisbury? <span style="margin-left: 20px;">Yes</span>	In the immediate vicinity of club In case of emergency.	
How many individuals will benefit from the Project/Event?	Our members + guests approx. 5000 per annum.	
% of project/event participants that reside in the City of Salisbury	Approx. 50-75% of our guests	
If it is an Event, is it open to the public?	Available to the Public.	
How will the Project/Event be promoted?	Signage on street fence and in Premises.	

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

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<b>ITEM</b>	7.2.5
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	26/2018: Meals on Wheels (SA) Inc. - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Meals on Wheels (SA) Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

#### **RECOMMENDATION**

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2018 round of Community Grants as follows:
  - a. Grant No. 26/2018: Meals on Wheels (SA) Inc. be awarded the amount of **\$1,200.00** to assist with the purchase of **foodstuff and gift bags for the 2018 Christmas Hampers** as outlined in the Community Grant Application.

#### **ATTACHMENTS**

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

1. 26/2018: Meals on Wheels (SA) Inc. - Application

#### **1. BACKGROUND**

- 1.1 Meals on Wheels (SA) Inc. received \$1,200 Community Grants Program funding in November 2017 to assist with the purchase of foodstuff and gift bags for the 2017 Christmas Hampers project.

#### **2. REPORT**

- 2.1 The Meals on Wheels (SA) Inc. Application meets the eligibility criteria for the requested Community Grants Program funding.

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

- 3.1 The Meals on Wheels (SA) Inc. Application is submitted for consideration by the Sport, Recreation and Grants Committee.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018

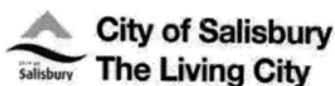


# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

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



*live it up*

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

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

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

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Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Salisbury Branch of Meals on Wheels		
Address:	3 Brown Tee		
Suburb:	Salisbury Postcode: 5108		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> JUDITH ANNE OATES		
Title (your role with the group/organisation):	CHAIR		
Address:	[REDACTED]		
Phone:	Landline: [REDACTED] Mobile: [REDACTED]		
Email:	[REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> JUDITH ANNE OATES		
Title (role with the group/organisation):	CHAIR		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:	STATE BOARD v BRANCH COMMITTEE		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> <b>Yes</b>  <input checked="" type="checkbox"/>                      (go to question c)                 </td> <td style="width: 50%;"> <b>No</b>  <input type="checkbox"/>                      (go to question b)                 </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> <b>Yes</b>  <input checked="" type="checkbox"/>                      (go to question c)                 </td> <td style="width: 50%;"> <b>No</b>  <input type="checkbox"/>                      (go to question c)                 </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:	Meals on Wheels Inc. S. Australia		
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <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?	<b>Yes</b> <input checked="" type="checkbox"/> <i>(evidence must be attached to this application)</i>	<b>No</b> <input type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	<b>Yes</b> <input checked="" type="checkbox"/>  (go to question e & f)	<b>No</b> <input type="checkbox"/>
e) Funding source/s:	Federal Gov. Funds. Clients payment for meals.	
f) Purpose:		
g) Other (please specify):	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input checked="" type="checkbox"/>
5. BANKING INFORMATION		
<b>Your organisation must have its own Bank/Credit Union Account or similar</b>		
Full Account Name: Meals on Wheels Inc. Salisbury Branch <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED]	Branch Location: [REDACTED]
6. REFEREE INFORMATION		
<b>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</b>		
Referee's Name:	Mr John D'Arcy	
Referee's Contact Information:	[REDACTED]	

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

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN:)</small>  <b>76069 475 196</b> <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<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"/>
<i>If Yes, provide details:</i>		
<b>INCOME</b>	<b>\$ AMOUNT</b>	
Project or event generated income:	\$ N/A	
Organisation's contribution:	\$ Branch Committee members to pack the gift bags & deliver to clients	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ _____	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ _____	
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	\$ NO.	
<b>TOTAL (including GST):</b>	<b>\$ NO.</b>	
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Time & labour in putting the food items into the gift bags & delivering the bags	
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>	
200 sm Christmas Gift bags	\$ 200	
200 sm fruit mince pies	\$ 175-88	
2x60 sm pkts Weetbix	\$ 75-58	
4x30 " Cornflakes	\$ 95-72	
6x30 " Sultana Bran	\$ 143-58	
4x48 Mini Plum Puddings	\$ 186-84	
4x48 Cup Jellies	\$ 160-08	
Le Snack biscuits & Cheese	\$ 142-00	
<b>TOTAL (including GST):</b>	<b>\$1,179-68</b>	

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
Name of Project/Event Requiring Funding	Salisbury meals on wheels - Christmas Hampers for clients
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	December 2018
Total cost of Project/Event	\$1,200-00
Amount of Community Grant Funding Requested	\$1,200-00
Is there any other information that you may feel is relevant to your application?	
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	December 2017
What amount of Grant funding was provided:	\$1,200-00
When was the previous Grant acquitted (month & year):	April 2018
<b>Group/Organisation Information</b>	
Group/Organisation Name	Salisbury Branch of Meals on Wheels Inc. SA
Group/Organisation Description	Volunteers who prepare & deliver meals to clients
Group/Organisation Registered Address	Number/Street: 3 Brown Tee Suburb: Salisbury Postcode: 5108
Is the Club Incorporated?	Yes
Number of Members	200 clients - 135 volunteers
% of Membership that reside in the City of Salisbury	100%
<b>Project/Event Details</b>	
Project/Event Name	Christmas Hampers for clients
Project/Event Summary	To provide a few food items for our clients
Date(s) of Project/Event	December 2018
Location of Project/Event:	Number/Street: 3 Brown Tee Suburb: Salisbury Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	To provide special food to clients at Christmas time.
How many individuals will benefit from the Project/Event?	Approx 200 clients
% of project/event participants that reside in the City of Salisbury	100%
If it is an Event, is it open to the public?	NO
How will the Project/Event be promoted?	N/A

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	\$1,200-00
<b>Itemised Breakdown of Costs:</b>	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
200 Sm Christmas Gift Bags	\$ 200-00
200 Sm fruit mince pies	\$ 175-88
sm pkts Weet bix 2x60	\$ 75-58
" " Corn Flakes 4x30	\$ 95-72
" " Sultana Bran 6x30	\$ 143-58
Mini Plum Puddings 4x48	\$ 186-84
Cup Jellies 4x48	\$ 160-08
Le Snack (Biscuits, cheese)	\$ 142-00
	\$
	\$
	\$
	\$
The price for the Gift Bag & Le Snack Biscuits & cheese are approximately the retail prices at the present time.	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$ 1,179-68
<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>

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

**Project or Event Scope**

*Provide a description of the proposed project or event:*

A selection of food items will be put into a small Christmas gift bag and given to each client of the Salisbury Branch prior to Christmas Day. Each client will receive a fruit mince pie, a sm. Christmas pudding, 3x small breakfast cereal & jelly & a L-Snack packet.

**Attachments**

There are no attachments relating to the Project or Event Scope.

The following documents are attached relating to the Project or Event Scope:

- 1.
- 2.
- 3.

**Benefits and Outcomes of the Project or Event**

*Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:*

We aim to provide a few food items for our clients to have at Christmas time. Many of them are not able to shop for themselves or do not have family members to support them. We deliver the gift bag when the clients receive their special fresh, hot, 3 course meal.

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

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**Support for the Project or Event**

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

This project is supported financially by the Salisbury Council Community Grants Programme and by the volunteer members of the Salisbury meals on Wheels branch who give their time to pack and deliver the gift bags.

**Attachments**

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

- 1.
- 2.
- 3.

**Project or Event Management**

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

One-off Projects or Events  
*Describe how the proposed project or event will be managed:*  
*(outline how you will achieve outcomes for the project or activity)*

The project will be continued in the future if the branch committee members are prepared to do the work.

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

### Application Declaration

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

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

S1 S2

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

On behalf of Salisbury Meals on Wheels (Group/Organisation)

JUDITH OATES  
(Name/Position) Chair

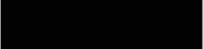
and ROBERT HANDKE ASSIST SECRETARY  
(Name/Position)

J Oates  
(Signature 1)

R Handke  
(Signature 2)

5/9/18  
(Date)

5/9/18  
(Date)

Contact (phone number): 

Contact (phone number): 

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

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

**Meals On Wheels (SA) Incorporated**  
**Australian Business Number 76 069 457 196**

**TAX INVOICE**

PO Box 406  
 UNLEY S.A. 5061  
 Tel: (08) 8271 8700 Fax: (08) 8271 8108

INVOICE NO: MOW070918  
 DATE: 7/09/2018

City of Salisbury  
 Community Grants Program  
 PO Box 8  
 Salisbury SA 5108

Description of Supply - Project		Total
Community Grant - Christmas hampers		\$1,200.00
Salisbury MOW 3 Brown Terrace SALISBURY SA 5108		
	GST	\$120.00
<b>TOTAL AMOUNT PAYABLE</b>	<b>(GST INCL)</b>	<b>\$1,320.00</b>





Quote No: **QP309924** Quotation as at: **31/08/18** For **03853083 MEALS ON WHEELS SALISBURY**  
 Expire date: **26/10/18**

Item Code	Item Description	Price	UOM	Units per Ctn	GST
<b>E05 PIES - FRUIT AND NUT</b>					
210819	71GX112 BAKED FRUIT MINCE PIES PAMPAS	\$87.94	EA	1	*
<b>M17 BISCUITS - PORTION CONTROL</b>					
061905	P/C 150 CREAM CHOCOLATE AND SHORTBREAD PTN ARNOTTS	\$45.56	EA	1	*
068769	P/C 150 BUTTERNUT SNAP CHOC CHIP BISCUIT PORTION ARNOTTS	\$43.28	EA	1	*
<b>M31 CEREAL - PORTION CONTROL</b>					
078385	P/C 30GX60 WEET BIX SANITARIUM	\$37.79	EA	1	
090186	P/C 25GX30 CORNFLAKES CEREAL KELLOGGS	\$23.93	EA	1	
090194	P/C 40GX30 SULTANA BRAN CEREAL KELLOGGS	\$23.93	EA	1	
<b>M65 PUDDINGS</b>					
023356	80GX48 MINI PLUM PUDDING TOP TASTE	\$46.71	EA	1	*
<b>N65 JELLY CRYSTALS</b>					
051937	120GX48 PINEAPPLE JELLY CRYSTALS CUP RIVIANA	\$40.02	EA	1	
051939	120GX48 STRAWBERRY JELLY CRYSTALS CUP RIVIANA	\$40.02	EA	1	

... Continued

**Meals on Wheels Meeting 27th August 2018**

**Present** - Judith Oates, Shelagh Bond, Christine Bugg, Rosalie Handke, Robert Handke, Barbara Hein, Jurgen Lohmann, Steven Lovell, Deborah Russell, Patricia Slape, Rodney Smith, Deborah Thomson..

**Apologies** -Kevin Cunningham, Jodie Curtin.

Minutes of the 26th March approved Deb Russell, seconded Rodney Smith.

**Work Health and Safety-**

[Redacted]

**Business arising -**

- [Redacted]

**Correspondence in-**

1. [Redacted]

**Correspondence out-**

1. Nil.

**Reports -**

- [Redacted]

**A. O. B. -**

- [Redacted]

Moved that Judy Oates complete the Application for a Grant for \$1200.00 from the Salisbury Council for the purpose of distributing Christmas Hampers to 200 Meals on Wheels clients in the Salisbury Council District. Moved Deborah Thomson, seconded Patricia Slape.

[Redacted]

Next meeting Oct 29th at 1:30pm

J Oates  
Chair Salisbury Meals on Wheels Branch.

Item 7.2.5 - Attachment 1 - 26/2018: Meals on Wheels (SA) Inc. - Application



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<b>ITEM</b>	7.2.6
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	28/2018: Uniting In Care Salisbury Inc. - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Uniting In Care Salisbury Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

#### **RECOMMENDATION**

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2018 round of Community Grants as follows:
  - a. Grant No. 28/2018: Uniting In Care Salisbury Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of **\$10 Essential Cards for the 2018 Parcel of Love project** as outlined in the Community Grant Application.

#### **ATTACHMENTS**

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

1. 28/2018: Uniting In Care Salisbury Inc. - Application
2. 28/2018: Uniting In Care Salisbury Inc. - Additional Information

#### **1. BACKGROUND**

- 1.1 Uniting In Care Salisbury Inc. received \$2,500 Community Grants Program funding in October 2017 to assist with the purchase of \$20 Essential Cards for the 2017 Parcel of Love project.

#### **2. REPORT**

- 2.1 The Uniting In Care Salisbury Inc. Application meets the eligibility criteria for funding consideration for the upper limit Community Grants Program funding.

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

- 3.1 The Uniting In Care Salisbury Inc. Application is submitted for consideration by the Sport, Recreation and Grants Committee.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018





# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

**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?	<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 <b>or</b> is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have previously received funding and <b>NOT</b> fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Uniting in Care Salisbury INC.		
Address:	59-61 Park Tee Salisbury		
Suburb:	Postcode: 5108.		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Aurora Gale.		
Title (your role with the group/organisation):	Secretary, Co-ordinator		
Address:	[REDACTED]		
Phone:	Landline: Mobile: [REDACTED]		
Email:	[REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Pamela Lambe		
Title (role with the group/organisation):	Treasurer		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:	By a Committee		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><b>Yes</b> <input checked="" type="checkbox"/> (go to question c)</td> <td style="text-align: center;"><b>No</b> <input type="checkbox"/> (go to question b)</td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><b>Yes</b> <input type="checkbox"/> (go to question c)</td> <td style="text-align: center;"><b>No</b> <input type="checkbox"/> (go to question c)</td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

Organisation Information (continued)		
c) Community/Non-Profit:	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <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?	<b>Yes</b> <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	<b>No</b> <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	<b>Yes</b> <input checked="" type="checkbox"/>  (go to question e & f)	<b>No</b> <input type="checkbox"/>
e) Funding source/s:	DSS	
f) Purpose:	Emergency Relief.	
g) Other (please specify):	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <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: Uniting in Care Salisbury <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:	Malcom Bray	
Referee's Contact Information:	[REDACTED]	

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

GST Declaration		
<p>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.</p>		
<p>Does your group/organisation have an ABN</p> <p><small>(If Yes - Please Quote ABN:)</small></p> <p><b>14016479500</b></p> <p><small>(If No, the ABN Declaration Form attached must be signed)</small></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Is your group/organisation registered for GST</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>NB: GST Registration</b></p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information		
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>		
<b>INCOME</b>	<b>\$ AMOUNT</b>	
Project or event generated income:	\$	
Organisation's contribution:	\$	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	(\$) Contents for parcels of Love e.g. Ham, Xmas cake etc. in goods not money.	
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	\$ No.	
<b>TOTAL (including GST):</b>	\$	
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	(1) Bags for "Parcels of Love". (2) All contents for parcels of Love (3) 30hrs over 4 weeks to collect & repack etc.	
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>	
\$10 Essential cards	\$ 2,500.	
X 250	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL (including GST):</b>	\$ 2,500.	

