



## **AGENDA**

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

**14 JANUARY 2019 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 (Deputy Chairman)  
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 04 December 2018.

---

## REPORTS

### *Administration*

7.0.1	Future Reports for the Sport, Recreation and Grants Committee .....	11
-------	---	----

### *Community Grants*

7.2.1	Youth Sponsorship Applications - November & December 2018 .....	13
7.2.2	Community Grants Program Applications for January 2019 .....	17
7.2.3	27/2018: UniSA Eagles Gridiron Club - Community Grants Program Report.....	45
7.2.4	29/2018: North Pines Sports and Social Club - Community Grants Program Application .....	61
7.2.5	Community Event Sponsorship Funding .....	79

## OTHER BUSINESS

## CLOSE



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

**4 DECEMBER 2018**

**MEMBERS PRESENT**

Cr A Duncan (Chairman)  
Mayor G Aldridge (ex officio)  
Cr L Braun  
Cr C Buchanan  
Cr N Henningsen

**STAFF**

A/Chief Executive Officer, Ms P Webb (*from 6.53 pm*)  
General Manager Business Excellence, Mr C Mansueto  
Manager Governance, Mr M Petrovski  
PA to General Manager Community Development, Ms B Hatswell  
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.42 pm.

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

**APOLOGIES**

Apologies were received from Cr D Hood, Cr S Ouk and Cr S Reardon.

**LEAVE OF ABSENCE**

Nil

---

## PRESENTATION OF MINUTES

Moved Mayor G Aldridge  
Seconded Cr N Henningsen

The Minutes of the Special Sport, Recreation and Grants Committee Meeting held on 17 September 2018, be taken and read as confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **7.0.1 Presentation of the Minutes of the Ordinary Sport, Recreation and Grants Committee Meeting held on 10 September 2018**

Moved Mayor G Aldridge  
Seconded Cr N Henningsen

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

**CARRIED**

#### **7.0.2 Appointment of Deputy Chair**

Moved Mayor G Aldridge  
Seconded Cr L Braun

1. Cr Chad Buchanan be appointed as Deputy Chairman of the Sport, Recreation and Grants Committee for a two year term.

**CARRIED**

#### **7.0.3 Future Reports for the Sport, Recreation and Grants Committee**

Moved Mayor G Aldridge  
Seconded Cr N Henningsen

1. The information be received.

**CARRIED**



---

*Community Grants*

**7.2.1 Youth Sponsorship Applications - September and October 2018**

Moved Cr C Buchanan  
 Seconded Cr L Braun

1. The information be received.

**CARRIED**

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

Moved Cr C Buchanan  
 Seconded Cr N Henningsen

1. The information be received and noted.

**CARRIED**

**7.2.3 24/2018: Pontian Brotherhood of South Australia Inc. - Community Grants Program Application**

Moved Mayor G Aldridge  
 Seconded Cr C Buchanan

1. The information be received and noted.
2. That the City of Salisbury write to the Pontian Brotherhood of South Australia Inc. advising them of alternative funding stream opportunities.

**CARRIED**

**7.2.4 25/2018: The Dutch Community (Dutch Social And Welfare Club) Inc. - Community Grants Program Application**

Moved Mayor G Aldridge  
 Seconded Cr N Henningsen

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.

**CARRIED**

**7.2.5 26/2018: Meals on Wheels (SA) Inc. - Community Grants Program Application**

Moved Mayor G Aldridge  
Seconded Cr L Braun

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.

**CARRIED**

**7.2.6 28/2018: Uniting In Care Salisbury Inc. - Community Grants Program Application**

Moved Cr N Henningsen  
Seconded Cr L Braun

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.

**CARRIED**

**7.2.7 30/2018: Bhutanese Australian Association of South Australia Inc. - Community Grants Program Application**

Moved Cr L Braun  
Seconded Mayor G Aldridge

1. The information be received and noted.

**CARRIED**

---

**7.2.8 31/2018: Para Hills Brass Band Inc. - Community Grants Program Application**

Moved Cr C Buchanan  
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 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.

**CARRIED**

**7.2.9 32/2018: Life Church SA Inc. - Community Grants Program Application**

Moved Mayor G Aldridge  
Seconded Cr N Henningsen

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.

**CARRIED**

**7.2.10 33/2018: Uniting Church in Australia Salisbury - Community Grants Program Application**

Moved Cr C Buchanan  
Seconded Cr N Henningsen

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.

**CARRIED**

**7.2.11 34/2018: One Life Community Assist - Community Grants Program Application**

Moved Mayor G Aldridge  
Seconded Cr L Braun

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.

**CARRIED**

**OTHER BUSINESS**

**SRG-OB1 Review of Policies**

Moved Cr C Buchanan  
Seconded Mayor G Aldridge

1. That Council undertake a review of the Community Grants Program, Youth Sponsorship applications and Capital Works Grants Program policies.

**CARRIED**

The meeting closed at 6.54 pm.

CHAIRMAN.....

DATE.....





---

<b>ITEM</b>	7.0.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 January 2019
<b>HEADING</b>	Future Reports for the Sport, Recreation and Grants Committee
<b>AUTHOR</b>	Joy Rowett, Governance Coordinator, 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 7.2.2	<b>Review of Youth Sponsorship Funding and Allocation Cap and Youth Sponsorship Policy</b> 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> December 2018 <b>Deferred to:</b> February 2019 <b>Reason:</b> To align with the review requested by the committee.	Mechelle Potter
17/12/2018	<b>Review of Policies</b>	Bronwyn Hatswell Mechelle Potter William McInerney
SR&G-OB1	1. That Council undertake a review of the Community Grants Program, Youth Sponsorship applications and Capital Works Grants Program policies. <b>Due:</b> February 2019	

**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: EXECUTIVE GROUP  
Date: 07/01/2019



---

<b>ITEM</b>	7.2.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 January 2019
<b>HEADING</b>	Youth Sponsorship Applications - November & December 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 Chairperson and one other member of the Sport, Recreation and Grants Committee in December 2018.

<b>Funding per application</b>	<b>Event</b>	<b>Total Funding</b>
1 @ \$250	One application has been received to represent South Australia at the Australian Junior 8 Ball Titles to be held in Tasmania in January 2019.	\$250
1 @ \$250	One application has been received to represent South Australia at the Australian All Schools Athletics Championships to be held in Cairns in December 2018.	\$250
1 @ \$1,000	One application has been received to represent Australia at the ITF Pakistan Junior Tennis Championship to be held in Pakistan in November 2018.	\$1,000
1 @ \$250	One application has been received to represent South Australia at the 2018 Australian Tennis Championships to be held in Melbourne in December 2018.	\$250
2 @ \$1,000	Two applications has been received to represent Australia at the Junior Theatre Festival to be held in Atlanta, USA in January 2019.	\$2,000
1 @ \$250	One application has been received to represent South Australia at the 2019 Southern Cross Challenge (Basketball) to be held in Melbourne in January 2019.	\$250
2 @ \$250	Two applications have been received to represent South Australia at the 2019 FFA National Futsal Championships to be held in Sydney in January 2019.	\$500
11 @ \$250	11 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.	\$2,750
1 @ \$250	One application has been received to represent South Australia at the School Sport Australia 12 & Under Cricket Championship to be held in Bunbury, Western Australia in December 2018.	\$250
<b>Total Funding for November 2018:</b>		<b>\$7,500.00</b>
1 @ \$250	One application has 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.	\$250

## ITEM 7.2.1

---

1 @ \$250	One application has been received to represent South Australia at the 2019 FFA National Futsal Championships to be held in Sydney In January 2019.	\$250
2 @ \$250	Two applications have been received to represent South Australia at the 2019 National Speed Skating Championships to be held in Brisbane in January 2019.	\$500
3 @ \$250	Three applications have been received to represent South Australia at the 2019 Budgies Junior Indigenous Netball Carnival to be held in Craigieburne, Victoria in January 2019.	\$750

**Total Funding for December 2018:        \$1750.00**

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

3.2.1 One application to represent South Australia at the 2018 Junior Indoor Netball National Championships to be held in the Gold Coast, Queensland in December 2018 however the application is not eligible as the applicant has not provided a letter of support from the peak body as requested.

#### **4. CONCLUSION / PROPOSAL**

4.1 The 2018/19 Youth Sponsorship budget allocation is \$54,000 less expenditure to date of \$28,035 (including November and December applications) which leaves a balance remaining of \$25,965.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 07/01/2019



---

<b>ITEM</b>	7.2.2		
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>		
<b>DATE</b>	14 January 2019		
<b>PREV REFS</b>	Sport, Recreation and Grants Committee	7.2.2	04/12/2018
<b>HEADING</b>	Community Grants Program Applications for January 2019		
<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 January 2019 round. There are no applications submitted for consideration by the Sport, Recreation and Grants Committee. 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 No (0) applications were received for the January 2019 round of Community Grants.
- 1.2 Two (2) applications received for the October 2018 round of Community Grants required further information. The further information has not been received and the applications are therefore deemed ineligible.

## 2. REPORT

- 2.1 No (0) applications are presented for the January 2019 round of Community Grants for consideration.
- 2.2 Two (2) applications are presented for the January 2019 round of Community Grants in an individual report for information. The applications were received for the October 2018 round of Community Grants and required further information. The further information has not been received and the applications are therefore ineligible:
  - 2.2.1 27/2018: UniSA Eagles Gridiron Club  
*Agenda item 7.2.3 Sport, Recreation and Grants Committee; 14/01/2019*
  - 2.2.2 29/2018: North Pines Sports and Social Club  
*Agenda item 7.24 Sport, Recreation and Grants Committee; 14/01/2019*
- 2.3 The Community Grant Funding budget allocation for 2018/2019 is \$82,000.
- 2.4 There are no monies committed for the January 2019 round.
- 2.5 The remaining balance of the grant funding is **\$53,050.00**.

## 3. CONCLUSION / PROPOSAL

- 3.1 No (0) Community Grants Program applications are presented for funding consideration at the Sport, Recreation and Grants Committee meeting in January 2019.
- 3.2 Two (2) Community Grants Program Applications are deemed ineligible and are presented in an individual report for information.

## CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 07/01/2019

Effective 27 November 2017



# **Community Grants Program**

## **Guidelines and Eligibility Criteria**



*live it up*

## Contents

1.	Introduction .....	3
2.	Submitting an Application .....	4
3.	Community Grants Program Aim and Objectives .....	5
4.	Funding Rounds Opening and Closing Dates.....	5
5.	Community Grants Program Categories .....	5
6.	Types of Community Grants and Amount of Funding .....	6
7.	Eligible Areas.....	6
8.	Eligibility to Apply .....	7
9.	Eligible Items.....	9
10.	Ineligible Items .....	10
11.	Application Process.....	12
12.	Funding Criteria.....	13
13.	Community Grant Application .....	14
14.	Referees .....	15
15.	Financial Information .....	15
16.	Application Outcome .....	15
17.	Expenditure of Community Grants Program Funds .....	16
18.	Goods and Services Tax (GST).....	17
19.	Presentation of Community Grants Program Cheques .....	17
20.	Accountability and Reporting Requirements.....	17
21.	Repayment of Community Grant .....	18
	ATTACHMENT A – Community Grants Program Documents.....	19
	ATTACHMENT B – Likely Funded Project and Event Examples .....	20
	ATTACHMENT C – Unlikely Funded Project and Event Examples .....	21
	ATTACHMENT D - Project Evaluation Requirements .....	22
	ATTACHMENT E – Frequently Asked Questions .....	23



## 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);

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

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

## 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  
Page 20*

### ATTACHMENT C – Unlikely Funded Project and Event Examples

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

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

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

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment C  
Page 21*

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

---

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

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

---

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

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

- 1.1. Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the 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



---

<b>ITEM</b>	7.2.3
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 January 2019
<b>HEADING</b>	27/2018: UniSA Eagles Gridiron Club - Community Grants Program Report
<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 UniSA Eagles Gridiron Club 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. 27/2018: UniSA Eagles Gridiron Club - Application

#### **1. BACKGROUND**

- 1.1 The UniSA Eagles Gridiron Club Application was received for the October 2018 Community Grants Program funding round.
- 1.2 The Application was incomplete and required further information.
- 1.3 The UniSA Eagles Gridiron Club has not received prior Community Grants Program funding.

#### **2. REPORT**

- 2.1 The UniSA Eagles Gridiron Club Application was originally received for the October 2018 round of Community Grants Program funding however the Application was incomplete and required further information as follows:
  - how the group/organisation is managed has not been provided;
  - the 'Parent Organisation' section is incomplete;
  - the full account name does not match the name of the organisation applying for grant funding;
  - the ABN provided is invalid;
  - the 'What resources will you and your group contribute' section is incomplete;
  - the 'Expenses' sections are incomplete;

- the 'Date(s)' and 'Location of Project/Event' sections are incomplete;
- a detailed, current quote has not been provided;
- the Application Declaration is incomplete.

- 2.2 The additional information has not been received and therefore the Application is deemed ineligible as per clause 11.2 of the Community Grants Program Guidelines and Eligibility Criteria:

*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.*

- 2.3 The Applicant has been notified that their Community Grants Program Application has lapsed.