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	Parcel of Love.
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	End of November till 30 Dec. 2018.
Total cost of Project/Event	\$2500.
Amount of Community Grant Funding Requested	\$2,500.
Is there any other information that you may feel is relevant to your application?	Parcel of Love Brochure explaining our project.
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. Parcel of Love Brochure. 2. Invoice
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Project/Event Details		
<b>Previous Community Grants Program Funding</b>		
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	Dec 2017.	
What amount of Grant funding was provided:	\$2500.	
When was the previous Grant acquitted (month & year):	April 2018.	
<b>Group/Organisation Information</b>		
Group/Organisation Name	Uniting in Care Salisbury Inc.	
Group/Organisation Description		
Group/Organisation Registered Address	Number/Street: 59-61 Park Tce Suburb: Salisbury Postcode: 5108.	
Is the Club Incorporated?	Yes.	
Number of Members	12.	
% of Membership that reside in the City of Salisbury	12.	
<b>Project/Event Details</b>		
Project/Event Name	Parcel of Love.	
Project/Event Summary		
Date(s) of Project/Event	End of Nov - 20 Dec 2018.	
Location of Project/Event:	Number/Street: 59-61 Park Tce Suburb: Salisbury Postcode: 5108.	
How will the Project/Event benefit the residents of the City of Salisbury?	By giving residents who need assistance with food etc. a parcel for Xmas.	
How many individuals will benefit from the Project/Event?	250 plus.	
% of project/event participants that reside in the City of Salisbury	100%.	
If it is an Event, is it open to the public?		
How will the Project/Event be promoted?	Only by email to other past participants e.g. Parafield Cdns Uniting Church.	

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	
<b>Amount Requested</b>	\$2,500.
<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>	
250 X \$10	\$2,500.
Essential Cards.	\$
	\$
	\$
	\$
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	\$
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	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$2500.
<b>Quote Attached:</b> <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered  
 Community Grant Application - Page 9 of 13

Item 7.2.6 - Attachment 1 - 28/2018: Uniting In Care Salisbury Inc. - Application

### Project or Event Scope

Provide a description of the proposed project or event:

Uniting in Care Salisbury Inc will be providing our clients with a "Parcel of Love" from end of November till we close on 30 Dec. Included in this "Parcel of Love" will be contents of food which can be used for Xmas Day e.g. Tin ham or Tuna, pudding, Cake or shortbread, Custard, juice bonbons etc. We would like to include a \$10 Essential Card for Woolworths so clients can purchase a hot chicken, cold meat etc for there Xmas meal.

Last year we gave out 960+ "Parcels of Love" & did not have enough Essential Cards to include, so this year we are requesting \$10 cards instead of \$20, as previous years.

### Attachments

- There are no attachments relating to the Project or Event Scope.
- The following documents are attached relating to the Project or Event Scope:
1. Parcel of Love Brochure
  2. Quote i.e. made up invoice
  - 3.

### Benefits and Outcomes of the Project or Event

Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:

The project will benefit the residents of the City of Salisbury as our "Parcels of Love" will provide a meal to vulnerable & needy persons on Xmas Day. It will also benefit persons who are "homeless" as we make special bags for them. Special "Parcels of Love" are also provided for people from middle-eastern countries.

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

Community Grant Application - Page 10 of 13

**Support for the Project or Event**

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

Our "Parcel of Love" project was last year supported by Parafield Gdns Uniting Church, Para Hills Uniting Church, Salisbury Uniting Church, Salisbury Primary School, Lantana Kindergarten Parafield Gardens, & also the City of Salisbury. All of these will be supporting us this year by providing contents for our "Parcels of Love".

**Attachments**

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

- 1.
- 2.
- 3.

**Project or Event Management**

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

*One-off Projects or Events*  
*Describe how the proposed project or event will be managed:*  
*(outline how you will achieve outcomes for the project or activity)*

Bags for our "Parcel of Love" project will be collected from our office. Once filled and returned they will have an envelope attached which has the \$10 Essential card. They will then be given out to clients who come in for any Emergency Relief from end of November to close of business on 30 Dec.

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

### Application Declaration

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

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

S1 S2

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

On behalf of Uniting in Care Salisbury (Organisation)

Ceryl Sochse / President  
(Name/Position)

and Aurora Gale / Secretary  
(Name/Position)

[Signature]  
(Signature 1)

[Signature]  
(Signature 2)

13/9/18  
(Date)

13/9/18.  
(Date)

Contact (phone number): [Redacted]

Contact (phone number): [Redacted]

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



## 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 <b>individual</b> without a reasonable expectation of profit or gain	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

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

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

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

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

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

Community Grant Application - Page 13 of 13



59-61 Park Terrace  
Salisbury SA 5108

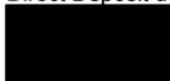
Ph: 8258 2675  
Fax: 8281 6509  
E-mail: uicsalisbury@bigpond.com  
Web: salisbury.unitingchurchsa.org.au/uics

**Uniting In Care Salisbury Inc. Tax Invoice**

Invoice Number	Date	Terms	Due
INV201801	5/9/2018	60 days	20/12/2018
To : City of Salisbury			

Item No.	Description	Amount	GST	Total Amount
1	Salisbury Community Grant for assistance with Parcels of Love to be distributed at Christmas ( Woolworths essential gift cards 250@\$10)	\$2,500	\$0	\$2,500
<b>Total</b>		<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>

**Direct Deposit details**



Name: Uniting In Care Salisbury Inc

Cheques may be made payable to Uniting In Care Salisbury Inc. and sent to the address above.


Uniting in Care, Salisbury, Inc ABN 14 016 479 500  
An Agency of Salisbury Uniting Church

When you have filled 'a Parcel of Love'  
please return to Salisbury Uniting Church Office  
during the month of November.


Monday-Thursday 9.30 -3.30pm  
Telephone: 8258 2675

**UNITING IN CARE  
SALISBURY INC.**

**This year  
join with us  
as we spread a  
little Christmas cheer  
and give.....**



From  
Uniting in Care Salisbury Inc.



Many of us look for ways to reach out to the needy in an effort to make their Christmas season a little brighter. This year Uniting In Care Salisbury Inc. are planning to distribute 'a Parcel of Love' with their Emergency Food Parcels.

Since the agency was formed 23years ago Uniting in Care Salisbury have been assisting the disadvantaged in the local community with Emergency Food Parcels. The Salisbury Uniting Church has continued to support this mission through regular donations and fund-raising. The agency provides a food parcel with emergency supplies and fresh fruit & vegetables to all clients seeking assistance. A free lunch is available on Wednesdays at the church from 12 noon -1pm.

This year we invite you to join us as we care for the vulnerable in our community. During November-December we would like to offer 'a Parcel of Love' to all who come seeking emergency food assistance.

**Parcel Suggestions**

This Christmas join us and give 'a Parcel of Love', invite family & friends to help make a difference this Christmas season for those who are struggling with finances, the unemployed, the sick, refugees and the elderly.



**Grocery Suggestions**

Listed below are suggestions only. \*

Long life custard, Puddings chocolate/plum, confectionery, drinks, gravy

mix, Christmas bon-bons, tinned ham, tins of fruit salad, tuna, & vegetables, coffee, tea, biscuits, cranberry sauce, stuffing mix, jellies, mince pies & fruit cake. It doesn't matter how much or how little you give, 'a Parcel of Love ' will bring joy this Christmas to a needy family in your local community.

\*Please ensure all items are not passed their use-by-date.

**Matthew 25:40**

*"The King will reply, Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me."*

**A Parcel of Love**

**This Christmas please help  
Uniting In Care Salisbury,  
spread a little Christmas Cheer  
and fill 'a parcel of love'**

**Contact**

Uniting In Care Salisbury Inc.  
59-61 Park Terrace, Salisbury SA 5108  
Telephone: 8258 2675



**UNITING IN CARE SALISBURY INC.  
MINUTES OF MEETING HELD 5<sup>th</sup> Sept 2018**

**Welcome:** Cheryl welcomed everyone at 4.05pm with a special welcome to our new treasurer Pam Lambe, and opened in Prayer.

**Present:** Cheryl Sachse, Aurora Gale, Des Brown, Deirdre Myles, Rob Howard & Pam Lambe.

**Apology:** Marta Doupovec, Rev Nick Patselis

**Acceptance of Minutes from last meeting:** Approved by Rob & seconded by Deirdre.

**W.H.S. Issues:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Business arising from last meeting:**

- [REDACTED]  
[REDACTED]
- Pancake Day Grant---Aurora to apply for \$2000 worth of \$10 cards, and \$300 for Chemist vouchers, these to be included in acquittal
- [REDACTED]  
[REDACTED]
- [REDACTED]
- [REDACTED]  
[REDACTED]

**Correspondence In:**

- [REDACTED]

**Correspondence Out:**

[REDACTED]

**Reports:**

**Treasurer** --- [Redacted]

**Emergency Assistance:** [Redacted]

**Community Visitors:** [Redacted]

**Wed 4 Lunch Sub-Committee:** [Redacted]

**ER Sub-Committee:** [Redacted]

Reports were approved by Deirdre and seconded by Pam

**Any Other Business:**

- Salisbury Council grant to be completed and submitted by 15<sup>th</sup> Sept for 250X \$10 Essential cards for POL, total \$2500—Committee approved Aurora to complete and submit this grant.
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**Meeting Closure:** Cheryl closed meeting in prayer at 5.20pm.

**Next Meeting:** [Redacted]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>ITEM</b>	7.2.7
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	30/2018: Bhutanese Australian Association of South Australia Inc. - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Bhutanese Australian Association of South Australia Inc. Application is submitted to the Sport, Recreation and Grants Committee for information.

#### **RECOMMENDATION**

1. The information be received and noted.

#### **ATTACHMENTS**

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

1. 30/2018: Bhutanese Australian Association of South Australia Inc. - Application

#### **1. BACKGROUND**

- 1.1 Bhutanese Australian Association of SA Inc. received \$1,835 Community Grants Program funding in July 2015 to assist with the purchase of hall hire, premium exhibition banner, lanyards and pouches, cultural hair sets and bracelets and radio advertising for the Bhutanese Women's Festival (Teej 2015).
- 1.2 The Bhutanese Australian Association of SA Inc. Application is deemed ineligible in accordance with section 8.2 of the Guidelines and Eligibility Criteria.

#### **2. REPORT**

- 2.1 The Bhutanese Australian Association of SA Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria:
  - 2.1.1 *8.2 Funding will not be considered for the following: Money already spent or funding of existing debts or shortfalls, as the event is taking place on Saturday, 3 November 2018 which is prior to the December 2018 Community Grants Program funding round.*
- 2.2 The Bhutanese Australian Association of SA Inc. was advised that the application is ineligible.

- 2.3 The Bhutanese Australian Association of SA Inc. Application is submitted to the Sport, Recreation and Grants Committee for information.

**3. CONCLUSION / PROPOSAL**

- 3.1 The Bhutanese Australian Association of SA Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 8.2 as the requested funding is for an event taking place prior to submission to the Sport, Recreation and Grants Committee.
- 3.2 The Bhutanese Australian Association of SA Inc. Application is submitted for information as per section 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:

*Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.*

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018

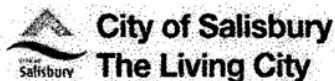


# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

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

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

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

Community Grant Application - Page 2 of 13

<b>Applicant Organisation Information</b>			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Bhutanese Australian Association of South Australia Inc		
Address:	PO Box 265		
Suburb:	Salisbury SA Postcode: 5108		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr Kamal Dahal		
Title (your role with the group/organisation):	Secretary		
Address:	[REDACTED]		
Phone:	Landline: Mobile: [REDACTED]		
Email:	[REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	Other: Tara Gautam		
Title (role with the group/organisation):	Treasurer		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:	It is managed by Executives and Board Members		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input checked="" type="checkbox"/>                      (go to question c)                 </td> <td style="text-align: center;"> <b>No</b>  <input type="checkbox"/>                      (go to question b)                 </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input type="checkbox"/>                      (go to question c)                 </td> <td style="text-align: center;"> <b>No</b>  <input type="checkbox"/>                      (go to question c)                 </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

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"/> <small>(evidence must be attached to this application)</small>	No <input checked="" type="checkbox"/>
d) Government Funded: <small>(If Yes, please list funding source/s and purpose in part e &amp; f)</small>	Yes <input type="checkbox"/>  <small>(go to question e &amp; f)</small>	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<b>Your organisation must have its own Bank/Credit Union Account or similar</b>		
Full Account Name: Bhutanese Australian Association of South Australia Inc <b>*do not provide account or BSB numbers*</b>	Financial Institution Name: [REDACTED]	Branch Location: [REDACTED]
<b>6. REFEREE INFORMATION</b>		
<b>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</b>		
Referee's Name:	Zoe Bettison MP	
Referee's Contact Information:	8258 0480	

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



GST Declaration		
<p>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.</p>		
<p>Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i></p> <p>5 0 0 5 4 5 6 9 6 5 2 <i>(If No, the ABN Declaration Form attached must be signed)</i></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Is your group/organisation registered for GST</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p><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></p>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input checked="" type="checkbox"/></span> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	
Organisation's contribution:	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	in-kind - refreshment from community members. Community members will prepare food and share to all invited guest and particip volunteers will be used to organise this event
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
Hall Hire	\$ 1,800
Khadass (Traditional Scarfs)	\$ 200
<b>TOTAL (including GST):</b>	<b>\$ 2,000</b>

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	Annual Event (Bhutanese Ethnic School)
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	3 November 2018
Total cost of Project/Event	\$ 2,000
Amount of Community Grant Funding Requested	\$ 2,000
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. Support Letters 2. Quotes
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Project/Event Details	
<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 checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	2014
What amount of Grant funding was provided:	\$ 2,000
When was the previous Grant acquitted (month & year):	2015
<b>Group/Organisation Information</b>	
Group/Organisation Name	Bhutanese Australian Association of South Australia Inc. (BAASA)
Group/Organisation Description	non-for-profit organization, representing the Bhutanese in SA
Group/Organisation Registered Address	Number/Street: [REDACTED] Suburb:Salisbury Plain SA <span style="float: right;">Postcode: 5109</span>
Is the Club Incorporated?	YES
Number of Members	500
% of Membership that reside in the City of Salisbury	80 %
<b>Project/Event Details</b>	
Project/Event Name	Annual Day and Cultural Event (Dashain and Tihar Festival)
Project/Event Summary	Celebrating 6th years of BES establishment and cultural event
Date(s) of Project/Event	3 November 2018
Location of Project/Event:	Number/Street: 5 Maxwell Road Suburb:Pooraka <span style="float: right;">Postcode: 5095</span>
How will the Project/Event benefit the residents of the City of Salisbury?	Council logo will be used for promotion, council will have opportunity to connect with the community members and others
How many individuals will benefit from the Project/Event?	300 school children, teachers, volunteers, parents, community members and local community
% of project/event participants that reside in the City of Salisbury	80 %
If it is an Event, is it open to the public?	Yes <input checked="" type="checkbox"/> There is no door charge. It is free event, open to public.
How will the Project/Event be promoted?	Through email, social media, radio and community meetings

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	
<b>Amount Requested</b>	\$ 2,000
<b>Itemised Breakdown of Costs:</b> <i>An Itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Hall Hire	\$ 1,800
Khadas (Traditional Scarfs)	\$ 200
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$ 2,000
<b>Quote Attached:</b> <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

#### Project or Event Scope

*Provide a description of the proposed project or event:*

The Bhutanese Ethnic School is organizing its 6th Annual Event/Dashain Festival Celebration on 3 November 2018. Annual event/Dashain Festival one of the most significant events in our communities particularly in Salisbury. It showcases the remarkable work done over the past 6 years by the Bhutanese Ethnic School (BES). This is an event to mark achievements made by the BES children, Volunteer Teachers and the volunteers of Bhutanese community in Australia after two decades life in a refugee camp.

This event will provide an opportunity for Bhutanese Ethnic School children to connect with ethnic schools of different community organizations. It will provide an opportunity to build social harmony and promote multiculturalism. This event will assist the Bhutanese Ethnic School children, teachers, volunteers, and the parents to expand its connection and increase its engagement with the broader Australian community. The whole essence of the event is to promote integration, interaction and bring children together whilst sharing the culture and journey of the Bhutanese community to broader Australian communities.

This event will expose the participants and community members in general to broader Australian community and provide the opportunity to develop a greater understanding of diversity. Over 150 school children, parents, teachers, volunteers and the community members will participate in this event. BES children and the children from different ethnic school will participate with their performance on the stage. More than 500 people will witness this event.

#### Attachments

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

1. Support Letter
- 2.
- 3.

#### Benefits and Outcomes of the Project or Event

*Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:*

As a new migrant community, BAASA host several festivals and community days which contribute to a more open, inclusive, cohesive and equitable multicultural society.

This grant will assist BAASA to organise the event and improve their ability to help not only their own community children but their outreach and collaboration with other groups in within the city of Salisbury.

This event will expose the participants and community members in general to broader Australian community and provide the opportunity to develop a greater understanding of diversity of the city of Salisbury.

Local community leaders from the city of Salisbury are also invited to attend this event. Leaders from other multicultural groups, churches, SAPOL, local, state and federal government and business are also invited to attend. BAASA is committed to our community members being active, engaged and participatory in the local community and this event provides an opportunity for community members to meet with other local organisations which can create positive networks for volunteering and employment.


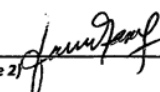
It plays a significant role in engendering successful multiculturalism in outwardly diverse social contexts and some form of social concentration and connectivity. This has become a common platform where individual members of the community share a mutual sense of joy with one another and display a sociocultural ethos.

*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><b>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</b>  <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>Local community leaders are also invited to attend the event. Leaders from other multicultural groups, churches, SAPOL, local, state and federal government and business are also invited to attend. BAASA is committed to our community members being active, engaged and participatory in the local community and this event provides an opportunity for community members to meet with other local organisations which can create positive networks for volunteering and employment. School children within the city of Salisbury will participate in this event. Representatives from local community centers, churches, businesses, schools, service providers and community leaders are invited to this event.</p> <p><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> <li>1. Support letter</li> <li>2.</li> <li>3.</li> </ol>

Project or Event Management
<p><b><u>Ongoing Projects or Events</u></b></p> <p><i>Describe how the proposed project or event will be managed into the future:                  (outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><b><u>One-off Projects or Events</u></b></p> <p><i>Describe how the proposed project or event will be managed:                  (outline how you will achieve outcomes for the project or activity)</i></p> <p>BAASA executive members, Bhutanese ethnic school 's team and our volunteers are dedicated to helping our school children host successful event that strengthen our community and local council brand, foster relationships with other stakeholders, and engage with other community groups. BAASA and BES have formed an organising committee and the project will be managed by the team. This event will be managed by the organizing team that consist of 15 members from BAASA executives, BES teachers/volunteers, school children and parents. It is community-based event aimed at connecting school children and wider Australian communities (linking to different Australian Ethnic Schools). It is focused on providing a unique, strength based cultural learning approach to share our cultural values, language and traditions to main stream school children. The program will learn and develop skills of school children on event management and achieve their goals, create an environment for learning, social connection and support networks.</p> <p><b>This event aims to:</b></p> <ul style="list-style-type: none"> <li>Students to achieve organising skills</li> <li>Provide practical skills development to the students</li> <li>Build self-esteem and self-confidence</li> <li>Social connection and support networks</li> </ul>

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

<b>Application Declaration</b>		
<i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i>		
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>BAASA</u> _____ (Group/Organisation)		
Kamal Dahal / Secretary <small>(Name/Position)</small>	and	Tara Gautam / Treasurer <small>(Name/Position)</small>
 _____ <small>(Signature 1)</small>		 _____ <small>(Signature 2)</small>
_____ 18 September 2018 <small>(Date)</small>		_____ 18 September 2018 <small>(Date)</small>
Contact (phone number): <span style="background-color: black; color: black;">[REDACTED]</span>		Contact (phone number): <span style="background-color: black; color: black;">[REDACTED]</span>

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

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





## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

BHUTANESE AUSTRALIAN ASSOCIATION of SA INC.  
(Group/Organisation)

Kamal Dahal - Secretary  
(Name/Position)

(Signature)

18-09-2018  
(Date)

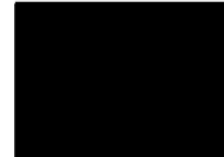
*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

				Date: 19/09/20108
				ABN: <span style="background-color: black; color: black;">XXXXXXXXXX</span>
<b>Quotation no: 10122</b>				
S.N.	Items	Quantity	Unit Price	Total
1	Khada Nepali (Scaff)	50	4.00	\$ 200.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>Grand Total</b>				<b>\$ 200.00</b>



Date: 9/15/2018  
InvoiceNo.197

Bhutanese Australian Association of SA and  
Bhutanese Ethnic School  
PO Box 265  
SALISBURY SA 5108



Quantity	Item #	Description	GST	Line Total
1	Hire of Venue	Auditorium and café hire for Saturday the 3 <sup>rd</sup> of November from 10,00am to 4.00pm as per agreement. Please pay deposit of 20% within 14 Days.	\$163.63	\$1800.00
<b>Subtotal</b>				\$1800.00
<b>Sales Tax</b>				
<b>Total</b>				\$1800.00

Payment details;

# Salisbury Primary School



Compuda Street, Salisbury SA 5108

Phone: (08) 8258 1335 Fax: (08) 8281 5868

The City of Salisbury  
Community Grants Programme

To Whom It May Concern  
Re: Community Grants Program - Annual Cultural Event

I am writing in support of the application to The City of Salisbury, Community Grants Programme by the Bhutanese Australian Association of South Australia (BAASA) and Bhutanese Ethnic School seeking funding from the Grants SA for Annual Cultural Event. The event is to be held on November 3rd 2018.

I have been advised that should BAASA and BES be successful in their application, they will use the Community Grant to pay for hall hire, cultural costumes, volunteers' uniform and a laptop for community use.

The Bhutanese Ethnic School is an auspice body of Bhutanese Australian Association of SA. BAASA is an inclusive, non-for-profit organization, which strives to assist the Bhutanese community resettle in South Australia. It was formed in 2009 with the mission to work collectively, in good faith, to provide the community members with wide ranging services and security, and to help realize all-round progress and prosperity.

The equipment purchased with this grant would help the community to organize the office in a professional manner and allow them to store data safely.

The Bhutanese Australian Association of South Australia has a strong leadership team that helps the community to achieve better outcomes for its members.

This grant will assist the organization to build their community capacity and to support social cohesion and harmony.

I support the application by the Bhutanese Australian Association of South Australia and Bhutanese Ethnic School for a grant to assist them to cover the previously mentioned event.

Thank you for your time in considering this letter of support.

Yours sincerely

  
Carol Scerri

Principal  
Salisbury Primary School



19 September 2018

City of Salisbury

To Whom It May Concern

**Re: Community Grants Program – Annual Cultural Event**

I Mary Awata on behalf of AnglicareSA write in support of the application to the Grants SA, Department of Human Services, the Government of South Australia by the Bhutanese Australian Association of South Australia (BAASA) and Bhutanese Ethnic School seeking funding from the Grants SA for Annual Cultural Event. The event is scheduled on 3 November 2018.

I am/organization advised that should BAASA and BES be successful in their application, they will use the Community Grant to pay for hall hire, cultural costumes, volunteers' uniform and a laptop for community use.

Bhutanese Ethnic School is an auspice body of Bhutanese Australian Association of SA. BAASA is an inclusive, non-for-profit organization, which strives to assist the Bhutanese community resettled in South Australia. It was formed in 2009 with the mission to work collectively, in good faith, to provide the community members with wide ranging services and security, and to help realize all-round progress and prosperity. The equipment purchased with this grant would help the community to organize the office in a professional manner and allow to store data safely. Bhutanese Australian Association of South Australia has a strong leadership team that help the community to achieve better outcomes for its members. This grant will assist the organization in any way possible in its activities to build their community capacity and to support social cohesion and harmony.

AnglicareSA support the application by Bhutanese Australian Association of South Australia and Bhutanese Ethnic School for a grant to assist them to cover the event cost and buying the equipment and celebrate their cultural festival.

Thank you for your time in considering this letter of support.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mary Awata".

Mary Awata

Principal Multicultural Services

M: 0488 458 011 | F: 8305 4211 | E: [mawata@anglicaresa.com.au](mailto:mawata@anglicaresa.com.au)





The City of Salisbury  
Community Grants Program

17 September 2018

Level 4  
1 Little Collins Street  
Melbourne VIC 3000  
Telephone 13 AMES (2637)  
Facsimile 03 9938 4600

Postal Address  
GPO Box 4381  
Melbourne VIC 3001

ABN 49 056 993 913

[www.ames.net.au](http://www.ames.net.au)

To whom it may concern.

**Re: Letter of Support for the Bhutanese Ethnic School - The City of Salisbury**

I am writing in support of the application made by the Bhutanese Ethnic School for funding support to celebrate Annual Event-Festival, hire hall and buy khadas (Traditional scarfs). AMES Australia, together with subcontracted local agencies, provides services to newly arrived refugees and humanitarian entrants in South Australia under the Humanitarian Services Program

As the lead settlement provider, we are aware of the difficulties faced by newly arrived refugees and humanitarian entrants as they settle in the Australian community. The Bhutanese community recently celebrated the 10-year anniversary of their arrival in Australia as humanitarian refugees. The northern suburbs of Adelaide are their largest settlement location. Improved social cohesion, community participation and networking are key outcomes in our service delivery focus.

We support the proposed application as it would help with resources to support teachers, volunteers, students and parents to promote and preserve the Bhutanese language, traditions and culture. As a small emerging community, it would develop further opportunities for participation in extracurricular activities and volunteering exposure within the broader Australian society context.

AMES Australia believes this support would enable the Bhutanese community to build its own capacity to be more successful participants in a cohesive multi-cultural Australian society.

Please contact me if you require any further information regarding this letter of support.

Yours sincerely

Mirta Gonzalez  
General Manager Settlement and Asylum Seeker Program

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<b>ITEM</b>	7.2.8
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	31/2018: Para Hills Brass Band Inc. - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Para Hills Brass Band Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

### RECOMMENDATION

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2018 round of Community Grants as follows:
  - a. Grant No. 31/2018: Para Hills Brass Band Inc. be awarded the amount of **\$1,820.00** to assist with the purchase of **jackets and embroidery for ongoing use** as outlined in the Community Grant Application and additional information.

### ATTACHMENTS

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

1. 31/2018: Para Hills Brass Band Inc. - Application
2. 31/2018: Para Hills Brass Band Inc. - Additional Information

### 1. BACKGROUND

- 1.1 Para Hills Brass Band Inc. received \$1,430 Community Grants Program funding in May 2009 for shirts, ties and embroidery.

### 2. REPORT

- 2.1 The Para Hills Brass Band Inc. Application meets the eligibility criteria for the requested Community Grants Program funding.

### 3. CONCLUSION / PROPOSAL

- 3.1 The Para Hills Brass Band Inc. Application is submitted for consideration by the Sport, Recreation and Grants Committee.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018





# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Para Hills Brass Band Inc.		
Address:	[REDACTED]		
Suburb:	SALISBURY PLAIN Postcode: 5109		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr Pat Talbot		
Title (your role with the group/organisation):	Secretary		
Address:	[REDACTED]		
Phone:	Landline: [REDACTED] Mobile: [REDACTED]		
Email:			
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	Other: Terry Lissner		
Title (role with the group/organisation):	President		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:	Democratically elected committee		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input checked="" type="checkbox"/>                      (go to question c)                 </td> <td style="text-align: center;"> <b>No</b>  <input type="checkbox"/>                      (go to question b)                 </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input type="checkbox"/>                      (go to question c)                 </td> <td style="text-align: center;"> <b>No</b>  <input checked="" type="checkbox"/>                      (go to question c)                 </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input type="checkbox"/> <small>(evidence must be attached to this application)</small>	No <input checked="" type="checkbox"/>
d) Government Funded: <small>(If Yes, please list funding source/s and purpose in part e &amp; f)</small>	Yes <input type="checkbox"/>  <small>(go to question e &amp; f)</small>	No <input checked="" type="checkbox"/>
e) Funding source/s:	Membership + engagement fees	
f) Purpose:	Community band	
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: Para Hills Brass Band Inc. <small>*do not provide account or BSB numbers*</small>	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:	Aubrey Gannon	
Referee's Contact Information:	[REDACTED]	

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

GST Declaration		
<p>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.</p>		
<p>Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN:)</small></p> <p><u>53 211 850 433</u> <small>(If No, the ABN Declaration Form attached must be signed)</small></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Is your group/organisation registered for GST</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p><b>NB: GST Registration</b></p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		
<p><i>to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered</i></p>		

Item 7.2.8 - Attachment 1 - 31/2018: Para Hills Brass Band Inc. - Application

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$
Organisation's contribution:	\$
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	NO
<b>TOTAL (including GST):</b>	\$
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	See item 4 of attachment 1
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$

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

**Summary of Project/Event Information**

Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	Embroidered zip up tops (jackets)
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	Before the end of 2018
Total cost of Project/Event	so > \$1820.00
Amount of Community Grant Funding Requested	\$ 1820.00
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. Quote for tops + embroidery 2. Attachment 1

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 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*

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 checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	19 MAY 2009
What amount of Grant funding was provided:	\$1430
When was the previous Grant acquitted (month & year):	DECEMBER 2009
<b>Group/Organisation Information</b>	
Group/Organisation Name	Para Hills Brass Band Inc.
Group/Organisation Description	See item 6 on attachment 1
Group/Organisation Registered Address <small>2/0</small>	Number/Street: <span style="background-color: black; color: black;">[REDACTED]</span> Suburb: Salisbury Plain SA      Postcode: 5109
Is the Club Incorporated?	Yes
Number of Members	18
% of Membership that reside in the City of Salisbury	% 33% (approximate)
<b>Project/Event Details</b>	
Project/Event Name	New tops/jackets
Project/Event Summary	" " "
Date(s) of Project/Event	—
Location of Project/Event:	Number/Street: — Suburb: —      Postcode: —
How will the Project/Event benefit the residents of the City of Salisbury?	The band will look more professional at events + engagements
How many individuals will benefit from the Project/Event?	All band members and the public
% of project/event participants that reside in the City of Salisbury	% 95%
If it is an Event, is it open to the public?	No — N/A
How will the Project/Event be promoted?	N/A

*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      \$1820.00
<b>Itemised Breakdown of Costs:</b>	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
JACKETS	\$ 1560.00
EMBROIDERY	\$ 260.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$ 0      \$1820.00
<b>Quote Attached:</b> <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Item 7.2.8 - Attachment 1 - 31/2018: Para Hills Brass Band Inc. - Application

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p>See item 1 of attachment 1</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. See attachment 1</li><li>2.</li><li>3.</li></ol>

Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p>See item 2 of attachment 1.</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>See item 3 of attachment 1</p>
<p><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"><li>1. Attachment 1</li><li>2.</li><li>3.</li></ol>

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p>See item 4 of attachment 1</p>

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

### Application Declaration

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

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

S1 S2

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

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

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

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

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

On behalf of Para Hills Brass Band Inc. (Group/Organisation)

Terry Lissner President and Pat Talbot Secretary  
 (Name/Position) (Name/Position)

[Signature] (Signature 1) [Signature] (Signature 2)

29 July, 2018 (Date) 23/09/2018 (Date)

Contact (phone number): [Redacted] Contact (phone number): [Redacted]

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

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



### Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

NOT APPLICABLE

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

Item 7.2.8 - Attachment 1 - 31/2018: Para Hills Brass Band Inc. - Application



Quote: 2 Quote

Quote date: 24/09/2018

**Bill to:**  
 Para Hills Brass Band  
 [Redacted]  
 Salisbury Plain South Australia 5109  
 Australia

**Expiry:**  
 24/10/2018

ITEM	DESCRIPTION		UNITS	UNIT PRICE	AMOUNT
	Layer Soft Shell Jacket	Qty	26	60.00	1,560.00
	Logo Embroidery	Qty	26	10.00	260.00

**TOTAL:** \$1,820.00  
 No GST has been charged

ATTACHMENT 1

**SALISBURY COUNCIL GRANT APPLICATION - 2018**

1

The Band wants to replace its jackets which are old, in very poor condition and inadequate in number. Replacement of the current jackets would be too expensive so the Band has decided to replace the jackets with a zip up top. The tops would be embroidered with a suitable PHBB logo.