### 3. CONCLUSION / PROPOSAL

- 3.1 The UniSA Eagles Gridiron Club 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: 07/01/2019

9/18/2018

ECM\_4000546\_v1\_Community Grant Program Application Form 2018 - UniSA Eagles Gridiron Club.htm

**From:** John Wreghi [REDACTED]  
**Sent:** Tuesday, 11 September 2018 9:05:45 AM  
**To:** City of Salisbury  
**Subject:** Community Grant Application - UniSA Eagles

John Wreghitt

[REDACTED]  
[REDACTED]  
[REDACTED]  
  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Item 7.2.3 - Attachment 1 - 27/2018: UniSA Eagles Gridiron Club - Application

file:///C:/Users/bhatswell/Downloads/ECM\_4000546\_v1\_Community%20Grant%20Program%20Application%20Form%202018%20-%20UniSA%2... 1/1



# 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 NOT fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months.	<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:	UNISA EAGLES GRIDIRON CLUB		
Address:	PO Box 137		
Suburb:	POORAKA <span style="float: right;">Postcode: 5095</span>		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> JOHN WREGHITT		
Title (your role with the group/organisation):	PRESIDENT		
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 type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> AS ABOVE		
Title (role with the group/organisation):			
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:			
<b>Is your organisation:</b>			
a) Incorporated:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"><b>Yes</b> <input checked="" type="checkbox"/> (go to question c)</td> <td style="text-align: center; width: 50%;"><b>No</b> <input type="checkbox"/> (go to question b)</td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"><b>Yes</b> <input type="checkbox"/> (go to question c)</td> <td style="text-align: center; width: 50%;"><b>No</b> <input type="checkbox"/> (go to question c)</td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13



Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:	CLUB FEES	
f) Purpose:	SPORTING CLUB	
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: EAGLES AMERICAN FOOTBALL CLUB <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:	DAMIAN GARCIA	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN:)</small>  297 405 93 <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p><b>NB: GST Registration</b></p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

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.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input checked="" type="checkbox"/></span>
<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>	\$ 2300 <i>ALBERTA/UNISA</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>	\$ 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>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<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 type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	PURCHASE OF JUNIOR EQUIPMENT
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	
Total cost of Project/Event	\$
Amount of Community Grant Funding Requested	\$ 5000
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.
<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 checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? <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	UNISA EAGLES GRIDIRON CLUB
Group/Organisation Description	AMERICAN FOOTBALL CLUB
Group/Organisation Registered Address	Number/Street: PO BOX 137 Suburb: POORAKA Postcode: 5095
Is the Club Incorporated?	YES
Number of Members	60
% of Membership that reside in the City of Salisbury	70%
<b>Project/Event Details</b>	
Project/Event Name	JUNIOR EQUIPMENT
Project/Event Summary	EQUIPMENT FOR NEW JUNIOR PROGRAM
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?	PROVIDE JUNIORS TO PLAY GRIDIRON + DEVELOP IN TEAM SPORT
How many individuals will benefit from the Project/Event?	APPROX 20
% of project/event participants that reside in the City of Salisbury	80%
If it is an Event, is it open to the public?	YES. CLUB WELCOMES ALL.
How will the Project/Event be promoted?	SOCIAL MEDIA, WEBSITE, UNISA

*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



Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p>THE CLUB CURRENTLY DOES NOT HAVE A JUNIOR PROGRAM.</p> <p>WE WILL BE DRIVING THIS AS THE FUTURE OF ANY CLUB IS WITH THE JUNIORS COMING UP THROUGH THE SYSTEM.</p> <p>WE NEED EQUIPMENT TO SUIT UP ANY JUNIORS WE RECRUIT.</p> <p>THE CLUB IS SHORT IN GEAR DUE TO SENIOR NUMBER INCREASES.</p> <p>GEAR IS COSTLY + NEED TO PURCHASE</p>
<p><b>Attachments</b></p> <p><input 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>IT WILL GIVE THE YOUTH 14-18 THE OPPORTUNITY TO PLAY A SPORT THAT TEACHES DISCIPLINE, TEAM WORK AND CONFIDENCE.</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>JUST THE CURRENT CLUB SUPPORT + PASSION TO BUILD JUNIOR PROGRAM.</p>
<p><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <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> <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> <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>EQUIPMENT MANAGER WILL MAKE NECESSARY ARRANGEMENTS.</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.

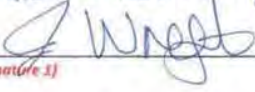

I acknowledge that the information provided in this application is true and correct.

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 UNISA EAGLES GRIDIRON CLUB  
(Group/Organisation)

<p>/ and</p> <p><small>(Name/Position)</small> JOHN WREGHITT / PRESIDENT</p> <p><small>(Signature 1)</small> </p> <p><small>(Date)</small> 29/8/18</p> <p><small>Contact (phone number):</small> <span style="background-color: black; color: black;">[REDACTED]</span></p>	<p>/</p> <p><small>(Name/Position)</small> WARREN MEADHAM / TREASURER</p> <p><small>(Signature 2)</small> </p> <p><small>(Date)</small> 31/8/18.</p> <p><small>Contact (phone number):</small> <span style="background-color: black; color: black;">[REDACTED]</span></p>
--	---

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

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



**UNISA SPORT**



**University of  
South Australia**

UniSA Eagles Gridiron Club  
PO Box 137, Pooraka, 5095

To the City of Salisbury Community Grants Program

My name is John Wreghitt and I am the President of the UniSA Eagles.

The reason I am writing this extra page is to explain a bit deeper about some of the questions I had to answer as I wanted to make sure my answers were understood.

In relation to the quotes that need to be attached it is tough due to way we purchase our equipment as this is done through a variety of websites.

The process is generally we look for the best prices/deals at the time and purchase on line which makes getting quotes and invoices very hard.

Rest assured the money will be for equipment to help get our Junior program off the ground and we will easily be able to provide receipts to verify the grant money.

The club and current committee are very passionate about the Junior program getting back up and running and this grant money will go a long way to helping with the equipment we need for this to happen.

I have answered the questions the best I can with the information I have available to me.

I hope you will give good consideration for this grant to this great club to help the Junior program

Thank you

John Wreghitt  
President



---

<b>ITEM</b>	7.2.4
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 January 2019
<b>HEADING</b>	29/2018: North Pines Sports and Social Club - 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 North Pines Sport and Social Club 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. 29/2018: North Pines Sports and Social Club - Application

#### **1. BACKGROUND**

- 1.1 The North Pines Sports and Social Club Application was received for the October 2018 Community Grants Program funding round.
- 1.2 The Application was incomplete and required further information.
- 1.3 The North Pines Sport and Social Club has not received prior Community Grants Program funding.

#### **2. REPORT**

- 2.1 The North Pines Sports and Social Club Application was originally received for the October 2018 round of Community Grants Program funding however the Application was incomplete and required further information as follows:
  - evidence that the Board has endorsed submission of the Community Grant Application was not provided;
  - evidence that the North Pines Sports and Social Club is incorporated or auspiced by an incorporated organisation was not provided;
  - the ABN listed does not match the name of the organisation applying for grant funding.

- 2.2 The additional information has not been received and therefore the Application is deemed ineligible as per clause 11.2 of the Community Grants Program Guidelines and Eligibility Criteria:

*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.*

- 2.3 The Applicant has been notified that their Community Grants Program Application has lapsed.

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

- 3.1 The North Pines Sports and Social Club 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: 07/01/2019



# 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 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>North Pines Sports and Social Club</i>		
Address:	<i>Andrew Smith Drive</i>		
Suburb:	<i>Parafield Gardens</i> <span style="float: right;">Postcode: <i>5107</i></span>		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	<i>Ms Angela Nicholson</i>		
Title (your role with the group/organisation):	<i>Treasurer</i>		
Address:	████████████████████		
Phone:	Landline: ██████████ Mobile: ██████████		
Email:	████████████████████		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	<i>Ms Angela Nicholson</i>		
Title (role with the group/organisation):	<i>Treasurer</i>		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed:	<i>NPSSC is managed by a Board of Directors</i>		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b>  <input type="checkbox"/>            (go to question c)         </td> <td style="text-align: center; width: 50%;"> <b>No</b>  <input checked="" type="checkbox"/>            (go to question b)         </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question b)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"> <b>Yes</b>  <input type="checkbox"/>            (go to question c)         </td> <td style="text-align: center; width: 50%;"> <b>No</b>  <input checked="" type="checkbox"/>            (go to question c)         </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<b><i>Your organisation must have its own Bank/Credit Union Account or similar</i></b>		
Full Account Name: <i>North Pines Sports and Social Club Main</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>Gillian Aldridge</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>  <u>6 3 3 9 7 6 9 0 3 8 7</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 type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>NB: GST Registration</b> <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>
	No <input checked="" type="checkbox"/> <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:	\$ 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>	<b>\$ 0</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Club volunteers will offer their time to assemble the centre nets upon receipt. Volunteer coaches will offer junior teams ongoing coaching support to facilitate use of the training equipment.</i>
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>
<i>Wheeled Centre Wicket Net</i>	<i>\$ 1,299</i>
<i>Cricket Training Balls for use with net</i>	<i>\$ 2,004</i>
<i>Plastic safety stumps for use with net</i>	<i>\$ 98</i>
<i>Stump and ball carry bags</i>	<i>\$ 52</i>
<b>TOTAL (including GST):</b>	<b>\$ 3,453</b>

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



Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	<i>Centre Wicket Practice Net</i>
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	<i>ongoing</i>
Total cost of Project/Event	<i>\$ 3,453</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 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 checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

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 ( <i>month &amp; year</i> ):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted ( <i>month &amp; year</i> ):	
<b>Group/Organisation Information</b>	
Group/Organisation Name	<i>North Pines Sports and Social Club</i>
Group/Organisation Description	<i>Sports and Social Club</i>
Group/Organisation Registered Address	<b>Number/Street:</b> <i>Andrew Smith Drive</i> <b>Suburb:</b> <i>Parafield Gardens</i> <b>Postcode:</b> <i>5107</i>
Is the Club Incorporated?	<i>No</i>
Number of Members	<i>463</i>
% of Membership that reside in the City of Salisbury	<i>80 %</i>
<b>Project/Event Details</b>	
Project/Event Name	<i>Centre Wicket Practice Net</i>
Project/Event Summary	<i>Purchase a mobile practice net and accompanying equipment</i>
Date(s) of Project/Event	<i>ongoing</i>
Location of Project/Event:	<b>Number/Street:</b> <i>Andrew Smith Drive</i> <b>Suburb:</b> <i>Parafield Gardens</i> <b>Postcode:</b> <i>5107</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>Providing more children with the opportunity to participate in junior cri</i>
How many individuals will benefit from the Project/Event?	<i>105</i>
% of project/event participants that reside in the City of Salisbury	<i>80 %</i>
If it is an Event, is it open to the public?	<i>No</i>
How will the Project/Event be promoted?	<i>Photos and information on Facebook, via email and on our website.</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:

*to purchase a portable cricket net that can be used in the centre wicket to create an extra training space. Currently juniors of different age groups have to train at different times because its not safe for younger children who use softer balls to train in the vicinity of older children who use harder balls. This makes it hard for the many parents who have children that train at different times and as such some children tend to miss out on training altogether.*

*The ability to move some training sessions out into the middle pitch can also be helpful in working on a broader range of skills than basic net training allows. With a centre net children can practice in a game simulation with far less players than training without a net allows.*

*We require plastic safety stumps for use with this net due to the enclosed nature of the net we wouldn't want a timber or metal stump (what we have currently) potentially rebounding off the back net.*

*Training balls are an essential part of training, it is important that players train with the same balls they will be using in a game as different balls react very differently. The benefit of more children at training brings with it the requirement to have more balls for them to use and balls wearing out quicker than previously.*

#### 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:

- Higher number of children able to train simultaneously which will increase participation in cricket
- Safer environment for training with younger age groups training a distance away from older age groups
- Broader range of skills training available due to the flexibility of a centre net

*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.*

*We consulted the members and parents of junior members at our club to come up with a solution to non-attendance at training. Parents in particular suggested that they wanted children of different age groups to be able to train at the same time to lessen the burden on parents. To facilitate this but in order to ease safety concerns regarding the training of different age groups simultaneously the committee proposed the introduction of a centre wicket net which was unanimously supported by the club members present.*

#### 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 centre net will be erected upon receipt and chained and locked to the fixed cricket nets when not in use during the cricket season. Only coaches and senior committee members will have keys so that the net will only be able to be moved when a coach is present. Over the Christmas break and at the conclusion of the cricket season the net and structure will be dismantled and stored out of the weather to prolong its use for future seasons.*

*Training for different age groups will be able to be programmed simultaneously subject to coach availability and age groups will rotate use of the centre wicket and fixed training nets on a weekly basis at the discretion of the respective coaches.*

*Upon conclusion of the current season we will survey parents/players regarding their satisfaction with the new training programme and facilities and use this information to determine which age groups get the most benefit from the new centre wicket net and programme accordingly for the future.*

*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 North Pines Sports & Social C (Group/Organisation)

<p style="color: red; font-weight: bold;">Angela Nicholson / Treasurer</p> <p style="font-size: small; color: red;">(Name/Position)</p> <div style="text-align: center;">   <hr style="width: 100%; border: 0.5px solid black;"/> <p style="color: red; font-size: small;">(Signature 1)</p> </div> <div style="text-align: center; margin-top: 20px;"> <p style="color: red; font-weight: bold;">13 September 2018</p> <hr style="width: 100%; border: 0.5px solid black;"/> <p style="font-size: small; color: red;">(Date)</p> </div> <p style="color: red; font-size: small;">Contact (phone number): <span style="background-color: black; color: black;">[REDACTED]</span></p>	and	<p style="color: blue; font-weight: bold;">Chad Buchanan / President</p> <p style="font-size: small; color: blue;">(Name/Position)</p> <div style="text-align: center;">   <hr style="width: 100%; border: 0.5px solid black;"/> <p style="color: blue; font-size: small;">(Signature 2)</p> </div> <div style="text-align: center; margin-top: 20px;"> <p style="color: blue; font-weight: bold;">13 September 2018</p> <hr style="width: 100%; border: 0.5px solid black;"/> <p style="font-size: small; color: blue;">(Date)</p> </div> <p style="color: blue; font-size: small;">Contact (phone number): <span style="background-color: black; color: black;">[REDACTED]</span></p>
---	-----	---

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

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



## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

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

Community Grant Application - Page 13 of 13


9/12/2018

Shopping Cart

- HOME
- CRICKET TOURS
- APPAREL
- NETS & PITCHES
- TRAINING AIDS
- BALL MACHINES
- COACHING

Home » Shopping Cart

## Shopping Cart

		Add Items	Billing & Shipping	Done!
		Unit Price	Qty	Subtotal
	Wheeled Centre Wicket Net	\$1,299.00	<input type="text" value="1"/> <input type="button" value="Update"/>	\$1,299.00
		Subtotal		\$1,299.00
		Shipping		Free
		<b>Total</b>		<b>\$1,299.00</b>

Promo Code

[Keep Shopping](#)

[Contact Ultra Sports](#)

<http://www.ultrasports.com.au/order-cart/>

2/3



9/12/2018

Cart contents - Keith Dudgeon Cricket Specialist | Everything in Cricket

[Cricket Store](#) > [Cart contents](#)

**Cart items**



**Plastic Safety Stumps Set 3 & Bails**

CODE: CAF010

Qty:  x \$49.00 = \$98.00



**Kookaburra Practice 2 Piece Ball**

CODE: CBK951

Qty:  x \$24.00 = \$576.00

[Click here for more details](#)



**KD Centaur Carry Bag**

CODE: BSD020

Qty:  x \$26.00 = \$52.00



**Kookaburra Commander Ball**

CODE: CBK961

Qty:  x \$13.00 = \$312.00

[Click here for more details](#)



**Kookaburra Tuff Pitch 2 Piece Ball**

CODE: CBK921

Qty:  x \$46.50 = \$1,116.00

[Click here for more details](#)

[Clear Cart](#)

[Update](#)

Gift certificate code:  [Apply](#)

**Calculate shipping cost**

Custom shipping method (3-5 days) - Free shipping

Country:

State/Province:

Zip/postal code:

<https://kdsport.com.au/index.php?dispatch=checkout.cart>

1/2

9/12/2018

Cart contents - Keith Dudgeon Cricket Specialist | Everything in Cricket

<b>Subtotal:</b>	<b>\$2,154.00</b>
Shipping cost:	<b>\$0.00</b>
<b>Total cost:</b>	<b>\$2,154.00</b>

Item 7.2.4 - Attachment 1 - 29/2018: North Pines Sports and Social Club - Application

<https://kdsport.com.au/index.php?dispatch=checkout.cart>

2/2

<b>ITEM</b>	7.2.5
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	14 January 2019
<b>HEADING</b>	Community Event Sponsorship Funding
<b>AUTHOR</b>	Ann-Marie Arthur, Team Leader Place Curation & Cultural Development, 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. 3.4 Be a proud, accessible and welcoming community.
<b>SUMMARY</b>	This report outlines the Community Event Sponsorship Program (CESP) applications for Round 2. Three (3) applications are submitted for consideration by the Sport, Recreation and Grants Committee. This report also outlines one of the Community Event Sponsorship Program (CESP) Acquittals received from Round 1 of the funding program.