We want the band to look professional at performances and having the whole band dress alike is an important part of achieving this.

2

The band will look more professional at engagements.

3

The Band performs at various events and engagements during the year e.g. the Salisbury Christmas Pageant and the Adelaide Anzac March, just to mention a few. These events are enriched with the presence of brass band music.

4

Designs for the tops and logo will be submitted to the Para Hills Brass Band Committee for approval. Once approved, the tops will be ordered by an officer of the band (President, Secretary or Treasurer). When the order is received, it will be paid for and the Salisbury Council will be advised that the project has been completed and will be provided with supporting evidence of payment e.g. invoice(s)/receipt(s).

5

The band will source suitable tops, design a suitable logo, submit an order and pay for the tops (subject to grant approval). Only enough tops will be ordered to satisfy the current needs of the band. Any further tops that are required to meet an unexpected growth in the number of players in the band will be obtained at a later date and will be paid for by the band.

6

Para Hills Brass Band is a community band that has existed for over 40 years. It is a not-for-profit organisation. Our aim is to provide low cost musical tuition and recreation activities to budding musicians and provide low cost musical entertainment to the public. Although a lot of our players are residents of Salisbury, anyone can become a member regardless of where they live. In return for the musical tuition, friendship and enjoyment the players receive, they

volunteer their time to play at engagements. Engagement fees, where applicable, are paid into the band's savings account which is used to pay the expenses of the band, such as: public liability insurance, purchase of new instruments, purchase of uniforms, instrument repairs, membership fees to the SA Banding Association, practice venue hire and other such expenses.

Upcoming engagements and other information can be viewed on the band's website [www.parahillsband](http://www.parahillsband.com).



Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$
Organisation's contribution:	\$
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	NO
<b>TOTAL (including GST):</b>	\$
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	See item 4 of attachment 1
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
Jackets + embroidery	\$ 1820.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	\$ 1820.00

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

To: city@salisbury.sa.gov.au

**PARA HILLS BRASS BAND - MEETING FRIDAY 07 SEPTEMBER 2018**

**PRESENT: TERRY LISSNER, MADDY SHERIDAN, ANNA BARANAUSKAS, LORRAINE STRAIN, BRENTON HALL, PAT TALBOT**

**APOLOGY: ROBERT COOMBE**

**Meeting started at 8.55 pm**

**MATTERS ARISING:**

**NEW JACKETS - WE ARE HOPING TO GET A COUNCIL GRANT OF AT LEAST \$1000.** Michelle Dodd of [REDACTED] supplied several new navy jackets for the band members to try on. She is working on a motif. Terry suggested light blue cotton for the wording and Pat suggested gold cotton for the design.

Terry moved we get 26 jackets. This will cover present members and any future members in the Para Hills Brass Band. We will fill out council grant forms when [REDACTED] sends us a quote.

Moved by Anna

Seconded by Lorraine

All in favour.

**REHEARSAL TIME:**

[REDACTED]

All in favour.

Meeting closed 9.15 pm

President: Terry Lissner

Secretary: Pat Talbot

Treasurer: Brenton Hall

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<b>ITEM</b>	7.2.9
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	32/2018: Life Church SA Inc. - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Life Church SA Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

#### **RECOMMENDATION**

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2018 round of Community Grants as follows:
  - a. Grant No. 32/2018: Life Church SA Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of **venue hire, catering, props and lighting and scaffolding hire for the 2018 Christmas Garden Interactive Nativity Story** event as outlined in the Community Grant Application and additional information.

#### **ATTACHMENTS**

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

1. 32/2018: Life Church SA Inc. - Application
2. 32/2018: Life Church SA Inc. - Additional Information

#### **1. BACKGROUND**

- 1.1 Life Church SA Inc. received \$2,500 Community Grants Program funding in November 2017 to assist with the purchase of venue hire, catering, jumping castle, lights, props and scaffolding hire for the 2017 The Christmas Garden Interactive Nativity Story.

#### **2. REPORT**

- 2.1 The Life Church SA Inc. Application meets the eligibility criteria for funding consideration for the upper limit Community Grants Program funding.

**3. CONCLUSION / PROPOSAL**

- 3.1 The Life Church SA Inc. Application is submitted for consideration by the Sport, Recreation and Grants Committee.

**CO-ORDINATION**

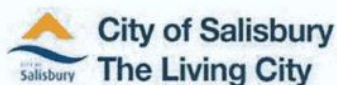
Officer: EXECUTIVE GROUP  
Date: 27/11/2018



# Community Grants Program Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	<i>Life Church SA Inc.</i>		
Address:	<i>c/o Life Church Office - [REDACTED]</i>		
Suburb:	<i>Salisbury Downs</i> Postcode: <i>5108</i>		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	<i>Mrs Raechel Joyce</i>		
Title (your role with the group/organisation):	<i>The Christmas Garden Committee - Secretary</i>		
Address:	[REDACTED]		
Phone:	Landline: Mobile: [REDACTED]		
Email:	[REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	<i>Mrs Melesa Nikolettos</i>		
Title (role with the group/organisation):	<i>The Christmas Garden Committee - President</i>		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:	<i>Committee Meetings</i>		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> <b>Yes</b>  <input checked="" type="checkbox"/>                      (go to question c)                 </td> <td style="width: 50%;"> <b>No</b>  <input type="checkbox"/>                      (go to question b)                 </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> <b>Yes</b>  <input type="checkbox"/>                      (go to question c)                 </td> <td style="width: 50%;"> <b>No</b>  <input type="checkbox"/>                      (go to question c)                 </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

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"/>
<b>5. BANKING INFORMATION</b>		
<b><i>Your organisation must have its own Bank/Credit Union Account or similar</i></b>		
Full Account Name: <i>Life Church SA Inc.</i> <b><i>*do not provide account or BSB numbers*</i></b>	Financial Institution Name: [REDACTED]	Branch Location: [REDACTED]
<b>6. REFEREE INFORMATION</b>		
<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></b>		
Referee's Name:	<i>Pastor Nick Nikolettos</i>	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13



<b>GST Declaration</b>		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN (If Yes - Please Quote ABN:)  6 6 6 1 3 9 4 4 3 2 0 (If No, the ABN Declaration Form attached must be signed)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p><b>NB: GST Registration</b></p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

### Project/Event Budget Information

Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>		
<b>INCOME</b>	<b>\$ AMOUNT</b>	
Project or event generated income:	\$ 500	
Organisation's contribution:	\$ 4,235	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	0.00	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	0.00	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 550 <i>Individual donations from church members</i>	
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>TOTAL (including GST):</b>	<b>\$ 5,285</b>	

What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>In kind donations, labour, time, materials, and homemade cakes.</i>
---	--

<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
<i>Hall Hire</i>	\$ 493
<i>Props and materials for garden scenes</i>	\$ 2,850
<i>Food and drinks</i>	\$ 1,600
<i>Transport of scenes to event location</i>	\$ 100
<i>Printing &amp; Consumables</i>	\$ 250
<i>Advertising</i>	\$ 582
<i>Children's Entertainment</i>	\$ 650
<i>scaffolding</i>	\$ 210
<b>TOTAL (including GST):</b>	<b>\$ 6,735</b>

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	<i>The Christmas Garden - an Interactive Nativity Story</i>
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	<i>December 15th, December 16th and December 17th 2017</i>
Total cost of Project/Event	<i>\$ 6,735</i>
Amount of Community Grant Funding Requested	<i>\$ 2,500</i>
Is there any other information that you may feel is relevant to your application?  <input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>2017 Grant Acquittal Statement</i> 2.
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input 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*

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	October 2017
What amount of Grant funding was provided:	\$ 2,500
When was the previous Grant acquitted (month & year):	June 2018
<b>Group/Organisation Information</b>	
Group/Organisation Name	Life Church SA
Group/Organisation Description	Church Group
Group/Organisation Registered Address	Number/Street: [REDACTED] Suburb: Salisbury Downs <span style="float: right;">Postcode: 5108</span>
Is the Club Incorporated?	Yes
Number of Members	125
% of Membership that reside in the City of Salisbury	30 % <i>Community Event for the Salisbury Council Area</i>
<b>Project/Event Details</b>	
Project/Event Name	The Christmas Garden - an Interactive Nativity Story
Project/Event Summary	
Date(s) of Project/Event	14th - 18th December 2018
Location of Project/Event:	Number/Street: UniSA Mawson Lakes Campus, Mawson Lakes Blvd Suburb: Mawson Lakes SA <span style="float: right;">Postcode: 5095</span>
How will the Project/Event benefit the residents of the City of Salisbury?	Community connection at Christmas time through the Christmas Story
How many individuals will benefit from the Project/Event?	1800
% of project/event participants that reside in the City of Salisbury	% 90
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	Multiple Social Media sites, Mawson Lakes Living Magazine, Life FM

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

Grant Money Requested	
<b>Amount Requested</b>	<b>\$ 2,500</b>
<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>	
Venue hire	\$ 493
sausage sizzle as Coles quote	\$ 423
scaffolding hire for safety	\$ 210
Props and lighting	\$ 1,374
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 2,500</b>
<b>Quote Attached:</b> <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="checked" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

### Project or Event Scope

Provide a description of the proposed project or event:

*The last three years The Christmas Garden has been a growing success with over 1800 local patrons including the local counselors coming to see the event in 2017, a 55% increase from 2015. Many people took a great amount of time to discuss the artwork with the artists and many brought family and friends to see the event after seeing it themselves. The new scene of King Herod brought much conversation and excitement. In 2018 the committee are building on the new scene of Garden of King Herod, we are adding a free family movie night and a coffee van, continuing with the very successful plaster painting and a passport experience for children along with the old favourites. In 2017 the sausage and veggie burger sizzle was an outstanding hit encouraging people to stay and connect. The Christmas garden in 2018 will again consist of 5 life-sized key scenes from the original Christmas Story. The scenes have been created by artists from the local community of Salisbury. It features life-like mannequins, life sized paper mache animals and props appropriate to the Biblical era which are "lit up with lights". One or two scenes will have a primitive "shelter" to depict a village and stable. The five scenes are: The Angel Gabriel with Mary, The Shepherds & sheep in the fields, The wise men & camel, King Herod, Mary Joseph & Baby Jesus & farm animals in the Manger. There will also be a sixth area which is a fantasy "Christmas wonka land". (see event layout)*

*Building on previous years The Christmas Garden will provide more opportunity for people to engage and connect together. This will include another free sausage sizzle which will also offer a veterinarian option to meet the needs of the vast multicultural community within Salisbury Council, free candy canes, free children's entertainment including a colouring in competition and public Airing of the lovely christmas movie 'The Star' (with permission). The Clife Church band will sing christmas carols and provide live outdoor entertainment. Soft drinks, coffee, cake and ice-blocks will be available for a small purchase price. The event will run on the property of UNI SA in building K with use of the lawn area attached for the live music and the sausage sizzle.*

*The event will be fully manned/supervised by the artists with additional church members to manage the sausage sizzle and children's entertainment. All people overseeing children activities will have working with children clearance. There is access to electricity as needed. There are bathroom facilities available on site. The Christmas Garden will also advertise ongoing community engagement activities through Life Church such as a youth group, free produce and bread twice weekly and free art classes. Waste management will be managed by Life Church and no waste will be left on the site.*

#### Attachments

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

1. *Event Layout*
- 2.
- 3.

### Benefits and Outcomes of the Project or Event

Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:

*The community will benefit by having opportunity to see local talent, to meet and speak with the artists. The Christmas Garden is not about making money. Sem and Simonson in a review of festivals and events in 1989 said 'the real benefit of festivals and special events are more social they economic'. The heart of the Christmas Garden Committee is to share and engage in hope, community and kindness through the story of Jesus birth at a time when some people feel isolated and disconnected from family and community.*

*Since 2015 the Christmas Garden provided a fun, educational and interactive experience for families it also provided stories of depression, loneliness and need from within our local community. These stories gave Life Church the wonderful opportunity to provide hope, care and community to these people. It is these later stories the Christmas Garden seeks to address in 2018, in continuing with the fun, educational and interactive experience for families we will offer chairs and opportunity to sit, talk, eat, have a non alcoholic drink and encourage community connectedness. The Christmas Garden committee seeks to offer the real meaning of Christmas and serve the local community through the gifts, talents and resources we have available to us. Since it's beginning in 2015 The Christmas Garden at Mawson Lakes appeared barrier free as people from all cultures and religions shared laughing, stories and experiences together.*

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

**Support for the Project or Event**

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

*UniSA have given a 75% discount on the venue hire for the Christmas Garden*

**Attachments**  
 There are no attachments relating to Support for the Project or Event.  
 The following documents are attached relating to Support for the Project or Event:  
 1. *Uni SA Email*  
 2.  
 3.

**Project or Event Management**

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

One-off Projects or Events  
*Describe how the proposed project or event will be managed:*  
*(outline how you will achieve outcomes for the project or activity)*

*The actual scenes, mannequins, paper mache animals, props and lighting are well stored throughout the year enabling them to be reused hopefully for many years to come.*

*The committee are encouraged the UniSA's venue has been able to annually accommodate The Christmas Garden for three years now and hopefully for many years to come.*

*The Committee hope to be able to continue providing the community with a free event each year.*

*Every year with the build up of resources The Christmas Garden will become less financially demanding.*

*The ongoing costs will be for the free children's entertainment and sausage or veggie pattie sizzle.*

*Life Church plan to run a fundraiser and seek a community grant (when able) for an ongoing annual event, that becomes a part of Christmas in Mawson Lakes each year.*

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

### Application Declaration

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

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

S1 S2

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

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

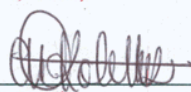
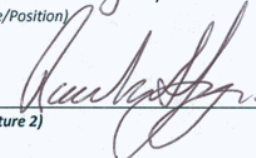
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.