#### RECOMMENDATION

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, that the following applications are approved through Round two (2) of Community Events Sponsorship Program:
  - a. Grant No. 1/2019: Karrendi Primary School, application for \$4,077 for the 50<sup>th</sup> Anniversary Celebration (Parafield Gardens).
  - b. Grant No. 2/2019: Australian Refugee Association, application for \$5,000 for the ARA's Healthy Living Expo (Salisbury Primary School).
2. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, the following application is provided in principle support and will be considered for approval through Round two (2) of Community Events Sponsorship Program subject to the provision of a more detailed budget in February 2019:
  - a. Grant No. 3/2019: Game Fishing Club of South Australia application for \$5,000 for the Mawson Lakes Carp Fishing Competitions (held in conjunction with Salisbury Plays (Mawson Lakes).
3. Note that the following acquittals be received;
  - a. Mawson Lakes Community Church, Project Acquittal Report for The John Maxwell Team Global Youth Initiative (Mawson Lakes).
  - b. Para Vista Preschool – 7, Project Acquittal Report for the 50<sup>th</sup> Anniversary Celebration
  - c. United Way South Australia for the Read Aloud Open Day @ Parafield Airport.
4. Note that the following acquittal remains outstanding due to timing of the event;

- a. The Gilles Plains Lions Club (who auspiced the application from the Mawson Lakes Lions sub-branch) for the Mawson Lakes Carols.

## ATTACHMENTS

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

1. Applicant 1.2019 - CESP - Round 2 - Karrendi Primary School
2. Applicant 2.2019 - CESP - Round 2 - Australian Refugee Association
3. Applicant 3.2019 - CESP - Round 2 - Game Fishing Club of South Australia
4. Applicant 1.2018 - Acquittal Report - CESP - Round 1 - Mawson Lakes Community Church
5. Applicant 2.2018 - Acquittal Report - CESP - Round 1 - Para Vista Preschool to 7
6. Applicant 4.2018 - Acquittal Report - CESP - Round 1 - United Way SA
7. Community Event Sponsorship Program - Guidelines and Eligibility

## 1. BACKGROUND

- 1.1 Events form an important part of the community, cultural and economic fabric of the City of Salisbury. They are designed to stimulate activity, provide interesting places for people to engage, and provide learning and healthy lifestyle opportunities. The City plan 2030 contains the following commitment that we will:
  - Provide experiences that make our places livelier and more interesting;
  - Encourage wellbeing through healthy lifestyles, sport, social and recreational opportunities;
  - Develop a community where peoples' culture, ideas and their capacity to achieve is supported and valued.
- 1.2 In March 2018, a comprehensive report was presented to Council providing a potential extended calendar of events that would be implemented by the City of Salisbury. In addition, the report also explored options to provide sponsorship to a set number of additional events conducted by not-for-profit organisations for the benefit of the wider community.
- 1.3 Council resolution 2363/2018 endorsed inter alia:
  4. *That an additional \$60,000 be made available to the Sport Recreation and Grants Committee to allow eight events per year with a maximum of \$5000 per event, and two \$10,000 events.*
  5. *That if recommendation 4 is endorsed that staff be authorised to prepare a three year New Initiative Bid for \$90,000 comprising of increased funding for events with \$60,000 per year made available through the Sport Recreation and Grants Committee and \$30,000 to ensure events are supported with risk management, internal coordination, additional field services (eg. ancillary works, additional mowing, additional clean up) to maintain Council's reputation.*
  6. *That a sponsorship policy, guidelines and application process for the new category of Grant consistent with funding criteria for events listed in*

*Attachment 2 be prepared for Sport, Recreation and Grants Committee consideration.*

- 1.4 On 12 June 2018, the Sport, Recreation and Grants Committee considered and approved the Community Event Sponsorship Program guidelines and application form (Attachment 6), and further recommended:

*The proposed Community Event Sponsorship Program guidelines and application form be endorsed for implementation on 1 July 2018.*

*The sponsorships be available twice per year with four \$5,000 grants and one \$10,000 grant available every six months, and any unallocated funding in the first round to be carried over to the next round. ( Council 2530/2018).*

## **2. GRANTS PURPOSE**

- 2.1 The purpose of the Community Event Sponsorship Program (CESP) is to deliver outcomes in alignment with the Salisbury City Plan 2030. The program will assist in achieving the vision of “*A flourishing City with opportunity for all*”.
- 2.2 The CESP aims to complement the City of Salisbury’s existing events calendar, whilst increasing the capacity of community organisations to deliver events, increasing participation and attendances, at venues and sites well beyond the event itself. Furthermore, the CESP contributes to the critical action of “*Introduce a City-wide approach to resourcing of place management and activation to capitalise upon existing and future investment in our places and spaces*”.

## **3. ASSESSMENT CRITERIA**

- 3.1 It is envisaged to be successful in securing funding, the organisation conducting the event should demonstrate:
- maturity around risk and organisation management
  - significant community impact
  - attraction to the broader community (not limited to membership of an organisation)
  - the event will be hosted in the City of Salisbury
  - positive promotion of the City of Salisbury
- 3.2 All eligible applications will be assessed against the following criteria:
- Completion of the application in full;
  - Demonstrated need for the event;
  - Stakeholder endorsement and support for the event;
  - Consideration of, and fit with, existing events calendar and events;
  - Demonstrated multiple community, organisation or association benefit;
  - Extent to which the project addresses strategic objectives and community needs;
  - Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;

- Adequate, comprehensive and value for money of event budget;
  - Extent to which the event meets the purpose of the CESP;
  - Alignment with the priorities of the CESP;
  - Risk management considerations;
  - Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and
  - Number of other events that have been funded for the financial year (noting only eight events will be sponsored for an amount up to \$5,000 each financial year).
- 3.3 In addition to the above criteria, events seeking sponsorship over \$5,000 and up to \$10,000 will also be assessed against the following criteria:
- Demonstrated ability for the event to attract over 3,000 patrons;
  - Regional or state wide significance of the event;
  - Extent to which the event addresses City of Salisbury strategic objectives;
  - Long term sustainability of the event in the City of Salisbury;
  - Demonstrated ability for the event organisers to deliver an event of significant scale and size;
  - Profile of the event and ability to raise the profile of the City of Salisbury;
  - Number of other events that have been funded for the financial year (noting only two events will be sponsored for an amount between \$5,000 and \$10,000 each financial year).
- 3.4 Due diligence is also undertaken in relation to the financial and governance credibility of the applicant organisations in line with the Community Grants Program.

#### 4. ROUND 1 RESULTS

- 4.1 Round One (1) of the funding program attracted four (4) applications, with a total expenditure of \$28,367. The Acquittals for 3 of the 4 round 1 applicants provides information regarding the event outcomes, see appendix 4, 5 and 6. Of particular note is the Return on Investment calculation made by United Way, estimating return to the community for the grant investment.
- 4.2 The approved applications from Round One of the funding program were:
- 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 John Maxwell Team Global Youth Initiative (Mawson Lakes).
- 4.3 Grant No. 2/2018: Para Vista CPC7 School, application for \$5,000 for the Para Vista P-7 School 50th Birthday Family Fun Day.
- 4.4 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.

- 4.5 Grant No. 4/2018: United Way South Australia Incorporated, application for \$10,000 for the Read Aloud Open Day @ Parafield Airport.

## 5. REPORT

### Round Two (2) Applications

- 5.1 The second round of the Community Event Sponsorship Program for 2018/19 closed in December 2018. The remaining Community Event Sponsorship Program budget allocation for the second round of 2018/19 is \$31,632 to allow support of:

- four events up to \$5,000 per event (\$20,000)
- one event up to \$10,000 per event (\$10,000)

- 5.2 Three (3) applications are presented for Round two (2) of the Community Event Sponsorship Program for consideration for up to \$5000 they are:

- 5.3 Applicant: **Karendi Primary School**

Event: **50<sup>th</sup> Anniversary Celebration**

Amount Requested: **\$4077**

Karrendi Primary School have sought funding to support their 50<sup>th</sup> Anniversary Celebration. This type of event was considered eligible for funding in the first round of the Community Event Sponsorship Program and the amount requested (\$4077) is suitable for the size and nature of the event.

- 5.4 Applicant: **Australian Refugee Association**

Event: **ARA's Healthy Living Expo (Salisbury Primary)**

Amount Requested: **\$5000**

The Australian Refugee Association is seeking to hold a healthy living expo at the Salisbury Primary School targeting new arrivals and the broader community. Similar types of events have been well attended previously and the amount requested is suitable for the size and nature of the event.

- 5.5 Applicant: **Game Fishing Club of South Australia**

Event: **Mawson Lakes Carp Fishing Competition (to be held in conjunction with Salisbury Plays at Mawson Lakes)**

Amount Requested: **\$5,000**

On 27 August 2018, Council endorsed inter alai (resolution 2600/2018):

- The City of Salisbury approach local fishing and angling groups, service clubs, community groups and local businesses to ascertain interest in a community organized event run with the funding support of the Council sponsorship grants program.
- If no interest is received by 1 December 2018, from a lead organisation, that the City of Salisbury incorporate a fishing competition into the existing Salisbury Plays Events budget.

- Staff wrote to ten organisations seeking their interest in conducting a community run event at Mawson Lakes consistent with the Council resolution. The Game Fishing Club of South Australia indicated they were interested and submitted an application through the Community Event Sponsorship Program. The Game Fishing Club of South Australia is working through details of the event including the budget.
- To provide the Game Fishing Club of South Australia some level of certainty to continue planning the event, consideration could be given to providing in principle support for their application pending a further report to this Committee with a detailed budget. This report would likely be brought back in February 2019.

5.6 All three (3) applicants have demonstrated:

- Maturity around risk and organisation management
- Significant community impact
- Attraction to the broader community (not limited to membership of an organisation)
- The event will be hosted in the City of Salisbury
- Positive promotion of the City of Salisbury

## 6. BUDGET

- 6.1 The budget required for the three (3) compliant applications for Round two (2), if all approved, is \$14,077.
- 6.2 The remaining balance of the grant funding if all three (3) applications are approved is \$17,555. This budget could be used to fund additional events should the City of Salisbury be approached to support events prior to 30 June 2019. Should this be the case, a separate report would be prepared for consideration by the Sport, Recreation and Grants Committee.
- 6.3 Although the guidelines allow for eight events to be funded to \$5,000 and two at \$10,000, the Sport, Recreation and Grants Committee has the delegation to allocate funding through this program within the established budget.

## 7. PROJECT ACQUITTAL – SUCCESSFUL APPLICANTS FROM PREVIOUS ROUND

- 7.1 The Project Acquittal Report from the Mawson Lakes Community Church outlines completion of the event with expenditure less than initially planned. The application received funding for \$5,000 and event expenditure was \$3,235. The applicant details in the acquittal that although the growth and development of people who participated was extensive the overall attendance at this event was lower than planned. The unspent funds will be returned to council.
- 7.2 The Project Acquittal Report from the Para Vista Preschool – 7 outlines completion of the event with all funds expended. The event was considered successful with strong attendance at the event and strong engagement with the broader community.



- 7.3 The Project Acquittal Reports from United Way South Australia for the Read Aloud Open Day @ Parafield Airport has been received and outlines the success of the event. Attendance/participation of 2,500 throughout the event, 43 collaborating Community Service Providers and supporting partners providing activities and giveaways promoting community awareness of services available locally, and over 20,000 books distributed to those in attendance.
- 7.4 The Project Acquittal Reports from the Gilles Plains Lions Club (who auspiced the application from the Mawson Lakes Lions sub-branch for the Mawson Lakes Carols) has not yet been received. Given the timing of this event (December 2018) it is expected that these will be received in the near future.

## 8. CONCLUSION / PROPOSAL

- 8.1 Three (3) Community Event Sponsorship Program applications were received and are deemed eligible for funding.
- 8.2 The following two applications have demonstrated their ability to meet the eligibility and assessment criteria of the Community Event Sponsorship Program and are recommended for funding:

Applicant: **Karendi Primary School**  
 Event: **50<sup>th</sup> Anniversary Celebration**  
 Amount Requested: **\$4077**

Applicant: **Australian Refugee Association**  
 Event: **ARA's Healthy Living Expo (Salisbury Primary)**  
 Amount Requested: **\$5000**

- 8.3 The following application is recommended for in principle support pending a further report to Council with a detailed budget:

Applicant: **Game Fishing Club of South Australia**  
 Event: **Mawson Lakes Carp Fishing Competition (to be held in conjunction with Salisbury Plays at Mawson Lakes)**  
 Amount Requested: **\$5,000**

- 8.4 The following acquittals have been received from events funding in the previous round of the Community Event Sponsorship Program;
- 8.4.1 Mawson Lakes Community Church - Project Acquittal Report for The John Maxwell Team Global Youth Initiative (Mawson Lakes).
- 8.4.2 Para Vista Preschool – 7, Project Acquittal Report for the 50th Anniversary Celebration.
- 8.4.3 United Way South Australia for the Read Aloud Open Day @ Parafield Airport.