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

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

On behalf of Life Church SA Inc. -(Group/Organisation)

Melesa Nikolettos, President and Raechel Joyce, Secretary  
(Name/Position) (Name/Position)

 (Signature 1)  (Signature 2)

9/10/18. (Date) 09/10/18 (Date)

Contact (phone number): [REDACTED] Contact (phone number): [REDACTED]

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

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





## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

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

Community Grant Application - Page 13 of 13

*The Christmas Garden  
Committee Meeting*  
Minutes of meeting held on Sunday 12<sup>th</sup> August 2018

**PRESENT:** Melesa Nikolettos (President), April Nikolettos, Dimi Kritharas, Emily Underwood & Raechel Joyce (secretary)

**MINUTE TAKER:** Raechel Joyce




**1. PRELIMINARIES**

**1.1 APOLOGIES:** None

**2. CONFIRMATION OF MINUTES:** first official 2018 meeting

**3. BUSINESS ARISING**

Topic	Name	Discussion	Action	By When	By Whom
3.1 Scenes	MN		All scene managers to review scene needs and advise RJ of any purchase requirements for the grant, out of session via email.	28/09/18	All

		<p>bollards required with larger bases.</p> <ul style="list-style-type: none"> <li>Barrier to mark off children's colouring are to ensure safety of children and crowd control for event.</li> </ul> <p>Over all scenes require more lighting including fairy lights and spotlights.</p> <p>Discussion regarding member safety when erecting scenes, scaffolding to be used as in 2017, on lockable wheels for reaching the heights required safely. To be included in council grant.</p>	Scaffolding quote for the grant application.	28/09/18	RJ	
<b>3.2 Action Plan</b>	MN	MN will establish an action plan for the establishment of the Christmas Garden, identifying when actions need to be completed and the running of the event.	For next meeting	23/09/2018		
<b>3.3 Props Inventory</b>	MN	MN has established a props inventory to ensure things don't get lost and each scene has what they had last year. New items purchased for scenes including the new scene should be added to the inventory.	Advising MN of new items to be added to the inventory.	Ongoing	All	
<b>3.4 Site</b>	RJ			ASAP	RJ	
<b>3.5 Marketing</b>	MN		Promotional brochure to be produced. Other marketing to be secured.	ASAP	EU	

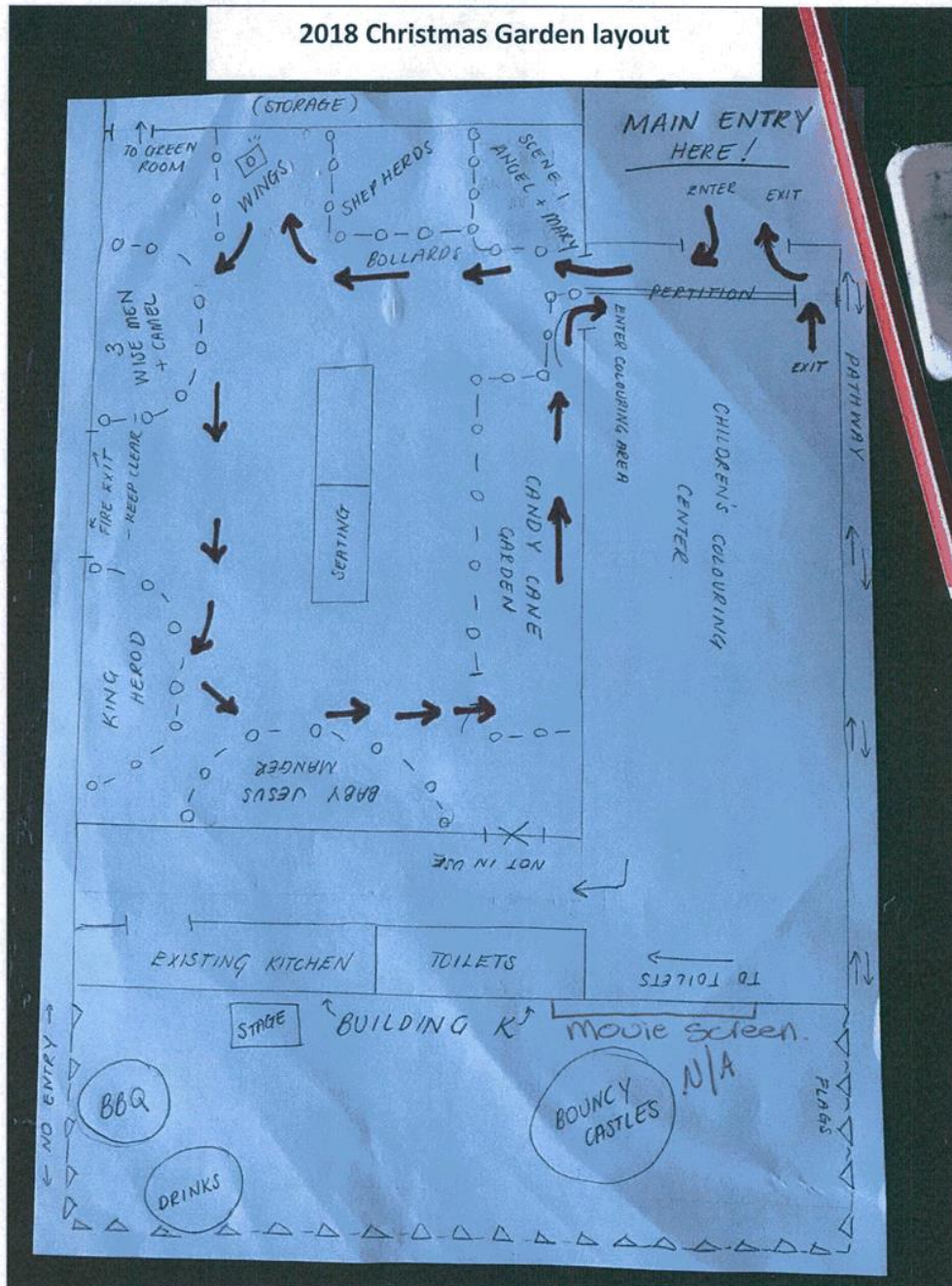
			Promotional video to be produced	Nov 2018	MN	
<b>3.6 Grant</b>	RJ	Committee agreed to application for a grant through Salisbury Council for items including accommodation, lighting, backgrounds for scenes, flooring for scenes, scaffolding and sausage & vegie burger sizzle.  Salisbury Council Grant to be applied for in October 2018, motion moved by EU and seconded by DK.	Quotes to be given to RJ  Grant application and quotes to be complied	ASAP  12/10/18	All  RJ	
<b>3.7 Christmas Service</b>	RJ		MN to confirm with Pastor Nick	Next meeting	MN	
<b>3.8 Children's Entertainment</b>	MN		Church member to be asked regarding facilitating the competition.  Seek permission and airing quotes.	Next meeting  23/09/18	MN  AN	
<b>3.9 Sausage Sizzle</b>	RJ	The sausages and vegie burgers where very well accepted, there was ample supplies and these were offered free to the community. This will be continued in 2017. The free sizzle will be included into the council grant.	Quote to be submitted with the grant application	28/09/18	RJ	

4. NEW BUSINESS

Topic	Name	Discussion	Action	By When	By Whom	
4.1 Children's entertainment	MN	[REDACTED]	EU to discuss topic with parents and advise the committee out of session.  To be discussed with N	ASAP	EU	
4.3 Construct of the event	MN	[REDACTED]	[REDACTED]	Next Meeting	RJ	
4.4 Fundraiser	RJ	Discussion was had regarding the funds required to run the event and the possibility of a church fundraising event to help with the costs. Decision that an appeal will be put forward for individual donations of funds and required good and services following great success in 2016.	Church appeal	Early Nov 2018	MN	
4.5 Event Volunteers	MN	Discussion surrounded the great volunteer support of the church in	Required roles for	Next	MN	

			volunteers list and management of list.	Meeting		
			Green establishment management	room and During event	E3	

Next Meeting: Sunday 23<sup>rd</sup> September 2018



Gospel City Church (Formerly Life Church SA Inc.)  
[REDACTED]

Tuesday 29 May, 2018

Acquittal of Grant Statement

The Christmas Garden 2017

Background of The Christmas Garden - est 2015:

In December 2017, Life Church SA\* were again the grateful recipients of the City of Salisbury community grant funding for "The Christmas Garden". The Christmas Garden project was created in 2015 by Christian artists living in Mawson Lakes and the Salisbury district for the purpose of creating a fun, sensitive, visually beautiful and interactive way for the general public to learn about the historical Christian meaning and events of Christmas. Almost all of the characters and animals in The Christmas Garden were hand made in 2015 from clay and papier-mache, dressed, and set in their scene using as many recycled materials as possible. In its pilot week in 2015, the Christmas Garden was housed at the Main Street Mawson Lakes shopping precinct and attracted over 1,000 visitors throughout the week. The Christmas Garden has continued to attract hundreds of visitors - new and old - each year since.

\*Please note, Life Church changed its name in February 2018.

The Christmas Garden 2017:

The Christmas Garden was housed in the University of South Australia theatre, Building K, for the second year consecutively. This year, it took a team of about 15-20 volunteers 2.5 days to set up, and was open to the public from 15-17<sup>th</sup> December. A new 5<sup>th</sup> scene from the traditional story was added: King Herod with "Lewis", the Lion. With the help of Autism SA, we were also able to run some private open times for Families of Children and Adults with Autism or special needs. (Read more about this on page 3.) Live musicians outside and live caroling inside was added to the experience with "Angels in the Rafters", a children's choir singing every 30 mins/hour. A colouring competition for children, free sausage sizzle and children's craft activities made the whole weekend a great time out for families.

Again, visitors could move between scenes of the Christmas Garden at their own leisure, hear sound effects and music relating to the story, read the big books and hear details about how the elements of each of the scenes were made from our artists and volunteers. Each child was given a special "passport" this year, and had them stamped as they walked through the scenes. The 12 hidden mice were very popular again with the children.



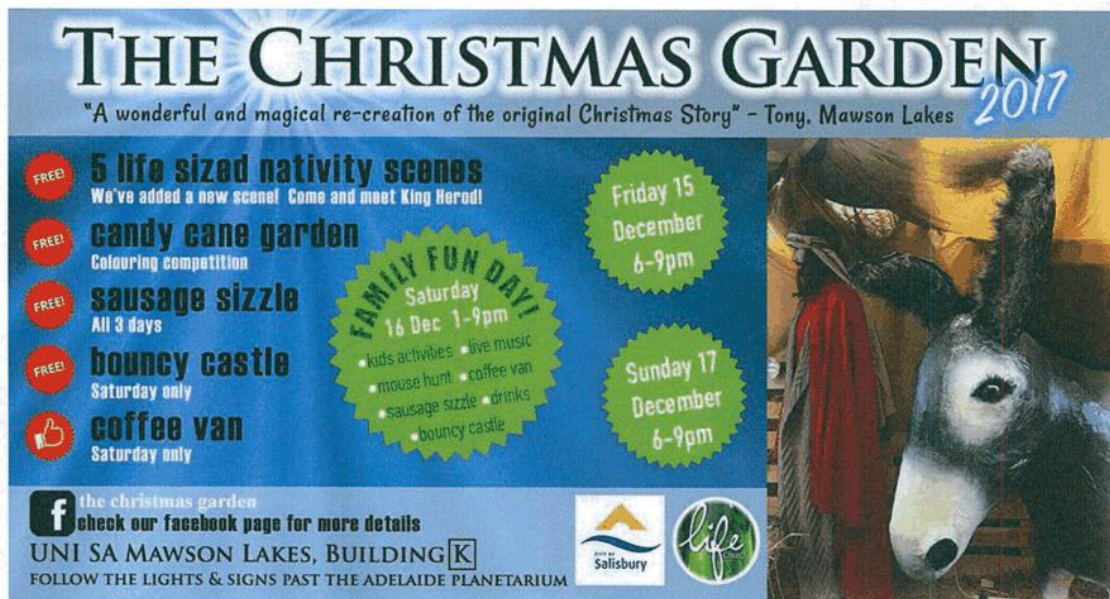
The City of Salisbury community funding was extremely vital in assisting our artists to buy items to bring the whole project together in its final stages. The funding also enabled free sausage/veggie patties in bread for all visitors and two free bouncy castles on the Saturday Family fun day for children.

Over the course of the week we had about 1,000 visitors. We kept a record of the numbers of people and comments from the guests in a special visitors' book. Their range of cultures and backgrounds were widely diverse. We feel it was again, an amazing success, creating opportunity for discussion about history, culture and traditions.

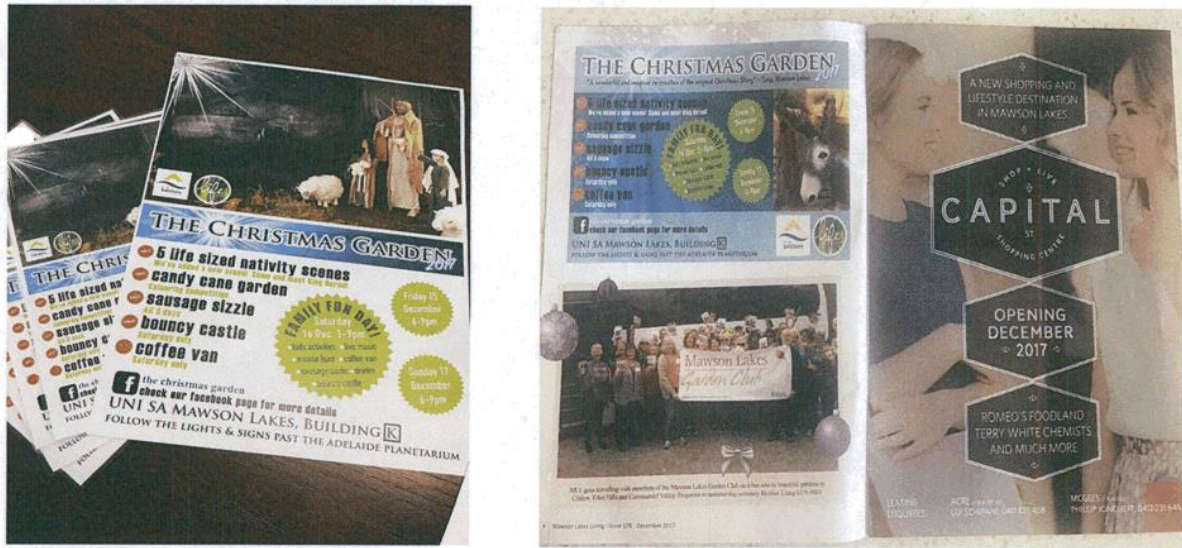
**Advertising using the Salisbury Council Logo:**

The Salisbury Council logo was used on advertising posters, banners, leaflets, social media and signs located at the front of the free sausage sizzle and bouncy castle.