8.5 The following acquittals remain outstanding from events funding in the previous round of the Community Event Sponsorship Program noting that given the timing of the event, it is expected that the acquittal will be received shortly;

8.4.4 The Gilles Plains Lions Club (who auspiced the application from the Mawson Lakes Lions sub-branch) for the Mawson Lakes Carols.

**9. BUDGET SUMMARY**

The total amount of funding requested is \$14,077 leaving an amount of \$17,555 remaining to be allocated. Should any further requests for funding been received prior to 30 June 2019, a further report will be brought to this Committee for consideration.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 07/01/2019

## **Community Event Sponsorship Program**

### **Round 2**

### **Applicant 1/2019**

Karrendi Primary School  
50<sup>th</sup> Anniversary Celebration

CESP, Round 2, Application No. 1/2019, Karrendi Primary School, for the Karrendi Primary School's  
50<sup>th</sup> Anniversary Celebration

### Information to be submitted with your application

	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	N/A <input type="checkbox"/>
A copy of Event Plan / Checklist, including or concept plans	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	N/A <input type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	N/A <input type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input checked="" type="checkbox"/>
Where applicable provide letters of support for the event	<input checked="" type="checkbox"/>
Where applicable provide a letter/email from the head of the organisation supporting the application	<input checked="" type="checkbox"/>

#### IMPORTANT

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

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

# Community Event Sponsorship Program



Submission date: 09/12/2018 11:56 PM

Receipt number: 10

Question	Response
Application Form	
Name of the organisation:	Karrendi Primary School
ASIC Registration Number:	0
ABN:	14056556949
Facility Name/Address:	Karrendi Primary School, 15 Bradman Road, Parafield Gardens
Postal Address:	15 Bradman Road
Suburb:	Parafield Gardens
Person Responsible for the Sponsorship:	Ms
Name	Courtney Crowther
Title/Office:	Teacher/ Committee Member
Phone	0478070382
Email	courtney.crowther155@schools.sa.edu.au
Age	10
What percentage (%) of your target population reside in City of Salisbury?	Our target population is our students and their families, for which the vast majority live within the City of Salisbury. Past students and teachers may reside in other areas.
What events has your organisation held before?	'Connect to You' Day (2017, 200+), Family Picnic (Annual, 200+), Karrendi Showcase (Annual, 300+), 40th Anniversary Celebration (2009, 300+)
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	No
Source/s:	
Amount/s:	4077
Name of event:	Karrendi Primary School's 50th Anniversary Celebration
Date of Event:	23/02/2019
Location of Event:	Karrendi Primary School, 15 Bradman Road, Parafield Gardens

1 of 3



Question	Response
Has this organisation held this event before?	No
If yes to the above, please provide dates of previous events:	N/A
Brief description of your Event:	In 2019, Karrendi Primary School will be celebrating their 50th Anniversary. To celebrate this milestone the school will be hosting a family fun day on the 23rd of February. We invite past, present and future students and their families, as well as the broader Salisbury community to join us in celebration. We are expecting to draw large crowds to the event with various amusements, a petting zoo, market stall, sausage sizzle, commemorative displays, walking tours and speeches.
Why is the event needed?	Schools, particularly small schools like ours, are built on the foundations of community. Our aim is enrich the cultural life of our local community by bringing together past, present and future students and their families, as well as the broader Salisbury community to celebrate the outstanding contribution our school has made to the local community and acknowledge the people who have helped us along the way. Money sought through the Salisbury Council Community Sponsorship Program will be used to cover the costs of event hire, advertising, amusements, catering and memorabilia. Any money raised from the sausage sizzle or student market stalls will be used to offset maintenance costs and improve our outdoor spaces. Various community groups, including St. Johns Ambulance, SES and SAPOL, as well as local businesses have been invited to attend offering opportunities for engagement and education.
How will your event increase participation opportunities for community and economic development?	The day will begin with an Acknowledgement of Country, as well as a welcome speech from our school principal, Mandy Alcorn, and our guest speaker, Gillian Aldridge. Throughout the day, teachers will be hosting class tours showcasing our grounds and facilities. Creative displays exhibiting students work will be present all throughout the school. Attendees are invited to visit our market stalls and information kiosks. Where possible, we have tried to engage with local businesses for goods and services on the day.
How will you promote and advertise the Event?	Facebook, Website, Newsletters, Banners, Messenger Newspaper
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	Community groups, such as the local SES, SAPOL and St Johns Ambulance Service have all been invited to attend, as has the Parafield Garden Recreation Centre. Local businesses will be invited to set up market stalls. Where possible, we have tried to engage with local businesses for goods and services on the day.
Community Group / Business	Various community groups and businesses
How they will benefit	Education, engagement, advertising, economic gains.

Question	Response
Attach letters of support where applicable	<a href="#">Letter of Support - Governing Council Chairperson.pdf</a> <a href="#">Meeting Minutes week 1.docx</a> <a href="#">Schedule.docx</a> <a href="#">50 Years Invite.pdf</a> <a href="#">Letter of Support - Mandy Alcorn.docx</a> <a href="#">Gillian Aldridge.doc</a> <a href="#">Emails to Gillian Aldridge.docx</a>
**Events seeking over \$10,000** What is the regional or state-wide significance of this event?:	
**Events seeking over \$10,000** What is the long term vision and sustainability of the event in the City of Salisbury:	
Please upload your budget spreadsheet from the template provided.	<a href="#">Budget Excel.xlsx</a>
Position:	Agreed
9. APPLICATION DECLARATION	Name of signatory: Courtney Crowther <a href="#">Uploaded signature image: Signature.jpg</a> <a href="#">Link to signature</a>
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Karrendi Primary School 50th Anniversary Committee
Name:	Courtney Crowther
Date:	9/12/2018
	Broadview



23/10/18

To Whom it May Concern,

Karrendi Primary School is in a very unique position next year 2019, in that it will be celebrating "fifty years" since it's inception, Karrendi Primary School has stood the test of time, and is integral to the history of education and community services in the Salisbury area.

This is a milestone that our school is very proud of, and we are extremely excited for it's students both past and present, staff, parents and care giver's, community organisations associated with Karrendi Primary School, to all come together and celebrate on this auspicious occasion.

In order for us to create and participate in this "Golden" Event, we are seeking your assistance with funding this incredible program proposal.

The numerous life skills, benefits, education and opportunities that our students have received and will continue to receive are long lasting and far reaching that they will be able to use throughout their lives.

Please join us in this groundbreaking experience, together we can make a difference to all. Please find attached a copy of our proposal; I hope this meets your requirements.

Thank you for taking the time to consider our request, we look forward to hearing from you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dianne Mark Seymour', is written over a faint circular stamp.

Dianne Mark Seymour  
Chairperson  
Karrendi Primary School Governing





## YOUR EVENT BUDGET

DETERMINE THE COST OF YOUR EVENT - ALL AMOUNTS ARE TO BE GST INCLUSIVE		
Item	Amount	Supplier
e.g. Marquee / Furniture Hire	\$	e.g. Rotary/Atlas Hire
Petting Zoo	\$ 600.00	Old McDonalds Farm
Large Bouncing Castle	\$ 220.00	Castle Capers
Facepainting	\$ 340.00	Karen Bein \$80/hour
2x Marquee Hire	\$ 320.00	SA Party Hire
2x Banners (advertising)	\$ 132.00	VisiPrint
Giant Games Hire	\$ 280.00	Castle Capers
Lifeguards	\$ 300.00	Waterworld
300x Printed Commemorative Balloon with Delivery	\$ 169.00	Printingballoons.com
Decorative Balloons	\$ 80.00	Spotlight
Felium Tank	\$ 175.00	Spotlight
Catering (sausages, bread, condiments)	\$ 300.00	Woolworths
Beverages	\$ 300.00	Woolworths
Cake	\$ 300.00	
300x Commemorative Pens	\$ 232.50	National Pen
500x Commemorative Bookmarks	\$ 128.95	VisiPrint
Dot painting workshop / welcome to country	\$ 200.00	
	\$	
	\$	
<b>a. Total event cost</b>	<b>\$ 4,077.45</b>	
<b>b. Your contribution</b>	<b>\$</b>	
<b>c. Other funds used</b>	<b>\$</b>	
<b>TOTAL SPONSORSHIP REQUESTED</b>	<b>\$ 4,077.45</b>	



Gillian Aldridge <galdridge@salisbury.sa.gov.au>

Today, 12:49



Good afternoon,

Mayor Gillian Aldridge would love the opportunity to speak at Karrendi's 50<sup>th</sup> Anniversary Celebration and thanks you for the invitation.

Can you please confirm the time of the event

Kind regards,  
Mercedes

**Mercedes Healy**

Personal Assistant - Executive Office

CEO & Exec

D: 08 8406 8262

E: [mhealy@salisbury.sa.gov.au](mailto:mhealy@salisbury.sa.gov.au)

City of Salisbury

12 James St, Salisbury, South Australia, 5108

P: 08 8406 8222

F: 08 8281 5466

TTY: 08 8406 8596

W: [[www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)][www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)

\*\*\*



Crowther, Courtney (Karrendi Primary School)

Yesterday, 16:56

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



Gillian Aldridge.doc  
275 KB



Download

Dear Mayor Gillian Aldridge (OAM)

Congratulations on your re-appointment as Mayor of the City of Salisbury. Please see the attached invitation to Karrendi Primary School's 50th Anniversary Celebration on the 23rd of February, 2019.

We look forward to hearing back from you.

Kindest regards

50th Anniversary Committee  
Karrendi Primary School



ALL ARE WELCOME TO ATTEND!  
Fun for all ages!

# 50 Years Tells A Story...

**Karrendi Primary School Celebrates 50 Years**

We invite you to share in our 50 years of success as we celebrate the past and look to the future on:

**Saturday, 23rd of February, 2019**  
**10:00am - 3:00pm**

**The celebrations will include:**

- Stories from staff, students and friends
- Food and drinks
- Amusements
- Tours and more



Share your Karrendi school story by messaging us on Facebook!

Phone: (08) 8258 3612  
Email: [dl.1135.info@schools.sa.edu.au](mailto:dl.1135.info@schools.sa.edu.au)  
[www.karrendips.sa.edu.au](http://www.karrendips.sa.edu.au)  
15 Bradman Road, Parafield Gardens S.A 5107

 **Karrendi Primary School**  
*soaring to success*





### Karrendi Primary School – 50<sup>th</sup> Anniversary Celebration

Date: 23<sup>rd</sup> Feb 2019, (Saturday, Week 4)

Time: 10am – 3pm

Location: Karrendi Primary School (15 Bradman Road, Parafield Gardens)

#### Proposed Schedule:

Time:	Event:	People:
10am	Gates Open	
10.30am	Classroom Tour	Teacher volunteers
11am	Welcome to Country & Ceremony	
11.30am	Speeches	Mandy Alcorn (Principal) Gillian Aldridge (Mayor)
12.00pm	Cake	Teacher volunteers
12.00pm	Choir Performance	
12.30pm	Classroom Tour	Teacher volunteers
1.00pm	Classroom Tour	Teacher volunteers
2.00pm	Classroom Tour	Teacher volunteers
2.30pm	Classroom Tour	Teacher volunteers
3.00pm	Gates Closed	

#### Open all day (10am – 2.30pm)

Food	Activities
Canteen	Petting Zoo & Pony Rides
Sausage Sizzle	Pool
Market Stalls	Virtual Reality Machines
Café Van	Bouncing Castle
	Assortment of Giant Games
	Exhibition Hall
	Classroom Tours
	Face-painting



5<sup>th</sup> November 2018

Mayor Gillian Aldridge (OAM)

City of Salisbury

Dear Mayor Gillian Aldridge (OAM),

**RE: Invitation to speak at Karrendi Primary School's 50<sup>th</sup> Anniversary Celebration**

Karrendi Primary School (previously known as Parafield Gardens East Primary School) is a small community school with a proud reputation for being a caring and inclusive school that focuses on developing positive and respectful relationships with our stakeholders and broader school community. We have proudly upheld this reputation since our inception in 1969 and will be celebrating our 50<sup>th</sup> anniversary in 2019!

To celebrate our outstanding contribution to the local community and our commitment to high-quality education over the past 50 years, the school is hosting a 50<sup>th</sup> Anniversary Celebration on the 23<sup>rd</sup> of February 2019. The fun-filled event aims to bring together the broader school community to mark this momentous occasion.

As a respected member of the community and a much-beloved member of the Karrendi family, we cordially invite you to be our main speaker for the event to describe your personal connections to Karrendi and the greater impact the school has had on the community.

Please direct your response to Mandy Alcorn at

Kind regards,

Mandy Alcorn & the 50<sup>th</sup> Anniversary Committee



7<sup>th</sup> Dec 2018

Community Event Sponsorship Program

City of Salisbury

Dear Community Sponsorship Committee,

**RE: Karrendi Primary Schools 50<sup>th</sup> Anniversary Celebration**

Karrendi Primary School (previously known as Parafield Gardens East Primary School) is a small community school based in Parafield Gardens with a proud reputation for being a caring and inclusive school that focuses on developing positive and respectful relationships with our stakeholders and the broader school community. We have proudly upheld this reputation since our inception in 1969 and will be celebrating our 50<sup>th</sup> anniversary in 2019.

To commemorate this momentous occasion, we will be hosting a family fun day on the 23<sup>rd</sup> of February. We invite students, staff and families, both past and present, as well the broader Salisbury community to join us in a day of fun and frivolity as we look back at our 50 years educating the young people of our community.

To do that, we are seeking funding from the Salisbury Council Community Sponsorship Program for up to \$5000. This money will be used to pay for advertising, catering, various amusements and event hire. Staff have generously committed their time and energy to organising and hosting the event. This funding will ensure that we can put on an event we can be proud of and that celebrates our continued commitment to our school community.

As we are a public school, we feel as though it would be impertinent to include our annual financial statement as part of our application, as this does not relate to the event.

Thank-you for your consideration.

Kindest regards,

A handwritten signature in black ink, appearing to read 'Mary Alwan'.

Principal

Date: 5/11/2018

**Karrendi Primary School – 50<sup>th</sup> Anniversary Committee****Agenda**

<u>Committee Members</u>	<ul style="list-style-type: none"> <li>• Courtney Crowther</li> <li>• Anne Trezise</li> <li>• Shyamala Prakash</li> <li>• Kristen Angus</li> <li>• Lyn Beattie</li> </ul>	
<u>Apologies</u>	Anne Trezise, Lyn Beattie	
<u>Agenda</u>	<ul style="list-style-type: none"> <li>• Community Grant (Salisbury Council)</li> <li>• Checklist for funding</li> <li>• Proposed schedule for the day</li> <li>• Guest Speakers – Gillian Aldridge OAM</li> <li>• Budget</li> <li>• Fundraising</li> <li>• Emailing businesses and community groups to get involved</li> </ul>	
<u>Correspondence</u>	<u>Incoming:</u> <ul style="list-style-type: none"> <li>• Quote from Old McDonald's Farm</li> </ul> <u>Outgoing:</u> <ul style="list-style-type: none"> <li>• Email Gillian Aldridge OAM</li> <li>• Emails to community groups/ stall holders</li> </ul>	<u>Actions</u>
<u>Business Arising</u> <ul style="list-style-type: none"> <li>• Community Grant</li> <li>• Checklist for funding</li> <li>• Schedule</li> <li>• Guest speakers</li> <li>• Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Applications from 29<sup>th</sup> Oct – 10<sup>th</sup> Dec</li> <li>• Information Night, 5pm 14<sup>th</sup> November</li> <li>• Grant committee meet to consider in Jan</li> <li>• Up to \$5000</li> <li>• Committee members endorse application for funding</li> <li>• review</li> <li>• review</li> <li>• Gillian Aldridge OAM – Draft email requesting that she speak at the event</li> <li>• Present current budget &amp; make amendments and/or inclusions <ul style="list-style-type: none"> <li>- Messenger classifieds</li> <li>- Welcome to Country/ dot painting</li> </ul> </li> </ul>	<u>Actions:</u> Courtney and Kristen to attend info night  Courtney Crowther to file application  Notes to be sent to parents ASAP-

Date: 5/11/2018

<ul style="list-style-type: none"> <li>• Fundraising</li>   <li>• Welcome to Country</li> </ul>	<ul style="list-style-type: none"> <li>▪ Karrendi Cookbook – submissions by the last day of school</li> <li>• Sausage Sizzle at the 50<sup>th</sup> Anniversary</li>   <li>• Enquire with Doretta about a Welcome to Country and Smoking Ceremony</li> <li>• Determine cost of dot painting exhibit</li> </ul>	<p>Courtney</p> <p>Shyamala</p>
---	--	------------------------------------



# **Community Event Sponsorship Program**

## **Round 2**

### **Applicant 2/2019**

Australian Refugee Association

ARA's Healthy Living Expo

CESP, Round 2, Application No. 2/2019, Australian Refugee Association, ARA's Healthy Living Expo

Information to be submitted with your application	
	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input checked="" type="checkbox"/>
A copy of Event Plan / Checklist, including or concept plans	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input checked="" type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input checked="" type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input checked="" type="checkbox"/>
Where applicable provide letters of support for the event	<input checked="" type="checkbox"/>
Where applicable provide a letter/email from the head of the organisation supporting the application	<input checked="" type="checkbox"/>

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

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

# Community Event Sponsorship Program



## Application Form



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

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

Address for submission of applications: Community Event Sponsorship Program, City of Salisbury, PO Box 8, SALISBURY SA 5108 Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au). It is essential that all applicants confirm the eligibility of projects prior to commencing their application. All applicants must contact the Community Planner. Place Activation to assess the eligibility of projects. Phone 8406 8222 or Email [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au).

### 1. ORGANISATION INFORMATION

Name of the organisation:

As it appears on the Certificate of Incorporation

Australian Refugee Association Incorporated

ASIC Registration Number:

See ABN or Incorporation Registered No: A0004867X

ABN:

78 904 324 535

Facility Name/Address:

The Australian Refugee Association, 1 Brown Terrace Salisbury SA 5108

Postal Address:

304 Henley Beach Road

Suburb:

Underdale, SA 5032

## 2. CONTACT PERSON DETAILS

Person Responsible for the Sponsorship: (Select one or more options)

Mr

Mrs

Ms

Dr

Other

Name

Imogen Moseley

Title/Office:  Required

Project Officer and Systems Administrator: Client Services

Phone  Required

0434 896 226

Email  Required

Please use an e-mail address that will be checked at least once a week.

imogen.moseley@ausref.net

### 3. ABOUT YOUR TARGET AUDIENCE

Age  Required

From infants (0+) to the elderly.

What percentage (%) of your target population reside in City of Salisbury?  Required

List both primary and secondary if applicable

ARA expects approximately 90% of attendees to reside in the City of Salisbury. In the last financial year, ARA serviced approximately 1500 clients from our Salisbury Office, and it is expected that these are the clients who will attend the Expo.

### 4. ABOUT YOUR ORGANISATION'S ABILITY AND EXPERIENCE

What events has your organisation held before?  Required

Please list Event, Year, and No. of attendees.

In the past financial year 2017-2018, ARA held the following events: ARA AHAHA Adelaide Fringe Comedy Gala (150 attendees), Annual Oration with Dr. Gill Hicks (400 attendees), Portrait Exhibition (1500 visitors), Iftar Dinner (250 attendees), 'Our Table' Gala Dinner with Dr. Al Muderis (250 attendees), Harmony Day (100 attendees), School Symposium (100 participants), Amble for ARA City to Bay Fun Run (50 participants).

### 5. SPONSORSHIP

Community Event Sponsorship Program



**Sponsorship category (please select one only): (Select one or more options)** Required

Organisations planning to host an event within the City of Salisbury boundaries may apply for Community Event Sponsorship.

- up to \$5,000
- up to \$10,000

**Have you sought, or intend to seek funds from another source for this project? (Select one or more options)** Required

(If Yes – Where from and the amount of sponsorship requested)

- Yes
- No

**Source/s:**

Local MPs, Adelaide Crows and Adelaide United, Adelaide PHN, Uniting Church SA, Rotary Club of Elizabeth.

**Amount/s:** Required

Up to \$5,000 - final amount TBC pending responses. ARA is seeking up to \$5,000 as a combined total and is not requesting \$5,000 from each agency. The total amount of funding from the agencies mentioned is to be confirmed but not expected to exceed the \$5,000 as stated.

**6. ABOUT THE EVENT**

**Name of event:**

ARA's Healthy Living Expo

**Date of Event:** Required

16 April 2019

**Location of Event:**

Salisbury Primary School, 10 Compuda St, Salisbury SA 5108

Has this organisation held this event before? (Select one or more options)

- Yes
- No

If yes to the above, please provide dates of previous events: Required

n/a

Brief description of your Event: Required

Describe what you are planning

Please see separate attached document, 'CESP Grant Answers' as insufficient space on print form.

Why is the event needed? Required

Eg. Does the proposed event: - increase participation opportunities - provide additional avenue for revenue - add to community and cultural life within the City of Salisbury

Please see separate attached document, 'CESP Grant Answers' as insufficient space on print form.

How will your event increase participation opportunities for community and economic development? Required

Eg. Does the proposed event: - address a gap in community participation / activation - allow the event to increase economic opportunities

Please see separate attached document, 'CESP Grant Answers' as insufficient space on print form.

How will you promote and advertise the Event? Required

Please see separate attached document, 'CESP Grant Answers' as insufficient space on print form.

Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event? Required

Attach letters of support where applicable

The Expo's benefits will extend far beyond ARA as an organisation. The event is focused upon delivering the greatest benefits to our clients, filling a gap between them and healthcare service providers that is a common obstacle within their settlement journey. The event will also benefit those healthcare service providers involved who are interested in expanding their services and increasing their awareness of providing culturally and linguistically diverse (CALD)-friendly support and care, understanding the complex and unique needs of this population sector.

Attached are two letters of support from the Bhutanese Australian Association of South Australia (BAASA) and African Women's Federation of South Australia (AWFOSA) community groups, endorsing the Expo's expected benefit for newly arrived community groups: providing new opportunities through increased knowledge and awareness.

Community Event Sponsorship Program

Community Group / Business Required

Bhutanese Australian Association of South Australia and African Women's Federation of South Australia.

How they will benefit Required

The two community groups which have provided support letters are two examples of many newly arrived refugee and migrant populations in South Australia that will benefit from the Expo. The main way communities will benefit is by gaining increased knowledge of relevant diagnoses, treatments, referral pathways and options for ongoing care and support. This will in turn lead to an improved quality of life, increased ability to contribute economically and culturally to the City of Salisbury. The benefits of the Expo are not limited to the AWFOA and BAASA, however these exist as examples of community groups that see the value in, and need for, the Expo.

Attach letters of support where applicable



Please attach all files to the end of this form before submitting it.

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

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

## 7. BUDGET INFORMATION

Please upload your budget spreadsheet from the template provided. Required



Please attach all files to the end of this form before submitting it.

## 8. TERMS AND CONDITIONS OF SPONSORSHIP

All applications are administered according to the following conditions. 1. CESP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of sponsorship must be made in writing and is at the discretion of the Council. 2. A risk management plan will be completed and adhered to. 3. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works. 4. City of Salisbury is not responsible for any loss or expense endured during event planning and implementation or in relation to the completed event. 5. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST. 6. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant. 7. Organisations that are not registered for the GST will not have the grant grossed up. 8. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration. 9. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant sponsorship. 10. Unspent funds are to be returned to City of Salisbury. 11. The City of Salisbury will be recognised as a major sponsor of the event in all media, speeches, MC notes and programming (noting any use of logos must be approved by the City of Salisbury communications and customer relations team).


6 of 7

Community Event Sponsorship Program



**Position:** Required  
Acting CEO

**9. APPLICATION DECLARATION** Required  
Declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the Community Event Sponsorship Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which sponsorship for this project is offered.



**Name**  
Deb Stringer

**We agree to abide by the terms and conditions of sponsorship (Select one or more options)**  
 Yes

**On behalf of (Group/Organisation)**  
The Australian Refugee Association

**Name:**  
Deb Stringer

**Date:**  
10 12 2018

End of form  
Don't forget to attach all files before submitting this form



10 December 2018

### **Australian Refugee Association**

## **City of Salisbury Community Event Sponsorship Program Application Answers**

### ➤ **Describe what you are planning:**

ARA's half-day Expo at Salisbury Primary School will promote health care services to people from culturally and linguistically diverse (CALD) backgrounds living in the Salisbury Council area. The Expo presents an important opportunity for attendees to connect with health care providers and gain a better understanding of relevant diagnoses, treatments, referral pathways and options for ongoing care and support. It also presents the opportunity for service providers to increase their knowledge and understanding of CALD populations and their health needs. The expected outcome of the event is for newly arrived communities in the City of Salisbury to be equipped with greater knowledge of health care providers and their services to generate long-term improvements in their health and wellbeing, and thus their ability to contribute economically, socially and culturally, to their community.

### ➤ **Why is the event needed?**

Newly arrived people face many settlement challenges, one of which involves education and awareness of health care services in South Australia. According to *Roads to Refuge* Australia, many refugee children and their families have had little if any medical attention before settling in Australia. In Australia, refugee families can be unaware of the types of primary and preventative health care programs in place, such as maternal health, immunizations, oral health, good nutrition and healthy lifestyles and mental health. Without knowledge of the health care system many refugees do not always prioritize their health needs. Research by the *Health Performance Council of SA* also shows that amongst CALD populations, there is often social stigma and discomfort surrounding the disclosure of particular health issues. Thus, the Expo provides an important opportunity to begin to normalize and de-stigmatize the discussion of topics such as mental and sexual health.

ARA's Health Expo adds to the community and cultural life within the City of Salisbury by providing an opportunity for a range of people of all ages and cultural backgrounds to unite for an engaging, culturally appropriate and highly informative and interactive day. With the participation of the Adelaide Crows and Adelaide United, the Expo is expected to attract local media coverage. The Expo's aims and expected outcomes adhere to the City of Salisbury's overarching vision for a Liveable City that celebrates its diversity and



multiculturalism, embracing the idea of maximal participation in community life. By utilising the Salisbury Primary Community Hub, the Expo also draws upon and strengthens the many community-based initiatives, such as cultural community groups already occurring within the City of Salisbury.

The City of Salisbury is home to a vast array of cultures and ethnicities, and by acknowledging and catering to this fact, the Health Expo adds significantly to the City's multicultural richness. As 42,883 people who were living in the City of Salisbury in 2016 were born overseas, it is critical that this sector of the population is provided with accessible information regarding their health to become confident in accessing health care services. In turn, this will enhance their ability to participate in community life to their fullest extent.

The event responds to client needs, presented consistently at our Salisbury Office by newly arrived people seeking support with health-related concerns. Though partly addressed through ARA's ARANAP (Australian Refugees and New Arrivals Project), the Expo provides a vital way to continue the momentum. The Expo provides an important opportunity for attendees to meet with service providers, many of whom are seeking to expand and improve their services for CALD populations. This may open opportunities for employment through bicultural support work, interpreting, advocacy or community support.

Though people of a refugee background are ARA's primary target audience, the event will also be open to the general public who live within and surrounding the area of Salisbury Primary School. Again, this generates the opportunity for increased community participation in a vibrant City of Salisbury, as attendees are taking a step towards increasing their personal or family wellbeing and, as such, their productivity and contribution to the local economy.

➤ **How will your event increase participation opportunities for community and economic development?**

Refugees and migrants have the skills and abilities to contribute and participate in the economy, however health-related issues (particularly mental and chronic health) are a key obstacle in them achieving this. Thus, the Health Expo addresses an existing gap in community activation by connecting newly arrived communities to health care providers, providing an opportunity for active participation in conversations, education and activities regarding their health and wellbeing.

The Health Expo provides an opportunity for refugees living within and surrounding the City of Salisbury to participate in a range of ways. As attendees, the Expo provides refugees to access information regarding a range of health issues, preventative measures and referral pathways, empowering them with the knowledge necessary to improve their wellbeing and contribute back to their local community to their fullest capacity. As bi-cultural volunteers, refugees will have the opportunity to increase their skills in interpreting and event





coordination, increasing their employability and the potential for their economic contribution in their City. It is hoped that the event may also inspire attendees to seek work or training opportunities within the health care sector, as bicultural workers or in another capacity, to assist their communities through their settlement journeys. This ultimately all embodies the City of Salisbury's vision of a Prosperous City: creating more jobs, providing people with skills and knowledge to connect to those jobs.

➤ **How will you promote and advertise the Event?**

ARA will utilise its many existing connections to promote the event. Playing a leading role in the settlement of newly arrived people in South Australia for over forty years, ARA has extensive networks, connected with over thirty community groups from refugee backgrounds, as well as educational institutions and settlement service providers. ARA will utilise the community connections of our 9 bicultural caseworkers, as well as community groups and their leaders (identified through ARA's Community Development programs).