Advertising also took place in the Mawson Lakes Living magazine, acknowledging the support of the Salisbury Council.



The official Christmas Garden flyer for 2017



A3 posters for shop front windows and ad. in Mawson Lakes Living Magazine.



Large banners placed in locations around Mawson Lakes.

### Sensory Friendly Sessions for Families of Children with Special Needs:

With the support and collaboration of Autism SA, we were able to advertise on "Eventbrite" and open up The Christmas Garden to families of children or adults with special needs. Each Autism SA family who registered and booked on Eventbrite were able to enjoy a private, sensory-friendly, 30 minute walk through the scenes with their own personal guide. The private sessions took place on Friday and Sunday afternoons, with full bookings on each afternoon. We have included some photos – used by permission – of a couple of the wonderful families from Autism SA who enjoyed the Christmas Garden Sensory Friendly Sessions.

**THE CHRISTMAS GARDEN** 2017  
 "A wonderful and magical re-creation of the original Christmas Story" - Tony, Mawson Lakes

**For families who have children or adults with special needs**  
 We have two sensory friendly sessions available for bookings  
 Book @ **Eventbrite** - The Christmas Garden, Sensory Friendly to nominate your preferred date

Friday 15 December 3-5pm  
 Sunday 17 December 3-5pm

Each 30 minute session includes a guided tour for your small group allocated time

For more information please contact Melissa: malesanik@gmail.com

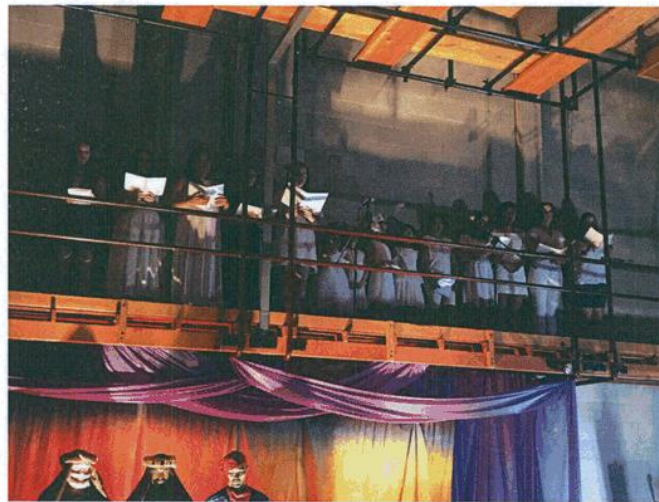
the christmas garden  
 check our facebook page for more details  
 UNI SA MAWSON LAKES, BUILDING K  
 FOLLOW THE LIGHTS & SIGNS PAST THE ADELAIDE PLANETARIUM

Salisbury Life

Advertisement for Sensory Friendly Sessions on Eventbrite and on Autism SA website.



New scene: King Herod



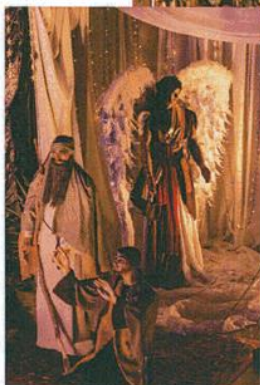
"Angels in the Rafters"

Our sincere thanks:

Gospel City Church (formally Life Church SA) warmly thanks The City of Salisbury for their generous contribution to the funding of this project. We have been honored to be able to present this project to the community for a third year running and especially on a holiday which is so important and sacred to Christians all around the world.

Building K in Uni SA is booked for our event again in 2018, and the Christmas Garden Committee are hoping to continue our collaboration with Autism SA to enable more families to visit. We are also planning to host a family movie night to provide even more opportunities for families to enjoy time together and celebrate this fantastic event. We appreciate you and look forward to your continued partnership.

With thanks,  
The Christmas Garden Committee,  
Gospel City Church



[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Wednesday, 29 August 2018 16:12  
**To:** Joyce, Raechel [REDACTED]  
**Subject:** RE: Christmas Garden 2018

Hi Raechel

Apologies for not responding sooner.

The cost for the hire id based on the Community rate and no further discount will apply – 11/12 – 21/12/18 - \$493.00.

---

**From:** Joyce, Raechel [REDACTED]  
**Sent:** Friday, 24 August 2018 9:10 AM  
**To:** [REDACTED]  
**Subject:** RE: Christmas Garden 2018

Hello Jodie,

Just wondering if you can please forward me an invoice or quote for building K from 11/12 to 21/12/18.

All things are ramping up for The Christmas Garden 2018, we're preparing the budget so it would be awesome to know the cost, given the extra days bookings.

Thank you so much and how great is this taste of Spring.

Take care, Raech

Raechel Joyce

[REDACTED]

[REDACTED]

---

**From:** Joyce, Raechel [REDACTED]  
**Sent:** Tuesday, 15 May 2018 5:14 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Christmas Garden 2018

Hi Jodie,

Yes I thought it might be something like that, it's very easy to do.

Thank you so much for the dates.

I hope you had a relaxing break in March.

Talk soon, Raech

Sent from my Windows Phone

---

**From:** [REDACTED]  
**Sent:** 15/05/2018 4:58 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Christmas Garden 2018

Hi There

My apologies for not responding to the first email I was on leave in March and this has just slipped through so sorry.

I have booked from 11/12 to 21/12/18 – please let me know as the dates become closer what you would like to lock in.

[REDACTED]

 please consider the environment before printing this e-mail

[REDACTED]

---

**From:** Joyce, Raechel [REDACTED]  
**Sent:** Tuesday, 15 May 2018 10:22 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Christmas Garden 2018  
**Importance:** High

Hello Jodie,

Just wondering if you have had a chance to put the below request into the booking calendar for Building K.

2

We are beginning to meet and talk all things Christmas Garden again. We just want to be sure we have the accommodation secured.

I know it's only May so talking Christmas sounds crazy.

Kindest regards, Raech

Raechel Joyce

[Redacted]

[Redacted]

---

**From:** Joyce, Raechel [Redacted]  
**Sent:** Friday, 16 March 2018 6:12 PM  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** Christmas Garden 2018

Hello Jodie,

I can barely believe it is time to book the building again for 2018.

Is it possible if we tentatively book from December 11<sup>th</sup> until the 21<sup>st</sup> inclusive?

We are still to decide on the dates but are thinking we might run the garden a little bit longer this year to have a few more private groups through. We would like to invite local nursing homes, Autism SA, Novita and other groups who require a quieter or sensory limited experience. Of course we will be guided by building K availability at that time of the year.

The church has changed its name from Life Church SA Inc. to Gospel City Church, so you may notice that on any paperwork coming through. It's still the same us ☺

We are looking forward to doing the Easter Treasure Hunt in Mawson Lakes on Easter weekend, I hope you can make it.

I hope you have had a great start to 2018.

Take care, Raech

Raechel Joyce

[Redacted]





10/8/2018

Wish List | Bunnings Warehouse







### Access your Wish List anywhere, anytime

A Bunnings profile allows you to create, save and edit multiple Wish Lists. You can also manage Wish Lists across your smartphone, tablet and desktop computer.

Already have a profile? Sign in now.

## My Wish List

You currently have 6 items in your Wish List

Item Description	Quantity	Item Price	Sub Total
 <p><b>HOLMAN</b> Holman 25mm Press PVC Cap End I/N: 3140471</p>	10	\$1.85 Each	<b>\$18.50</b>
 <p><b>Polytuf</b> Polytuf 3.6 x 5.5m Ultra Heavy Duty D-Ring Tarpaulin I/N: 3330096</p>	1	\$79 Each	<b>\$79</b>
 <p><b>lytworx.</b> Lytworx 500 Warm White LED Fairy Party Light I/N: 4352184</p>	3	\$49.95 Each	<b>\$149.85</b>
 <p><b>Lectro</b> Lectro 800 LED Icicle Lights - White LED I/N: 4352286</p>	3	\$59.90 Each	<b>\$179.70</b>

<https://www.bunnings.com.au/wish-lists/detail?Id=6a058e3d-f295-4b4f-a0ae-a81a44f6b8a3>

1/2

10/8/2018

Wish List | Bunnings Warehouse

Item Description	Quantity	Item Price	Sub Total
 <p><b>ARLEC</b> Arlec 150W Portable Security Flood Light I/N: 4372338</p>	5	\$9.94 Each	<b>\$49.70</b>
 <p><b>HOLMAN</b> Holman 25mm x 1m Class 12 Press PVC Pipe I/N: 4770100</p>	10	\$3.05 Each	<b>\$30.50</b>
<b>Total</b> Includes GST <i>(excludes shipping fees)</i>			<b>\$507.25</b>

Price correct as at Mon 08 Oct 2018 7:32:29



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- In Our Community
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- For Our Contractors

**OUR SITES**

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- Bunnings New Zealand

**OUR RANGE**

- Catalogue
- Our Brands
- Tools
- Building & Hardware
- Garden
- Outdoor Living
- Kitchen
- Bathroom & Plumbing
- Paint & Decorating
- Storage & Cleaning
- Lighting & Electrical
- Gift Cards & Gift Ideas
- New And Innovative Products
- Redemption Offers

**D.I.Y. ADVICE**

- Outdoor
- Garden
- Kitchen
- Bathroom
- Indoor
- Paint
- Flooring
- Home Improvement
- Kids
- Sustainability
- Planners & Calculators

**SERVICES**

- In-Home Services
- In-Store Services
- Licensing

**RESOURCES**

- Returns
- Order Online
- Order Online FAQs
- Product Recalls
- Terms Of Use
- Special Orders Terms Of Use
- Gift Card Sales Terms Of Use
- Hire Shop Terms Of Use
- Privacy Policy
- Privacy Statement
- Credit Reporting Privacy Policy
- Store Entry Information
- Gift Card Scam Warning
- Sitemap

**SITEMAP**



<https://www.bunnings.com.au/wish-lists/detail?ld=6a058e3d-f295-4b4f-a0ae-a81a44f6b8a3>

2/2




### Access your Wish List anywhere, anytime

A Bunnings profile allows you to create, save and edit multiple Wish Lists. You can also manage Wish Lists across your smartphone, tablet and desktop computer.

[Sign up](#) Already have a profile? Sign in now.

## My Wish List

You currently have 1 item in your Wish List

Item Description	Quantity	Item Price	Sub Total
 <p>lytworx. Lytworx 500 Warm White LED Fairy Party Light IN: 4352184</p>	4	\$49.95 Each	<b>\$199.80</b>
<b>Total</b> Includes GST <i>(excludes shipping fees)</i>			<b>\$199.80</b>

Price correct as at Mon 08 Oct 2018 8:11:07



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- Outdoor
- Garden
- Kitchen
- Bathroom
- Indoor
- Paint
- Flooring
- Home Improvement
- Kids
- Sustainability
- Planners & Calculators

#### SERVICES

- In-Home Services

<https://www.bunnings.com.au/wish-lists/detail?Id=1d27f678-5b6d-45f3-ab7a-f52e5c7...> 08/10/2018

Wish List | Bunnings Warehouse

Page 2 of 2



<https://www.bunnings.com.au/wish-lists/detail?Id=1d27f678-5b6d-45f3-ab7a-f52e5c7...> 08/10/2018

10/8/2018
Your Shopping Cart | BIG W

[text.skipToContent](#) [text.skipToNavigation](#)
+



**Find our store**

Search bigw.com.au

[/bigw-catalogues/](#) [/login](#)

[/wishlist](#)

Shop with **afterpay** >

 **BIG W Price Dropped** >

 **Woolworths Rewards** >

[/Afterpay](#) [/price-dropped](#) [/wo-rewards](#) [/pick-up](#)

 Free Pick up

Sorry, but we are unable to deliver the items marked with X to your postcode. Please remove these items or select an alternative postcode.

### Your shopping cart

Home Delivery

Postcode 5108  
[Change postcode](#)

Pick up

BIG W Parabanks  
[Change store](#)

---

**Item Details**



[Plastic Tablecover Roll - White](#)

Move to wishlist

---

Shipping method

Home Delivery

Available

Pick up

Not Available

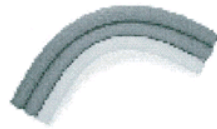
Item price	\$20.00
Quantity	<b>Quantity</b> 7 <a href="#">Remove</a>
<b>SubTotal</b>	<b>\$140.00</b>

<https://www.bigw.com.au/cart>

1/2

10/8/2018

Your Shopping Cart | BIG W



Single Pool Noodle 150cm x 7cm - Assorted\* (/product/single-pool-noodle-150cm-x-7cm-assorted/p/584320)

Move to wishlist

/product/single-pool-noodle-150cm-x-7cm-assorted/p/584320

Shipping method

<input checked="" type="checkbox"/> Not Available		Home Delivery	<input type="checkbox"/> Pick up	<input checked="" type="checkbox"/> Available
Item price	\$2.00			
Quantity	Quantity 8	<a href="#">Remove</a>		
SubTotal	\$16.00			

Please choose a delivery method:

Standard Delivery
  Not available

[Add a promo code](#)

Item Sub total: \$156.00  
**Total: \$187.90**

<https://www.bigw.com.au/cart>

2/2

10/8/2018

Your Shopping Cart | BIG W

[text.skipToContent](#) [text.skipToNavigation](#)



</bigw-catalogues/login/>

</wishlist/>

Search bigw.com.au

Search button

Shop with **afterpay** >

**BIG W Price Dropped** >

**Woolworths Rewards** >

[/Afterpay](#) [/price-dropped](#) [/wo-rewards](#) [/pick-up](#)

Free Pick up

Sorry, the requested quantity for **Plastic Tablecover Roll - White** (<https://www.bigw.com.au/cart/update/product/plastic-tablecover-roll-white/p/15895/>) is not available. Please enter a lesser quantity.

### Your shopping cart

Home Delivery

Pick up

Postcode 5108  
[Change postcode \(\)](#)

BIG W Parabanks  
[Change store \(/cart/listEligibleStores\)](#)

#### Item Details



**Plastic Tablecover Roll - White** (</product/plastic-tablecover-roll-white/p/15895/>)

[Move to wishlist](#)

</product/plastic-tablecover-roll-white/p/15895/>

#### Shipping method

	Home Delivery	Pick up
	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Not Available
Item price	\$20.00	
Quantity	Quantity 10 <a href="#">Remove</a>	
<b>SubTotal</b>	<b>\$200.00</b>	

Please choose a delivery method:

**Standard Delivery** \$7.90 Estimated Delivery: 11th to 12th October

[Add a promo code](#)

Item Sub total:	\$200.00
Delivery:	\$7.90
<b>Total:</b>	<b>\$207.90</b>


<https://www.bigw.com.au/cart>


1/2



Your Shopping Cart | BIG W

[text.skipToContent](#) [text.skipToNavigation](#)


 Search bigw.com.au All  Search button  [LOGIN/REGISTER \(LOGIN\)](#)

[Shop with afterpay](#)  [Woolworths Rewards](#) [\(Afterpay\) \(price-dropped\) \(two rewards\) \(pick-up\)](#) [Free Pick up](#)

[Home](#) / [Cart](#)

Sorry, the requested quantity for [Christmas 5 Metre Luxury Tinsel - White](#) (<https://www.bigw.com.au/cart/update/product/christmas-5-metre-luxury-tinsel-white/p/691600/>) is not available. Please enter a lesser quantity.