In order to engage youth, ARA will promote the event through TAFE Salisbury, Thebarton Senior College, the City of Salisbury's Twelve25 Youth Enterprise, the Adelaide Secondary School of English (through our existing Homework Club Program), and Salisbury Primary School. Salisbury Primary School also employs several bi-cultural staff who will also be approached to assist in the event promotion through the families they support. The event will be a youth and child friendly environment that will mix education with entertainment.

The aforementioned institutions will be provided with flyers in multiple languages as well as posters to increase awareness of the event. All promotional materials will be developed by ARA's Graphic Designer and Communications Officer to ensure the event is as attractive to prospective attendees as possible. ARA will distribute several mail-outs throughout our networks in the lead up to the event, as well as courtesy calling clients who have expressed interest to remind them of the event closer to the date. ARA will also promote the event through our Settlement Action Network (SAN), and particularly the Health and Wellbeing Sub-Committee.

ARA is connected with the Adelaide Primary Health Network (APHN) through ARANAP, and also works closely with Survivors of Torture and Trauma Assistance and Rehabilitation (STTARS) and Migrant Health SA on this project. ARA also has established contacts at the Lyell McEwin Hospital and AMES Australia. It is through these connections within the health sector that ARA will promote the event, particularly to reach those most newly arrived people in the area (through the Humanitarian Settlement Program).



**Australian Refugee Association Inc. and  
Controlled Entity**

**Financial Report**

**For the Year Ended  
30 June 2018**

**Australian Refugee Association Inc. and Controlled Entity**

**For the year ended 30 June 2018**

**CONTENTS**

**Financial Statements**

	<b>Page</b>
Statement of Profit or Loss and Other Comprehensive Income	1
Statement of Financial Position	2
Statement of Changes in Equity	3
Statement of Cash Flows	4
Notes to the Financial Statements	5
Statement by the Board	11
Independent Auditor's Report	12
Additional Information	14

**Australian Refugee Association Inc. and Controlled Entity**

**Statement of Profit or Loss and Other Comprehensive Income  
For the year ended 30 June 2018**

	Note	2018 \$	2017 \$
Revenue		3,010,570	2,677,150
Employee benefits expense		(2,113,898)	(2,017,506)
Depreciation and amortisation expense		(56,093)	(43,596)
Program costs		(353,652)	(220,425)
Other expenses		(379,316)	(347,537)
Profit for the year		107,611	48,086
Unrealised (loss)/gain on investments		13,780	35,523
Capital Income		89,735	-
Total comprehensive income for the year		211,126	83,609

The accompanying notes form part of the financial statements.



**Australian Refugee Association Inc. and Controlled Entity****Statement of Financial Position  
As At 30 June 2018**

	Note	2018 \$	2017 \$
<b>Current assets</b>			
Cash and cash equivalents	2	528,183	282,384
Trade and other receivables	3	50,047	125,014
Other current assets	4	16,421	16,028
<b>Total Current Assets</b>		<u>594,650</u>	<u>423,426</u>
<b>Non-current assets</b>			
Property, plant and equipment	7	923,645	853,599
Financial assets	5	316,708	302,928
<b>Total Non-Current Assets</b>		<u>1,240,353</u>	<u>1,156,527</u>
<b>TOTAL ASSETS</b>		<u>1,835,003</u>	<u>1,579,953</u>
<b>Current liabilities</b>			
Trade and other payables	8	133,819	126,767
Borrowings	10	24,483	19,117
Income in advance	9	86,988	28,512
Short-term provisions	11	212,451	215,169
<b>Total Current Liabilities</b>		<u>457,741</u>	<u>389,565</u>
<b>Non-current liabilities</b>			
Borrowings	10	398,631	422,883
<b>Total Non-Current Liabilities</b>		<u>398,631</u>	<u>422,883</u>
<b>TOTAL LIABILITIES</b>		<u>856,372</u>	<u>812,448</u>
<b>NET ASSETS</b>		<u>978,631</u>	<u>767,505</u>
<b>EQUITY</b>			
Initial Sum		10	10
Retained profits		978,621	767,495
		<u>978,631</u>	<u>767,505</u>

The accompanying notes form part of the financial statements

**Australian Refugee Association Inc. and Controlled Entity****Statement of Changes in Equity  
For the year ended 30 June 2018**

	Share Capital \$	Retained Earnings \$	Total \$
<b>2018</b>			
Balance at 1 July 2017	10	767,495	767,505
Result for the year	-	211,126	211,126
Balance at 30 June 2018	<u>10</u>	<u>978,621</u>	<u>978,631</u>
<b>2017</b>			
Balance at 1 July 2016	10	683,886	683,896
Result for the year	-	83,609	83,609
Balance at 30 June 2017	<u>10</u>	<u>767,495</u>	<u>767,505</u>

The accompanying notes form part of the financial statements

**Australian Refugee Association Inc. and Controlled Entity****Statement of Cash Flows  
For the year ended 30 June 2018**

	Note	2018 \$	2017 \$
<b>Cash Flows from Operating Activities</b>			
Receipts from operations		3,170,876	2,587,967
Payments to suppliers & employees		(2,781,075)	(2,612,541)
Interest received		4,396	6,510
Interest paid		(120)	(8,172)
<b>Net cash provided by (used in) operating activities</b>	13	<u>394,076</u>	<u>(26,237)</u>
<b>Cash Flows from Operating Activities</b>			
Payments for purchase of property, plant & equipment		(129,391)	(764,237)
Proceeds from sale of property, plant & equipment		-	23,242
Purchases of investments		-	(75,256)
<b>Net cash provided by (used in) investing activities</b>		<u>(129,391)</u>	<u>(816,252)</u>
<b>Cash Flows from Operating Activities</b>			
Payments of loans		(18,886)	442,000
<b>Net cash provided by (used in) financing activities</b>		<u>(18,886)</u>	<u>442,000</u>
<b>Net increase/(decrease) in cash held</b>		245,799	(400,488)
<b>Cash at beginning of the year</b>		<u>282,384</u>	<u>682,872</u>
<b>Cash at end of the year</b>	2	<u>528,183</u>	<u>282,384</u>

**Australian Refugee Association Inc. and Controlled Entity****Notes to the financial statements  
For the year ended 30 June 2018****Note 1: Statement of Significant Accounting Policies**

The consolidated financial statements and notes represents those of Australian Refugee Association Inc. and controlled entity (the "consolidated group" or "group").

This group financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Australian Charities and Not-for-profits Commission Act 2012. The association has determined that the association is not a reporting entity.

The group financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this group financial report.

**(a) Principles of Consolidation**

The consolidated financial statements incorporate the assets, liabilities and results of entities controlled by Australian Refugee Association Inc. at the end of the reporting period. A controlled entity is any entity over which Australian Refugee Association Inc. has the power to govern the financial and operating policies so as to obtain benefits from its activities. Control will generally exist when the parent owns, directly or indirectly through subsidiaries, more than half of the voting power of an entity. In assessing the power to govern, the existence and effect of holdings of actual and potential voting rights are also considered.

Where controlled entities have entered or left the Group during the year, the financial performance of those entities are included only for the period of year that the entities are controlled. A list of controlled entities is contained in Note 6 to the financial statements.

In preparing the consolidated financial statements, all inter-group balances and transactions between entities in the consolidated group have been eliminated in full on consolidation.

**(b) Income Tax**

No provision for income tax has been raised as the association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

**(c) Property, Plant and Equipment**

Property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment losses.

**Depreciation**

The depreciable amount of all fixed assets, including leasehold improvements, is depreciated on a diminishing value basis over the assets' useful life to the entity commencing from the time that the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of fixed asset	Depreciation rate
Plant and equipment	15%-25%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount. These gains or losses are included in the income and expenditure statement.

**Australian Refugee Association Inc. and Controlled Entity****Notes to the financial statements  
For the year ended 30 June 2018****(d) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that is transferred to the entity, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the entity will obtain ownership of the asset or over the term of the lease.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**(e) Impairment of Assets**

At each reporting date, the entity reviews the carrying values of its assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income and expenditure statement.

**(f) Employee Benefits**

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Long service leave is recognised when an employee has reached seven years of service plus related on-costs.

**(g) Provisions**

Provisions are recognised when the company has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

**(h) Cash and Cash Equivalents**

Cash and cash equivalents, include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within financial liabilities in current liabilities on the assets and liabilities statement.

**(i) Revenue and other income**

Grant revenue is recognised in the income and expenditure statement when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If there are conditions attached to the grant which must be satisfied before the association is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

**Australian Refugee Association Inc. and Controlled Entity**

**Notes to the financial statements  
For the year ended 30 June 2018**

**(i) Revenue and other income (continued)**

Revenues recognition relating to the provision of services is determined by reference to the stage of completion of the transaction at reporting date and where outcome of the contract can be reliably measured. Stage of completion is determined by reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable.

Interest income is recognised using the effective interest rate method, which, for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Donations and bequests are recognised as revenue when received.

Dividends, distributions and interest earned from investments are recognised upon receipt.

Imputation credits refunds are recognised upon their receipt, which will normally be in the year subsequent to the year in which the dividends and distributions were received.

All revenue is stated net of the amount of goods and services tax (GST).

**(j) Investment**

**Investments in Australian Equities and Managed Funds**

Investments are measured at their fair value as at balance date. Changes in the fair value of investments are brought to account in the Income Statement as unrealised gains or losses.

**(k) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are shown inclusive of GST.

**(l) Comparative Figures**

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.



**Australian Refugee Association Inc. and Controlled Entity**

Notes to the financial statements  
For the year ended 30 June 2018

**NOTE 2 Cash and Cash Equivalents**

	2018	2017
	\$	\$
Cash on hand	509	509
Bank SA General Account	25,627	22,829
Bank SA GIA Account	18,813	8,240
Bank SA Emergency Relief Account	1,842	405
Bank SA Migration Assistance Trust Account	1,991	7,140
Bank SA Special Appeals	80	20
Bank SA Ancillary Fund	203,029	125,632
Bank SA Investment Account	275,839	110,290
Bendigo Bank Ancillary Fund	453	8,319
	<u>528,183</u>	<u>282,384</u>

**Reconciliation of cash**

Cash at the end of the financial year is reconciled to items in the assets and liabilities statement as follows:

Cash and cash equivalents	528,183	282,384
	<u>528,183</u>	<u>282,384</u>

**NOTE 3 Trade and Other Receivables**

	2018	2017
	\$	\$
<b>CURRENT</b>		
Trade receivables	47,103	56,888
Other receivables	2,944	-
Less: Provision for doubtful debts	-	-
	<u>50,047</u>	<u>56,888</u>
GST receivable	-	68,126
	<u>50,047</u>	<u>125,014</u>

**NOTE 4 Other Current Assets**

	2018	2017
	\$	\$
<b>CURRENT</b>		
Prepayment	7,906	6,533
BBX Dollars	8,515	9,495
	<u>16,421</u>	<u>16,028</u>

BBX dollars are points that can be used towards the purchase of goods and services provided by other entities participating in the BBX rewards program. One BBX dollar is the equivalent of one Australian dollar.



## Australian Refugee Association Inc. and Controlled Entity

Notes to the financial statements  
For the year ended 30 June 2018

<b>NOTE 6</b>	<b>Financial Assets</b>		<b>2018</b>	<b>2017</b>
			\$	\$
	Australian Equities			227,671
	JB Were Managed Investment Portfolio		316,708	75,256
			<u>316,708</u>	<u>302,928</u>
<b>NOTE 8</b>	<b>Controlled Entity</b>			
	Controlled Entity Consolidated	Country of Incorporation	Percentage Owned 2018	2017
	Australian Refugee Association Inc. Ancillary Fund	Australia	100	100
<b>NOTE 7</b>	<b>Property, Plant and Equipment</b>		<b>2018</b>	<b>2017</b>
			\$	\$
	Land and building		800,075	881,026
	Plant and equipment		154,267	168,812
	Motor vehicles		151,618	151,618
	Office equipment		99,477	113,091
	Furniture, fixtures and fittings		113,549	115,889
	Less: accumulated depreciation		(395,341)	(376,836)
			<u>923,645</u>	<u>853,599</u>
<b>NOTE 8</b>	<b>Trade and Other Payables</b>		<b>2018</b>	<b>2017</b>
			\$	\$
	Trade payables		54,408	45,803
	Other creditors and accruals		79,410	80,963
			<u>133,819</u>	<u>126,767</u>
<b>NOTE 9</b>	<b>Income in Advance</b>		<b>2018</b>	<b>2017</b>
			\$	\$
	CURRENT			
	Grants received in advance		85,360	23,000
	Deferred income		1,628	5,512
			<u>86,988</u>	<u>28,512</u>
<b>NOTE 10</b>	<b>Borrowings</b>		<b>2018</b>	<b>2017</b>
			\$	\$
	CURRENT			
	Bank loan		24,483	19,117
			<u>24,483</u>	<u>19,117</u>
	NON-CURRENT			
	Bank loan		398,631	422,883
			<u>398,631</u>	<u>422,883</u>

## Australian Refugee Association Inc. and Controlled Entity

Notes to the financial statements  
For the year ended 30 June 2018

NOTE 11 Provisions	2018	2017
	\$	\$
CURRENT		
Employee benefits - Annual leave	108,287	100,069
Employee benefits - Long service leave	104,164	115,099
	<u>212,451</u>	<u>215,169</u>

Note 12 Leasing Commitments	2018	2017
	\$	\$
(a) Operating lease commitments		
Payable - minimum lease payments:		
- not later than 12 months	-	5,576
- between 12 months and 5 years	-	-
	<u>-</u>	<u>5,576</u>

The Association entered into a lease agreement for the Salisbury property which was terminated on 31 August 2017.

Note 13 Statement of Cash Flows	2018	2017
	\$	\$
Reconciliation of cash flow from operations with operating surplus/(deficit):		
Operating surplus/(deficit)	211,126	83,609
Non-cash items in operating surplus/(deficit)		
Depreciation	59,346	43,596
Profit on the Sale of Non-Current Assets	-	4,081
Unrealised Gain	(13,780)	(35,523)
Changes in Assets and Liabilities		
- (Increase) / Decrease in Trade & Other Receivables	74,967	(82,674)
- (Increase) / Decrease in Other Current Assets	(393)	(10,827)
- Increase / (Decrease) in Income in Advance	58,476	(100,498)
- Increase / (Decrease) in Trade & Other Payables	7,052	32,756
- Increase / (Decrease) in Provisions	(2,718)	39,243
Cash flow from operations	<u>394,076</u>	<u>(26,237)</u>

## Note 14 Contingencies

The Association did not have any contingencies as at 30 June 2018 (2017: Nil).

## Note 15 Economic Dependency

Australian Refugee Association Inc. is dependent upon the ongoing receipts of grants for its ongoing activities.

## Note 16 Entity Details

Australian Refugee Association Inc. is a not-for-profit association incorporated in South Australia.

The registered office of the association is:  
304 Henley Beach Road  
Underdale SA 5032

**Australian Refugee Association Inc. and Controlled Entity**

**Statement by the Board**

The board has determined that the association is not a reporting entity. The board has determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the board:

- 1 The financial statements and notes, as set out on pages 1 to 10, comply with nominated Australian Accounting Standards and give a true and fair view of the financial position of the registered entity as at 30 June 2018 and of its financial performance for the year ended on that date
- 2 This declaration is signed in accordance with subs 60.15(2) of the Australian Charities and Not-for-profits Commission Regulation 2013
- 3 There are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable.

This statement is made in accordance with a resolution of the board and is signed for and on behalf of the board by:

Alg Ritchie Howland President ..... RITCHIE HOWLANDS Name

Treasurer Haynes Turner ..... HAYNES TURNER Name

Dated this 4th day of October 2018



Bentleys SA Audit Partnership

Level 2  
139 Frome Street  
Adelaide SA 5000  
GPO Box 939  
Adelaide SA 5001

ABN 43 877 091 903

T +61 8 8372 7900  
F +61 8 8372 7999

admin@adel.bentleys.com.au  
bentleys.com.au

## INDEPENDENT AUDITOR'S REPORT

To the members of  
**Australian Refugee Association Inc. and Controlled Entity**

### Opinion

We have audited the accompanying financial report, being a special purpose financial report, of Australian Refugee Association Inc. and Controlled Entity (the Consolidated Entity), which comprises the assets and liabilities statement as at 30 June 2018, and the income and expenditure statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the statement by the board.

In our opinion, the accompanying financial report of the Consolidated Entity has been prepared in accordance with Div 60 of the Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act), including:

- i. giving a true and fair view of the registered entity's financial position as at 30 June 2018 and of its financial performance for the year then ended; and
- ii. complying with Australian Accounting Standards to the extent described in Note 1, and Div 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the entity in accordance with the ACNC Act, the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter - Basis for Opinion

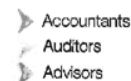
We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the registered entity's financial reporting responsibilities under the Australian Charities and Not-for-profits Commission Act 2012. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### Responsibilities of Board of Directors for the Financial Report

The board of the registered entity is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Australian Charities and Not for Profits Commission Act 2012 and is appropriate to meet the needs of the members. The board's responsibility also includes internal control as board determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.



A member of Bentleys, a network of independent accounting firms located throughout Australia, New Zealand and China that trade as Bentleys. All members of the Bentleys Network are affiliated only and are separate legal entities and not in Partnership. Liability limited by a scheme approved under Professional Standards Legislation. A member of Kreston International, A global network of independent accounting firms.



Accountants  
Auditors  
Advisors



In preparing the financial report, board is responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the board either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

**Auditor's Responsibility for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

Paragraph 41(c) of ASA 700 explains that when law, regulation or national auditing standards expressly permit, reference can be made to a website of an appropriate authority that contains the description of the auditor's responsibilities, rather than including this material in the auditor's report, provided that the description on the website addresses, and is not inconsistent with, the description of the auditor's responsibilities below. When the auditor refers to a description of the auditor's responsibilities on a website, the appropriate authority is the Auditing and Assurance Standards Board and the website address is <http://www.auasb.gov.au/Home.aspx>.

We communicate with the board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Bentleys SA Audit Partnership

DAVID FRANCIS  
Partner

Dated at Adelaide this 4<sup>th</sup> day of October 2018



**Australian Refugee Association Inc. and Controlled Entity**

**Compilation report to Australian Refugee Association Inc. and Controlled Entity**

We have compiled the following Income & Expenditure Statement of Australian Refugee Association Inc. and Controlled Entity, for the year then ended 30 June 2018.

**The Responsibility of the Board**

The board of Australian Refugee Association Inc. and Controlled Entity is solely responsible for the information contained in the Income and Expenditure Statement, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet its needs and for the purpose that the financial statements were prepared.

**Our Responsibility**

On the basis of information provided by the board, we have compiled the accompanying Income and Expenditure Statement in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 : Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 : Code of Ethics for Professional Accountants .

**Assurance Disclaimer**

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The Income and Expenditure Statement was compiled exclusively for the benefit of the board who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the Income and Expenditure Statement.



139 Frome Street  
ADELAIDE SA 5000

Bentleys SA Pty Ltd

**Australian Refugee Association Inc.****Income and Expenditure Statement  
For the year ended 30 June 2018**

	2018	2017
	\$	\$
<b>INCOME</b>		
Dividends and franking credits	13,918	11,070
Donations	217,692	217,085
Interest received	4,396	6,510
Membership	1,309	1,732
Grants	2,304,080	2,093,967
Fee Income	353,263	257,984
Other income	115,912	88,802
<b>TOTAL INCOME</b>	<b>3,010,570</b>	<b>2,677,150</b>
<b>LESS EXPENSES</b>		
Accounting and audit fees	9,350	10,300
Bank charges	4,610	4,155
Cleaning	26,321	22,886
Computer expenses	20,956	15,910
Conference / Seminar costs	2,007	6,782
Consultancy fees	12,403	16,999
Depreciation	56,093	43,596
Electricity	20,504	13,934
Employees' amenities	13,184	9,175
General expenses	8,388	16,512
Program Expenses	353,652	220,425
Interest expense	120	8,172
Insurance	32,347	27,520
Long service leave & Annual Leave	89,222	46,539
Motor vehicle expenses	34,375	34,385
Postage	1,685	2,415
Printing and stationery	15,539	12,979
Rates and taxes	11,868	8,241
Rent	93,609	84,082
Repairs and maintenance	19,364	8,064
Salaries and wages	1,805,866	1,753,635
Subscriptions	6,243	3,982
Sundry expenses	-	1,777
Superannuation & Work cover	218,810	217,332
Telephone	38,108	29,894
Travelling expenses	8,335	9,374
<b>TOTAL EXPENSES</b>	<b>2,902,958</b>	<b>2,629,065</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>107,611</b>	<b>48,086</b>
<b>ADD EXTRAORDINARY INCOME</b>		
Unrealised (loss)/gain on investments	13,780	35,523
Capital Income	89,735	-
<b>TOTAL EXTRAORDINARY INCOME</b>	<b>103,515</b>	<b>35,523</b>
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>211,126</b>	<b>83,609</b>



Business Banking Online



AUSTRALIAN REFUGEE ASSOCIATION INC

## AUSTRALIAN REFUGEE ASSOCIATION INC (GENERAL A/C)

BSB	Account	Available balance: \$141,999.13
Account type: Cheque	Product type: Society Cheque Account	Current Balance: \$41,999.13

Total holds: \$0.00	Total uncleared deposits: \$0.00
Overdraft limit: \$100,000.00	

Interest earned	Interest charged
Financial year to date (01/07/2018 - to date) \$29.55	Financial year to date (01/07/2018 - to date) \$3.84
Last financial year (01/07/2017 - 30/06/2018) \$72.28	Last financial year (01/07/2017 - 30/06/2018) \$6.33

Today's transactions as of 05/12/2018 3:35 PM (Sydney time)

There are no transactions to display.

### Previous transactions

Date	Description	Serial	Debit	Credit	Balance
04/12/2018	Migration Manage EZY PAY ID 12810913		\$110.00		\$41,999.13
04/12/2018	AMES CREDITORS EFT148519			\$15,924.79	\$42,109.13
04/12/2018	DPC AP 90118787			\$4,950.00	\$26,184.34
03/12/2018	BBO REF55764502 Wages 1st Payrun D		\$42,200.69		\$21,234.34
03/12/2018	BBO REF55764513 Salary Sacrifice 1		\$13,640.80		\$63,435.03
03/12/2018	INTERNET WITHDRAWAL 03DEC14 17 ARAAF Bendigo Bank, Accto		\$10,000.00		\$77,075.83
03/12/2018	INTERNET WITHDRAWAL 03DEC14:17 Deb Stringer Inv 4		\$5,470.74		\$87,075.83
03/12/2018	EXETEL 314734		\$350.00		\$92,546.57
03/12/2018	EQUIPMENT RENTS 0002046871-1-01		\$192.50		\$92,896.57
03/12/2018	BBO REF55764550 Travel Reimburse		\$23.87		\$93,089.07
03/12/2018	MULTIPLE PAYMENT FEE		\$8.50		\$93,112.94
03/12/2018	MULTIPLE PAYMENT FEE		\$3.00		\$93,121.44
03/12/2018	MULTIPLE PAYMENT FEE		\$0.25		\$93,124.44

© BankSA. A Division of Westpac Banking Corporation ABN 33 007 457 141, AFSL and Australian credit licence 233714

Page 1 of 3

## Business Banking Online



Date	Description	Serial	Debit	Credit	Balance
03/12/2018	INTERNET DEPOSIT 03DEC14:17 ARA, Inv to Gen			\$65,000.00	\$93,124.69
03/12/2018	INTERNET DEPOSIT 03DEC14:17 ARAAF to General			\$10,000.00	\$28,124.69
03/12/2018	ISMAIL ALIZADA Ismail Alizade			\$9,776.17	\$18,124.69
01/12/2018	INTERNET WITHDRAWAL 01DEC06:15 TO 085-364 507994307		\$4,769.05		\$8,348.52
<b>Total for this period</b>			\$76,769.40	\$105,650.96	

This record does not show transactions that have not yet been processed by the Bank. If this record shows an overdrawn, or over the limit amount, payment should be made immediately. Electronic transactions may appear in a different order after the Bank has completed processing them. Please advise any error or unauthorised transactions promptly to the Bank.

**Pending card authorisations**

There are no pending card authorisations to display.

Business Banking Online



Presented cheques

Date	Cheque number	Status	Amount
26/10/2018	118562	Paid	\$401.90



Business Banking Online

AUSTRALIAN REFUGEE ASSOCIATION INC

## AUSTRALIAN REFUGEE ASSOCIATION INC

BSB:	Account:	Available balance: \$467,420.87
Account type: Savings	Product type: Business Access Saver	Current Balance: \$467,420.87

Total holds: \$0.00	Total uncleared deposits: \$0.00
---------------------	----------------------------------

**Interest earned**

Financial year to date (01/07/2018 - to date)	\$1,581.63
Last financial year (01/07/2017 - 30/06/2018)	\$3,549.69

**Today's transactions as of 05/12/2018 3:35 PM (Sydney time)**

There are no transactions to display.

**Previous transactions**

Date	Description	Serial	Debit	Credit	Balance
03/12/2018	INTERNET WITHDRAWAL 03DEC14:17 ARA Inv to Gen		\$65,000.00		\$467,420.87
<b>Total for this period</b>			\$65,000.00	\$0.00	

This record does not show transactions that have not yet been processed by the Bank. If this record shows an overdrawn, or over the limit amount, payment should be made immediately. Electronic transactions may appear in a different order after the Bank has completed processing them. Please advise any error or unauthorised transactions promptly to the Bank.



### ARA Health Expo 2019 – Event Overview

Item	Details
<b>Business Area</b>	Client Services
<b>Theme</b>	Health
<b>Objective</b>	<p><b>Promotion of healthcare services to people from new and emerging communities living in the north of Adelaide.</b></p> <p>The Expo seeks to address the challenges of staying healthy and managing diseases, with a focus on preventative measures and open discussion, as it looks to bridge the gap between service providers and communities with a strong focus on raising awareness about the key health issues facing communities.</p> <p>The Expo seeks to connect members of the many local communities with information on diseases, wellbeing and mental health as well as introducing the large variety of service providers to attendees.</p>
<b>Target Audience</b>	People from new and emerging communities (target: 100-200 people).
<b>Event date</b>	<p><b>Tuesday 16 April, 2019.</b></p> <p><b>NB: April 2019 school holidays: 12-29<sup>th</sup></b></p> <p><b>NB: Public holidays = Friday 19<sup>th</sup>, Monday 22<sup>nd</sup>, Thursday 25<sup>th</sup> April</b></p>



Australian Refugee Association

**Project Timeline**

**November 2018:** Planning stage; Project Officer appointment.

**December 2018:** Confirm venue and budget; make initial contact with sponsors and exhibitors.

**January 2019:** Develop promotional material; finalise details regarding catering and entertainment; begin approaching volunteers and interpreters.

**February 2019: Promotion** - approach AMES Australia; TAFE Salisbury; Thebarton Senior College (TSC); Adelaide Secondary School of English (ASSOE).

**March 2019:** Engage in active promotion to communities.

**April 2019:** Event.

**Internal Working Committee**

**Authorised project manager:** Imogen Moseley

In collaboration with:

- Deb Stringer, Acting CEO
- Sandra Dzafic, Senior Manager Client Services
- Bi-cultural workers
  - Hind Suleiman (Arabic, Syrian)
  - Sushil Niroula (Bhutanese)
  - Amber Poudel (Nepali)
  - Mohsen Abdel-Meseh (Arabic)
  - Halia Rohany-Azizi (Afghani)
  - Roy Peng Nawl (Burmese)
  - Faith Khuplian (Burmese)
  - Ummulbaneen Haidari (Afghani)
- Kate Carter, Project Coordinator of ARANAP
- Asmira Bekric, Project Officer
- Scott Henderson, Community Engagement
- Joni Cottrell, Community Leadership
- Franziska Marzi and Michael Bai – ARA volunteers
- Constance Jones and Loyi George – African Women's Federation.





**Australian Refugee Association**

**External Personnel** – for active promotion of the event.

**NB:** Promotion to communities will begin early 2019.

- Institutional promotion, building on existing links: TAFE representative; Adelaide Secondary School of English (ASSOE); Thebarton Senior College (TSC); AMES Australia.
- Promotion through ARA’s ARANAP (Australian Refugees and New Arrivals Project) in collaboration with STTARS (Survivors of Torture and Trauma Assistance and Rehabilitation Service) and Migrant Health Clinic.
- Promotion through ARA’s contacts at Lyell McEwin Hospital.
- Community organisations: Bhutanese Australian Association of South Australia; African Women’s Federation of South Australia; Muslim Women’s Association.
- Community Leaders – through Joni Cottrell’s Social Support and Community Leadership programs.
- Salisbury Primary School Community Hub Program and bicultural staff – through Leisl Sheppard.
- New and emerging community (NEC) volunteers, identified through ARA’s bicultural workers.
- ARA volunteers (Franziska Marzi, Adelaide University medical students, led and recruited by Michael Bai)

**Funding**

**Budget pending sponsorship – estimated cost \$15,000.**

- Breakdown: \$5,000 City of Salisbury Grant; \$5,000 external sponsorship; \$5,000 ARA funds.