Sorry, but we are unable to deliver the items marked with X to your postcode. Please remove these items or select an alternative postcode.

Your shopping cart

Choose your preferred delivery method for your shopping cart and then proceed to checkout.

Item details	Postcode 5108 <a href="#">Change postcode</a>	BIG W Parabanks <a href="#">Change store</a>	Item price	Quantity	Sub total
 <p><a href="#">Staedler Noris Club Coloured Pencils 24 Pack</a> (<a href="#">/product/staedler-noris-club-coloured-pencils-24-pack/p/7978838/</a>)</p> <p><a href="#">/product/staedler-noris-club-coloured-pencils-24-pack/p/7978838/</a> <a href="#">Move to wishlist</a></p>	Home Delivery ✓ Available	Pick up ✓ Available	\$10.00	Quantity 8 <a href="#">Remove</a>	\$80.00
 <p><a href="#">Faber-Castell Junior Twist Colour Crayons 12 Pack</a> (<a href="#">/product/faber-castell-junior-twist-colour-crayons-12-pack/p/656185/</a>)</p> <p><a href="#">/product/faber-castell-junior-twist-colour-crayons-12-pack/p/656185/</a> <a href="#">Move to wishlist</a></p>	Home Delivery ✗ Not Available Remove this item from your cart or choose an other delivery option	Pick up ✓ Available	\$6.00	Quantity 5 <a href="#">Remove</a>	\$30.00
 <p><a href="#">Reflex Copy Paper Ultra White Ream 500 Sheet</a> (<a href="#">/product/reflex-copy-paper-ultra-white-ream-500-sheet/p/19100/</a>)</p> <p><a href="#">/product/reflex-copy-paper-ultra-white-ream-500-sheet/p/19100/</a> <a href="#">Move to wishlist</a></p>	Home Delivery ✓ Available	Pick up ✓ Available	\$6.00	Quantity 1 <a href="#">Remove</a>	\$6.00
 <p><a href="#">Christmas 185cm Aspen Tree</a> (<a href="#">/product/christmas-185cm-aspen-tree/p/687179/</a>)</p> <p><a href="#">/product/christmas-185cm-aspen-tree/p/687179/</a> <a href="#">Move to wishlist</a></p>	Home Delivery ✓ Available	Pick up ✓ Available	\$12.00	Quantity 3 <a href="#">Remove</a>	\$36.00

<https://www.bigw.com.au/cart>

08/10/2018

Your Shopping Cart | BIG W

Choose your preferred delivery method for your shopping cart and then proceed to checkout.

Home Delivery

Pick up

Item details

Postcode 5108  
[Change postcode \(f\)](#)

BIG W Parabanks  
[Change shop](#)



[Christmas 30 Pack 20mm Baubles 20mm - Multi](#) ([/product/christmas-30-pack-20mm-baubles-20mm-multi/p/691098/](#))

Home Delivery  
✓ Available

Pick up  
✓ Available

Item price	Quantity	Sub total
\$4.00	Quantity 3	\$12.00
	<a href="#">Remove</a>	

[/product/christmas-30-pack-20mm-baubles-20mm-multi/p/691098/](#)

[Move to wishlist](#)



[Christmas 5 Metre Luxury Tinsel - White](#) ([/product/christmas-5-metre-luxury-tinsel-white/p/691600/](#))

Home Delivery  
✗ Not Available  
Remove this item from your cart or choose an other delivery option

Pick up  
✓ Available

Item price	Quantity	Sub total
\$8.00	Quantity 2	\$16.00
	<a href="#">Remove</a>	

[/product/christmas-5-metre-luxury-tinsel-white/p/691600/](#)

[Move to wishlist](#)

Please choose a delivery method:

Standard Delivery

Not available


[Add a promo code](#)

Item	\$180.00
Sub total:	

**Total: \$272.00**

10/8/2018

SCAFFOLD - ALUM 1.5M SINGLE WIDTH - VIC SA WA ONLY for Rent - Kennards Hire



Your Nearest Branch is SALISBURY

1730 MAIN NORTH ROAD

(08) 8258 6155

Today: 7:00AM - 5:00PM



① Make, Model & Specifications may vary

## SCAFFOLD - ALUM 1.5M SINGLE WIDTH - VIC / SA / WA ONLY

Code: 370530

**Estimated Total \$210.00** Incl. GST

**9/10/2018 7:30 AM - 10/10/2018 7:30 AM**

Aluminium tower used for maintenance and construction for residential, civil and construction able to be assembled on site. Providing a safe work platform for tools, materials and the user.

### REQUIRED TRANSPORT AND SAFETY EQUIPMENT LEGENDS:



A ute is required



Protective gloves are required

### MAIN FEATURES

- Light and easy to assemble
- Dismantles for transportation
- Safe to use

### POPULAR APPLICATIONS

- Domestic and commercial use
- Maintenance and construction projects
- Excellent for renovation and restoration

### TERMS & CONDCTIONS

Please read our full Hire Contract Conditions here before hiring from Kennards Hire.

In addition, please note the following specific conditions:

- Tower erection procedure to be read prior to erecting scaffold.
- A licensed scaffolder is required for the erection, alteration or dismantling of a mobile scaffold where there is a risk that a person or object could fall more than 4 metres from the platform or the structure.
- All scaffolds are to be erected in accordance with manufacturer's specifications & all scaffolding components must be installed.

**CAUTION:** Do not approach within 4 metres of overhead low voltage power lines or other electrical hazards. Other factors may require a greater approach distance, check with your local electrical supply authority.

[https://www.kennards.com.au/scaffold-alum-1-5m-single-width1.html?\\_\\_store=default](https://www.kennards.com.au/scaffold-alum-1-5m-single-width1.html?__store=default)

1/2

The image displays four screenshots of a mobile shopping cart interface for Coles Online. The items in the cart include:

- Cook & Dina Tenga 23cm (4 for \$12.00)
- Coles Smart Buy Aluminium Foil Wrap 30m (2 for \$5.40)
- Syndian Natural Food Frozen Lentil Burgers 400g (4 for \$30.80)
- Coles Australian Chopped Frozen Onions 500g
- Coles Smart Buy 1 Ply Serviettes 100 pack (6 for \$5.70)
- Coles BBQ Sauce 2L (1 for \$5.25)
- MasterFoods Squeazy Limited Edition Outback Splay BBQ Sauce (1 for \$3.36)
- Coles Tomato Sauce 2L
- Coles Wholemeal Sandwich Bread 650g (7 for \$10.50)
- Coles White Toast Bread 650g (20 for \$17.00)
- Coles Thin Beef BBQ Sausages 1.7kg (20 for \$180.00)
- Coles Tomato Sauce 2L (2 for \$8.00)
- MasterFoods Squeazy Australian Grown Tomato Sauce 500ml (2 for \$5.94)
- Coles Wholemeal Sandwich Bread 650g (7 for \$10.50)
- Coles White Toast Bread 650g

Handwritten annotations on the screenshots include:

- Next to the White Toast Bread: "+ 10 extra = 25.50"
- Next to the Thin Beef BBQ Sausages: "+ 10 extra \$2.70"
- A box around the final total: "total = \$422.75"
- A note at the bottom: "\* extras added due to limits in single order."

The cart total shown in the screenshots is \$324.25.

**Application Declaration**

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


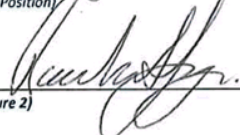
Please read, tick the S1 and S2 boxes and sign:

S1 S2

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

On behalf of Life Church SA Inc. (Group/Organisation)

Melesa Nikolettos, President and Rachael Joyce, Secretary  
(Name/Position) (Name/Position)

   
(Signature 1) (Signature 2)

9/10/18. 09/10/18  
(Date) (Date)

Contact (phone number): [REDACTED] Contact (phone number): [REDACTED]

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



<b>ITEM</b>	7.2.10
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	33/2018: Uniting Church in Australia Salisbury - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.3 Be a connected city where all people have opportunities to participate. 3.4 Be a proud, accessible and welcoming community. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Uniting Church in Australia Salisbury Application is submitted to the Sport, Recreation and Grants Committee for consideration.

#### **RECOMMENDATION**

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2018 round of Community Grants as follows:
  - a. Grant No. 33/2018: Uniting Church in Australia Salisbury be awarded the amount of **\$1,210.00** to assist with the purchase of an **advertising banner and catering** for the 2018 Christmas Eve Family Carols event as outlined in the Community Grant Application and additional information.

#### **ATTACHMENTS**

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

1. 33/2018: Uniting Church in Australia Salisbury - Application
2. 33/2018: Uniting Church in Australia Salisbury - Additional Information

#### **1. BACKGROUND**

- 1.1 Uniting Church in Australia Salisbury received \$2,283 Community Grants Program funding in November 2017 to assist with the purchase of advertising, animal farm hire and catering for the 2017 Carols on the Lawn event.

#### **2. REPORT**

- 2.1 The Uniting Church in Australia Salisbury Application meets the eligibility criteria for funding consideration for the requested Community Grants Program funding.

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


- 3.1 The Uniting Church in Australia Salisbury Application is submitted for consideration by the Sport, Recreation and Grants Committee.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018



**SALISBURY UNITING CHURCH**



Salisbury Uniting Church  
59-61 Park Terrace  
Salisbury SA 5108  
Phone: 8258 2675

Minister  
Rev Nick Patselis  
Manse : Phone (08) 8285 7545

7 November 2018

**Salisbury Uniting Church**  
Application for  
'Christmas Eve Family Carols'  
Contact  
Cheryl Sachse  
Treasurer

*Vision:  
'To Live and Share the Good News of Jesus'*

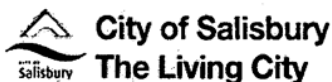


# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information		
<b>1. GROUP / ORGANISATION DETAILS</b>		
Name:	Salisbury Uniting Church	
Address:	59-61 Park terrace	
Suburb:	Salisbury <span style="float: right;">Postcode: 5108</span>	
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>		
Name:	Mrs Cheryl Sachse	
Title (your role with the group/organisation):	Treasurer	
Address:	59-61 Park terrace, Salisbury Sa 5108	
Phone:	Landline: 082582675 Mobile: [REDACTED]	
Email:	[REDACTED]	
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>		
Name of Person Responsible for the Grant:	Other: Cheryl Sachse	
Title (role with the group/organisation):	Treasurer	
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>		
How is your group/organisation managed:	Church Council	
<b>Is your organisation:</b>		
a) Incorporated:	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)
<b>Parent Organisation</b>		
Name:		
ASIC Registration Number:		

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

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:	<i>We are funded by church members</i>	
f) Purpose:	<i>Religious Education</i>	
g) Other (please specify): <i>rooms for hire community and multicultural churches</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>Salisbury Uniting Church</i> <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:	<i>Wendy Richards</i>	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

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

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

Project/Event Budget Information		
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>		
<b>INCOME</b>	<b>\$ AMOUNT</b>	
Project or event generated income:	\$ 0	
Organisation's contribution:	\$ 0	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 0	
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0</b>	
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>We will provide advertising, craft for children. We will supply BBQ, volunteers for cooking, singers, musicians and preacher.</i>	
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>	
<i>Advertising banner</i>	<i>\$ 252</i>	
<i>Sausages &amp; gluten free</i>	<i>\$ 180</i>	
<i>Salads</i>	<i>\$ 55</i>	
<i>Vegetarian burgers</i>	<i>\$ 40</i>	
<i>Ice-creams &amp; Assorted drinks</i>	<i>\$ 414</i>	
<i>Bread &amp; Sauce</i>	<i>\$ 69</i>	
<i>Bottled water</i>	<i>\$ 36</i>	
<i>Kinder surprise gift</i>	<i>\$ 162</i>	
<b>TOTAL (including GST):</b>	<b>\$ 1,208</b>	

*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 checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	<i>Christmas Eve Family Carols</i>
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	<i>24/12/2018</i>
Total cost of Project/Event	<i>\$ 1,208</i>
Amount of Community Grant Funding Requested	<i>\$ 1,208</i>
Is there any other information that you may feel is relevant to your application?	<i>This event will be an invitation to the community to come along and share a free BBQ &amp; family fun activities and carols.</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached:  <i>1. quotes for the event</i> <i>2.</i>
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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



Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	<i>December 2017</i>
What amount of Grant funding was provided:	<i>\$ 2,383</i>
When was the previous Grant acquitted (month & year):	<i>March 2018</i>
<b>Group/Organisation Information</b>	
Group/Organisation Name	<i>Salisbury Uniting Church</i>
Group/Organisation Description	<i>Uniting Church</i>
Group/Organisation Registered Address	<i>Number/Street: 59-61 Park Terrace Salisbury Suburb: Salisbury Postcode: 5108</i>
Is the Club Incorporated?	<i>NO</i>
Number of Members	<i>160</i>
% of Membership that reside in the City of Salisbury	<i>98 %</i>
<b>Project/Event Details</b>	
Project/Event Name	<i>'Christmas Eve Family Carols'</i>
Project/Event Summary	<i>Christmas Eve Family Carols &amp; BBQ</i>
Date(s) of Project/Event	<i>24/12/2018</i>
Location of Project/Event:	<i>Number/Street: 59-61 Park Terrace Suburb: Salisbury Postcode: 5108</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>This will be a free family event invitation to the local community</i>
How many individuals will benefit from the Project/Event?	<i>250</i>
% of project/event participants that reside in the City of Salisbury	<i>98 %</i>
If it is an Event, is it open to the public?	<i>Yes</i>
How will the Project/Event be promoted?	<i>Messenger, Banner and flyers distributed to the local community.</i>

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 1,208
<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>	
Advertising banner	\$ 252
Icecreams	\$ 173
Drinks	\$ 241
bottled water	\$ 36
Vegetarian burgers	\$ 40
Bread & Sauce	\$ 69
Sausages	\$ 160
Gluten free sausages	\$ 20
Salads	\$ 55
Kinder Surprise	\$ 162
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 1,208</b>
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

### Project or Event Scope

Provide a description of the proposed project or event:

*We begin the Christmas Eve Family Carols Service at 5pm on the front lawn with activities free BBQ sausages and salads followed by ice-creams & drinks. At 6.30pm we will have a time of singing carols and hearing the Christmas Story. After the service everyone will receive a gift. Stage 2 of our building renovations was completed early in the year and we are looking forward to inviting the local community into this welcoming space. We have invited the Burmese Philippians and African church communities in past years to take part and this has been very successful.*

#### Attachments

- There are no attachments relating to the Project or Event Scope.
- The following documents are attached relating to the Project or Event Scope:
1. quotes for Family Christmas Eve Carols
  - 2.
  - 3.

### Benefits and Outcomes of the Project or Event

Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:

*For families on low incomes, Christmas can be a time of concern and worry especially families with children. We as a church who support 'A parcel of love Appeal' would like to offer a free event to the local community. Since the renovations we have found many people come through our doors to sit & have a coffee and chat and have begun to build relationships. We believe that free family events bring together the local community and help make Salisbury a place where everyone is welcomed and cared for.*

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

Community Grant Application - Page 10 of 13

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>We have many families who visit our Uniting In Care outlet. Each year we welcome many of the families who are struggling financially and this enables them to come and enjoy a free Christmas activity. Invitations will be given to families attending Salisbury primary School &amp; multicultural families from Australian Refugee Association across the road. Invitations will also be given to 2nd Chances Prison Ministry supporting families and children.</i></p> <p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Project or Event Management
<p><u><i>Ongoing Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u><i>One-off Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>We have a team of dedicated leaders who run this event. We will have regular meetings to ensure that all goes to plan. We have had many years of experience in these events and try to improve each year on the outcome. We have installed a new fence around the boundary of our property to ensure safety for all children attending the event. We have volunteers especially chosen with the skills and gifts to manage this event. We are a church with a vision of being welcoming and 'Open Doors' hospitality.</i></p>

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

Application Declaration

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

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

S1 S2

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

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

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

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

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

On behalf of Salisbury Uniting Church (Group/Organisation)

<p style="color: red; font-weight: bold;">Cheryl Sachse / Treasurer</p> <p><small>(Name/Position)</small></p>	and	<p style="font-family: cursive;">Nick Patelis , Minister</p> <p><small>(Name/Position)</small></p>
<p></p> <p><small>(Signature 1)</small></p>		<p></p> <p><small>(Signature 2)</small></p>
<p><u>7/11/2018</u></p> <p><small>(Date)</small></p>		<p><u>7/11/2018</u></p> <p><small>(Date)</small></p>
<p><small>Contact (phone number):</small></p>		<p><small>Contact (phone number):</small></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

\$109 + GST

\$149 + GST

\$189 + GST

**PREMIUM**  
Hi Res Hi Grade Vinyl

\$229 + GST

~~\$251.90~~

Advertising banner

**The Banner Crew.**  
**ABN: 47 144 025 687**  
  
318-326 St Vincent Street East,  
Port Adelaide,  
South Australia, 5015.  
  
**Phone:** 08 8240 0242  
  
**Email:** [thecrew@thebannercrew.com.au](mailto:thecrew@thebannercrew.com.au)





Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108  
10x\$4.00=\$40



Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108  
5 x \$6.50=\$32.50



**Kinder Surprise**  
Woolworths ABN: 88 000 014 675  
Corner James & Gawler street, Salisbury 5108  
30 x \$5.40=\$162.00



**Coleslaw**  
Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108 5 x \$4.50 =\$ 22.50

Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108

6 cartons of spring water

6 x \$6 = \$36



PRICE DROPPED

Woolworths Spring Water  
24x600ml pack

Was \$6.69 19/01/2017

\$6.00 \$6.42 - 1L

Add to cart

Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108

10 cartons of Paddle pops

15 x \$7 = \$105



Streets Paddle Pop Banana  
10pk 680ml

\$7.00 \$7.25 10/11

Add to cart



20 cartons of Bulla icecreams

20x \$3.40 = \$68

SAVE \$3.40

Bulla Crunch Double Choc  
8pk 631ml

\$3.40 \$0.54 - 10/11

Was \$5.80

Add to cart

Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108





15 x \$3.00=\$45

Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108



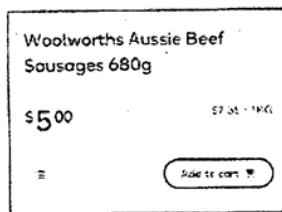
6 bottles of sauce x \$4.00=\$24

Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108



20 packets of sausages x \$8.00=\$160

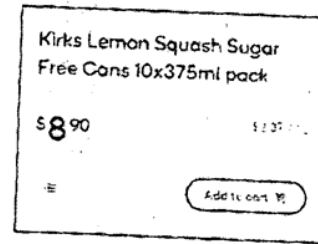
Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108



4 packets gluten free sausages x \$5.00=\$20

Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108

Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108



10 cartons of Sugar free Kirks

10 x \$8.90 = \$89


Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108

8 cartons of Coke


8x \$19.00 = \$152

Woolworths ABN: 88 000 014 675  
Corner James & Gawler street  
Salisbury 5108





# SALISBURY UNITING CHURCH



Salisbury Uniting Church  
59-61 Park Terrace  
Salisbury SA 5108  
Phone: 8258 2675

Minister  
Rev Nick Patselis  
Manse : Phone (08) 8285 7545

20 November 2018

**SALISBURY UNITING CHURCH COUNCIL MEETING**

**Wednesday 3rd October 2018 at 7.00 pm**

**Minutes**


**1. Welcome:** Mike welcomed all to the meeting and opened in prayer.

- Present: Mike Curtis(Chair), Nick Patselis, Malcolm Bray, Laura Carson, Nathan Carson, Margaret Green, Rob Howard (secretary), Hanne Konrad, Phil Klassen, Jheremy Leonidis, Cheryl Sachse and Mandy Slater.
- Apologies:

Office report:

- Church Council approval for Cheryl to submit a Community Grant application for the Salisbury Uniting Church community Christmas eve carols.
- Next Meeting Wednesday 14th November 2018 at 7.00pm.

Confirmed as a true and correct record.

  
.....  
**Chairperson**

14/11/2018

.....  
**Date**

**Vision:**  
**'To Live and Share the Good News of Jesus'**

### Application Declaration

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

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

**S1** S2

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

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

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

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

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

On behalf of Salisbury Uniting Church (Group/Organisation)

**Cheryl Sachse / Treasurer** and **Nick Patrois , Minister**  
(Name/Position) (Name/Position)

*Cheryl Sachse* (Signature 1) *Nick Patrois* (Signature 2)

7/11/2018 (Date) 7/11/2018 (Date)

Contact (phone number): [Redacted] Contact (phone number): [Redacted]

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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<b>ITEM</b>	7.2.11
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	04 December 2018
<b>HEADING</b>	34/2018: One Life Community Assist - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The One Life Community Assist Ltd Application is submitted to the Sport, Recreation and Grants Committee for consideration.

#### **RECOMMENDATION**

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2018 round of Community Grants as follows:
  - a. Grant No. 34/2018: One Life Community Assist be awarded the amount of **\$2,500.00** to assist with the purchase of **staging and sound for the 2018 Parafield Gardens Community Carols** event as outlined in the Community Grant Application.

#### **ATTACHMENTS**

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

1. 34/2018: One Life Community Assist - Application

#### **1. BACKGROUND**

- 1.1 One Life Community Assist Ltd received \$2,500 Community Grants Program funding in November 2017 to assist with the purchase of advertising and temporary fencing for the 2017 Christmas Carols event.

#### **2. REPORT**

- 2.1 One Life Community Assist is registered as an 'Australian Public Company' and is registered with the Australian Charities and Not-for-Profits Commission (ACNC).
- 2.2 The One Life Community Assist Application meets the eligibility criteria for funding consideration for the upper limit Community Grants Program funding.

**3. CONCLUSION / PROPOSAL**

- 3.1 The One Life Community Assist Application is submitted for consideration by the Sport, Recreation and Grants Committee.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 27/11/2018



# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting).

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



*Live it up*

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

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

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

Community Grant Application - Page 2 of 13



Applicant Organisation Information		
<b>1. GROUP / ORGANISATION DETAILS</b>		
Name:	<i>One Life Community Assist</i>	
Address:	<i>13-15 Ormsby Ave</i>	
Suburb:	<i>Parafield Gardens</i> Postcode: <i>5107</i>	
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>		
Name:	<i>Other: Director</i> <i>Jeff Marshall</i>	
Title (your role with the group/organisation):	<i>Director</i>	
Address:	<i>13-15 Ormsby Ave Parafield Gardens</i>	
Phone:	Landline: 08 8258 3865 Mobile: [REDACTED]	
Email:	[REDACTED]	
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>		
Name of Person Responsible for the Grant:	<i>Other: Director</i> <i>Jeff Marshall</i>	
Title (role with the group/organisation):	<i>Director</i>	
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>		
How is your group/organisation managed:	<i>Board</i>	
<b>Is your organisation:</b>		
a) Incorporated:	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)
<b>Parent Organisation</b>		
Name:		
ASIC Registration Number:		

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

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

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<b>GST Declaration</b>		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN  <i>(If Yes - Please Quote ABN:)</i>  <u>  9  2  1  3  8  7  7  0  6  2  6  </u> <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input 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*

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Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input checked="" type="checkbox"/></span> <i>(enter '0' dollar amounts below)</i>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 2,070
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$ 0
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	0
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	0
Have you sought any other funding for the project: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 2,070</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Labour in set up and pack down. Publicity. Equipment. Musical Skills. Security. Organisation.</i>
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>
<i>Staging</i>	\$ 2,068
<i>Printing</i>	\$ 338
<i>Sound</i>	\$ 2,500
<b>TOTAL (including GST):</b>	<b>\$ 4,906</b>

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	<i>Parafield Gardens Community Carols</i>
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	<i>16th December 2018</i>
Total cost of Project/Event	<i>\$ 4,906</i>
Amount of Community Grant Funding Requested	<i>\$ 2,500</i>
Is there any other information that you may feel is relevant to your application?	<i>We ran this event successfully last year and was a great benefit to the local Parafield, Paralowie community which is not represented with this kind of event.</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached:  1. <i>sound quote</i> 2. <i>stage quote</i>
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p><i>Parafield Gardens Community Carols exists to bring the community of Paralowie and Parafield Gardens together to celebrate all that is good about Christmas. While there are some large carol events around the northern/northeastern suburbs we strive to hold a local event that is easier for people to attend and embrace the uniqueness of the Parafield Gardens area. Showing the talents of local people and engaging the community in well known Christmas music we believe that we will be enhancing the sense of local community.</i></p>
<p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>

Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>We believe that local community is important, and that the Parafield Gardens area struggles to find its local identity between Mawson Lakes and Salisbury. We seek to run events that build this local community and any funds raised during this event will go to support Novita a community service in our local community. This is one of the few community events for the people of our area.</i></p>

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



Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>Three churches have come together to run this event under the One Life Community Assist banner. One Life church, Parafield Gardens Uniting Church and St Barbara's Anglican Church. We will be inviting other community organisations to also attend. These churches alone have representatives of hundreds of local Parafield Gardens people.</i></p>
<p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>There is a management team made up of talented people from the different churches and community. These wonderful people have volunteered their time to bring this project to fruition. They are over seen by the various church councils.</i></p>

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

Application Declaration

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

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

S1 S2

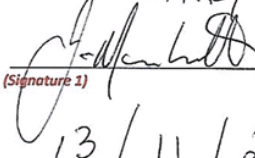
I acknowledge that I am authorised to make this application on behalf of the Organisation.

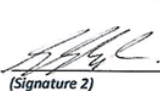
I acknowledge that the information provided in this application is true and correct.

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

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

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

On behalf of ONE Life Community (Group/Organisation)  
*Assist.*  
 and  
(Name/Position) JEFFREY MARSHALL  
(Signature 1)  DIRECTOR/  
President.  
(Date) 13/11/2018.

(Name/Position) Susann E Smith  
(Signature 2)  Board Member  
(Date) 13/11/2018

Contact (phone number): [REDACTED]      Contact (phone number): [REDACTED]

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

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



## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

	Yes	No
A private recreational pursuit or hobby	<input type="checkbox"/>	<input type="checkbox"/>
As an <b>individual</b> without a reasonable expectation of profit or gain	<input type="checkbox"/>	<input checked="" 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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Quote: 97

Quote

Quote date: 01/11/2018

Bill to:  
One Life Church

Expiry:  
01/12/2018

ITEM	DESCRIPTION		UNITS	UNIT PRICE (ex GST)	TAX TYPE	AMOUNT (ex GST)
1000	Staging- 9.7m x 4.8m x 900mm high Steps, rails, skirt included Delivery Sunday 16th December- am Picked up Sunday 16th December - pm One Life Church Parafield Gardens Carols.	Qty	1	1,880.00	GST	1,880.00

Sub-Total (ex GST): \$1,880.00  
 GST: \$188.00  
**TOTAL (inc GST): \$2,068.00**



Saturday 27th October 2018

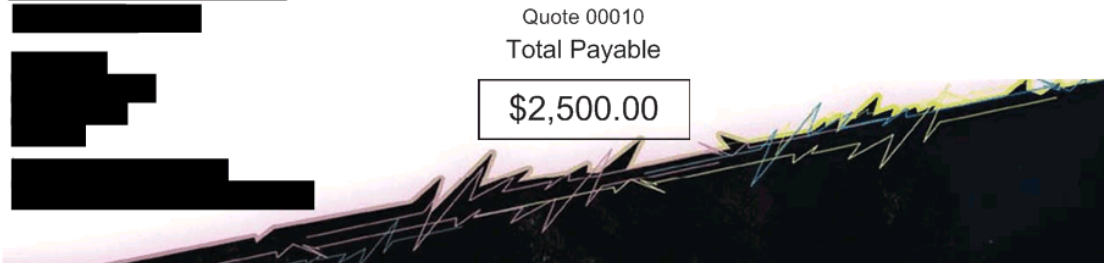
**Bill To:** ATT: Justin Boxer  
 ONE Life Church  
 13-15 Ormsby Avenue  
 Parafield Gardens SA 5107  
 Ph: [Redacted]  
 Em: [Redacted]

Firstly we just want to thank you for the opportunity to quote for your Community carols this year. Please find attached your quote. Please note that upon acceptance of quote a \$1000 deposit will need to be paid 2weeks out from your event, We will send you an invoice at that point, then after the event the remainder invoice will then be sent out.  
 If you have any questions re quote or anything else please don't hesitate to give myself or Jordan a ring to discuss further.

Description	Balance
Supply, Bump In, Operate & Bump Out for the Parafield Gardens Community Carols 2018	
Quote Includes:	
3x Crew	
1x Truck	
2x Line Array	
2x Subs	
6x Foldbacks	
Amps for Subs and Foldbacks	
1x FOH Sound Console	\$2,500.00
1x Digital Multicore	
3x Wireless Microphones	
1x Drum Mic Set	
6x Choir Mics	
6x DI Boxes	
QTY of Power Leads	
QTY of Mic cables for Audio	
Mic Stands for all mics	
Basic Candy Lighting	

Quote 00010  
 Total Payable

**\$2,500.00**



Board Meeting held at  
One Life Community Assist Ltd  
13-15 Ormsby Avenue, Parafield Gardens SA 5017  
On the 27<sup>th</sup> of October 2018

Present: Jeff Marshall, Liz Smith, Ken Luyt, Raul Perez.

Apologies: Tony Tedesco.

Meeting: Opened in Prayer at 10.00 am

'Excerpt'


2. New Business

2.4 Community Christmas Carols

2.4.1 Justin Boxer to represent ONE Life Community Assist on the organising committee for the Parafield Gardens Combined Churches Community Carols, being held on the 16<sup>th</sup> of December 2018 at 7pm on the Parafield Gardens High School oval. The school has agreed to let us use the oval for free, on the agreeance of their conditions of use.

2.4.2 We will be submitting an application for a Community Grant to the City of Salisbury for \$2,500 to go towards the budget of \$4, 906 (Staging - \$2,068 + printing \$338 + Sound \$2,500). We have been advised by the City of Salisbury this will be assessed early December due to the Council Elections and the City of Salisbury being in Care Taker mode.

Meeting closed 11:50am



Jeffrey Marshall  
Chairman / Director



Ken Luyt  
Board Member