*See attached event budget breakdown utilizing the City of Salisbury template. NB: the budget breakdown attached only includes what the \$5000 from the City of Salisbury grant would cover.*



Australian Refugee Association

**Activity Sponsors**

**Potential primary sponsors contacted:**

1. Adelaide Primary Health Network
2. City of Salisbury
3. Adelaide Crows
4. Adelaide United
5. Tony Zappia, Member for Makin
6. Zoe Bettison, State Member for Ramsay
7. Nick Champion, Member for Wakefield
8. Lee Odenwalder, State Member for Elizabeth
9. Steve Georganas, Member for Hindmarsh
10. City of Playford

**Secondary sponsors contacted:**

1. Rotary Club of Elizabeth
2. Office National SA
3. Uniting Church SA
4. BankSA Community Alliance Program
5. Adelaide University Law Students' Society

**Location**

**Salisbury Primary School:**

- Old gymnasium space, courtyard, and two community hub rooms for guest speaker workshops.

**Client Participation**

ARA envisions the event to attract clients from:

- TAFE, ASSOE, TCS and Salisbury Primary School (students and families)
- AMES Australia; Australian Migrant Resource Centre (AMRC); Migrant Health Services, STTARS
- The members of the new arrival communities:
  - Syrian
  - Bhutanese
  - Burmese
  - Afghani - Hazara
  - Afghani - Pashtun
  - Burundian
  - South Sudanese



<p><b>Australian Refugee Association</b></p> <p><b>Service Provider's participation – 10 to 15 stalls.</b></p> <p><b>NB:</b> <i>ARA is in the process of securing exhibitors, and has already attained expressions of interest from Diabetes SA, Body in Mind Research Group (Chronic Pain), Insight (Adelaide University Global Health Group), STARRS (through Adelaide PHN ARANAP program), Migrant Health Clinic, and SA Health (Jacqueline Riviere, Culturally and Linguistic Diverse (CALD) Project Officer).</i></p>	<p><b>ARA aims for the majority of exhibitors to present interactive exhibits, for example:</b></p> <ul style="list-style-type: none"> <li>➤ AsthmaSA and spirometry test.</li> <li>➤ Physiotherapist and massage/mobility.</li> <li>➤ GP (or Adelaide Uni Med Students) and blood pressure.</li> <li>➤ Diabetes SA and blood glucose levels; 'Felt Man' interactive exhibit; healthy food display.</li> <li>➤ Nutritionist with BMI test – measuring height and weight, healthy food charts.</li> <li>➤ Optometrist – vision test.</li> <li>➤ Adelaide PHN, ARANAP – refugee nurse onsite.</li> <li>➤ Adelaide Crows/Adelaide United – sport and wellbeing workshops.</li> <li>➤ Heart Foundation – Jump Rope for Heart/blood pressure testing.</li> <li>➤ St. John's – CPR dummy.</li> <li>➤ Shine SA – interactive activities regarding sexual health.</li> <li>➤ Insight – interactive display of human body and possibility to take blood pressure/do other basic tests.</li> <li>➤ Dental services – model of healthy and unhealthy teeth, giving out toothbrushes/toothpaste?</li> </ul>
<p><b>Equipment</b></p>	<ul style="list-style-type: none"> <li>• Chairs/tables (TBC – Liesl from Salisbury Primary to confirm)</li> <li>• Banners for both ARA (Office National) and stallholders (BYO)</li> <li>• Promotional Material for both ARA and stallholders (Office National and BYO)</li> <li>• BBQ (ARA can provide)</li> <li>• Projector and equipment for guest speakers? (Leisl/ARA)</li> <li>• PA system and microphone (JP Hire).</li> </ul>



Australian Refugee Association

**Marketing Activities**

- Social media send outs (ARA Communications Officer)
- Mail out to lists:
  - TAFE, Community Leaders, ARA's Settlement Action Network, ARA's *Building Stronger Safer Communities* program Community Educators, ARA volunteers.
- Ensure photographer from ARA available on the day; with associated consent and media release requirements.

**Design Requirements**

- Social media posts
- Flyers in language – translated by bicultural workers.
- Signage for the day
- Large banner for the front of the venue.

**Associated events – Guest Speakers/workshops**

- 2-3x Information sessions in workshop spaces TBC:**
- NB:** *Ensure workshops are interactive, with plenty of visual material ie. Short clips, images. Potential topics include:*
- Child development & wellbeing
  - Chronic pain management – services and options in SA.
  - Women's Health – (Women's Only session)
  - Diabetes SA – 'Felt Man' health literacy session.

**Other requirements**

- Organisations to provide a proof of:**
- Public liability insurance
  - Professional indemnity

**Guests, TBC**

- Minister for Health?
  - Gillian Aldridge, Mayor of Salisbury?
- Reps from:** DSS/DHS/SA Health?



**ASSOCIATIONS INCORPORATION ACT 1985**  
*(Section 24(5)(b))*

**CERTIFICATE OF INCORPORATION ON CHANGE OF NAME**

Registered No: A0004867X

This is to certify that

**ICRA \* THE REFUGEE ASSOCIATION (SA) INCORPORATED**

Originally called: **INDO CHINA REFUGEE ASSOCIATION INCORPORATED**

and later called: **INDO CHINA REFUGEE ASSOCIATION (SOUTH AUSTRALIA)**

**INCORPORATED**

which was on the 21st day of November, 1975 incorporated under the

Associations Incorporation Act 1956 resolved on the 11th day of August, 1994 to change

its name to:

**AUSTRALIAN REFUGEE ASSOCIATION INCORPORATED**

Given under the seal of the Corporate Affairs Commission at Adelaide

this 17th day of August, 1994.



Commissioner for Corporate Affairs



**websters**  
TRUSTED ADVISERS SINCE 1987

ABN 87 109 457 945 AFS Licence 277842  
39 William Street, Norwood SA 5067  
PO Box 780, Kent Town SA 5071  
P 08 8362 5553 F 08 8362 5788  
www.websters.com.au

### CERTIFICATE OF CURRENCY

This Certificate;

- Is issued as a matter of information only and confers no rights upon the holder;
- Does not amend, extend or alter the coverage afforded by the Policy(ies) listed;
- Is only a summary of the cover provided;
- Reference must be made to the current Policy wording for full details;
- Is current at the date of issue only.

This Certificate confirms that the undermentioned Policy is effective in accordance with the details shown.

#### ISSUED TO

Kirsten Bickendorf  
Australian Refugee Association Incorporated

#### THE INSURED(S)

Australian Refugee Association Incorporated

CLASS(S) OF INSURANCE	THE INSURER(S)	POLICY NUMBER
1. Professional Indemnity	Lloyds of London	XL5140017680
2. Public & Products Liability	Ansvar Insurance Limited	05.400.0618679
3. Directors & Officers	QBE Insurance (Aust) Limited	168A007034MNL
4. Voluntary Workers	CGU Insurance Limited	0018864
5. Motor Vehicle	Allianz Australia Insurance Limited	151A005651VSD

#### POLICY PERIOD

From 30/09/2018  
To 30/09/2019

#### SITUATION OF RISK

Anywhere in Australia

#### ASSET(S)/SUM(S) INSURED

1. \$5,000,000
2. \$20,000,000
3. \$10,000,000
4. \$250,000
5. \$30,000,000

Yours faithfully,



Steve Pratt  
Dip Fin Serv (Brok), QPIB  
Director





**ARA Health Expo Working Committee Meeting**  
**Monday 3 December 2018, 9.00-10.00am**  
**Underdale**

**Chair:** Imogen Moseley, Project Officer and authorised project contact.

**Minutes:** Kate Carter

**Present:** Asmira Bekric (Corporate Services Coordinator), Mohsen Abdel-Meseh (Arabic Bicultural Worker), Sandra Dzafic (Senior Manager Client Services), Kate Carter (Project Officer), Joni Cottrell (Project Officer), Karen Kretschmer (Manager, Client Wellbeing), Scott Henderson (Events and Community Engagement Officer), Halia Rohany-Azizi (Afghani Bicultural Worker), Hind Suleiman (Arabic Bicultural Worker).

**Apologies:** Deb Stringer (Acting CEO), Franziska Marzi (ARA volunteer), Michael Bai (ARA volunteer), Roy Peng Nawl (Burmese Bicultural Case Worker), Amber Poudel (Nepali Bicultural Case Worker), Sushil Niroula (Bhutanese Bicultural Caseworker), Loyi George (African Women's Federation), Faith Khuplian (Burmese Bicultural Case Worker).

The working party met to discuss the planning for the Health Expo. Imogen provided a copy of the Project Planning sheet and timeline for the event, and went through the draft program plan providing an update, and seeking feedback on the following.

**1. Venue and date:**

- The venue has been selected – Salisbury Primary School. Imogen is in contact with Leisl from the school to coordinate the event.
- A decision now needs to be made regarding locking in a date and time (full day vs half day). The April school holidays was identified as a good time for clients. Imogen will choose a day and if it turns out to be a date that presented with any issues we can change the date. *\*Since the meeting the date has been set for Tuesday 16th April, 10am to 2pm.\**
- Joni and Karen both suggested half day would have more impact and keep clients engaged, Karen suggested from 10am to 2pm.
- Imogen confirmed that there will be one central area at the school, the gym, where there is space for 10-15 stalls. The gym opens out onto a courtyard where we can have kids sessions and food. We then also have access to 2 x breakout spaces (community Hub rooms) for workshops/information sessions.
- Insurance was raised as a discussion point, it was confirmed that we have the necessary insurance. We just need to follow up regarding capacity for rooms to ensure that we manage this appropriately on the day.
- We discussed an alternative title for the event to ensure that the purpose of the event is clear for clients and non-English speaking communities. We discussed "Healthy Living" as an appropriate alternative to "Health Expo".

**2. Sponsorship/Partnerships/Budget:**

- The estimated event cost of the event is \$15,000, which we are hoping to raise through sponsorship, particularly through the City of Salisbury Community Event Sponsorship Program grant of up to \$10,000. Imogen to follow up on this application by December 10<sup>th</sup>. All attendees authorised Imogen to proceed with the application for this grant.
- We are aiming to have 100-200 people there to make the event worthwhile.
- It is hoped that the budget will also allow for some reimbursement for clients/volunteers to potentially participate in ushering etc as a paid opportunity.
- Budgeting will also hopefully include interpreting (particularly for the breakout sessions), but the challenge will be to organise groups by language within sessions so that we can have multiple languages available.

- Imogen has sent out an array of sponsorship letters to different organisations for sponsorship, including Adelaide PHN, Adelaide Crows, Adelaide United (confirmed), City of Salisbury, Bank SA, Office National (for printing), Uniting Church SA. She is awaiting responses from these letters.
- There are also some good volunteers who have been identified to participate with relevant background/experience/qualifications in the health sector.

**The following comments/suggestions were made:**

- Joni recommended discussion with the SAN Health and Wellbeing Working Party, as organisations who are already actively engaged with ARA in the field of health. Kate to write an introductory email to the working party to introduce Imogen and begin discussion.
- Sandra also highlighted APHN as an important partner, especially given that they are our funding body for the ARANAP program. Strategically partnering with them could have significant funding benefits.
- Joni suggested engaging Nick Champion (he already has good connections with CALD communities), and Imogen also plans to engage Tony Zappia and/or Steve Georganas. Joni will send Imogen contact details for Nick Champion, and Imogen was advised to obtain details for Steve from Steph.
- Imogen and Sandra also confirmed that they have made approached Salisbury Council and are keeping an eye out for their grants round for potential funding.

**3. Exhibitors:**

- December will be focused on narrowing in on which agencies we would like to be involved and are the most relevant/useful for clients. ARA staff has already contributed to this discussion and Imogen will continue those conversations as needed.
- Imogen has a short-list of organisations to be invited – we are aiming for 10-15 stalls. From staff feedback, Dental Services, Diabetes SA, STTARS and Women's Health Services have been voted the most important/relevant to our client group.
- We agreed that we will encourage stall holders to be as interactive visual as possible, with display models/testing taking place so that if clients are limited in their English language, they can still see what services are providing. Potentially can have some guest speakers, maybe 1-2 - short talks 30 minutes max. Ideas for these breakout sessions include:
  - Diabetes SA – previously they have presented with a model on the table to show the different parts of the body that can be affected by diabetes, aimed specifically at people who have English as a second language.
  - Loyi (AWF) suggested a women's health session for women only as one session.
  - Chronic pain – potentially someone through STTARS/Modbury Hospital – Kate to provide Imogen with details.
  - Child wellbeing
  - General health literacy (potentially offered by Michael – volunteer and medical student)
- Other suggestions from the working party included:
  - Independent living centre ~ mobility aids, based in Gilles Plains
  - Women's and Children's Hospital – Mohsen suggested
  - Red Cross Baby seats
  - Kids Safe
  - Ambulance – with an onsite Ambulance for people to have the opportunity to look inside, promoting SA Ambulance Cover
  - RAA

**4. Food:**

- We discussed food options. BBQ was discussed as a functional option for a half day so that people don't need to be seated and food can be offered for the duration of the session instead of a specific time frame.
- It was agreed that we need to be mindful to provide health food, and agreed on sausages and veggie patties.
- A BBQ will also allow us to utilise volunteers who usually can't participate in other more regular volunteer roles.
- For drinks, we will offer water. Hind specifically requested that we do NOT offer juice or soft drink, sugary drinks are a particularly problematic health problem for the Syrian community.
- Imogen will also approach Food Bank, Oz Harvest and other supermarket retailers to enquire about food donations.

**5. Marketing and promotion:**

- Jan-March will focus on promotion, which will be an important part of making the event successful. We will need all staff to utilise their external networks for promotion, particularly Bicultural workers who are connected to communities. Bicultural workers are encouraged to start letting clients know that this event will be happening in April next year, and once we have details finalised we can provide additional flyers etc.
- Imogen has approached Office National (who supply our office stationery etc) to see if they might be able to do our printing free of charge or at a discounted rate. She is waiting on their response.
- We agreed that we need to have information available in language, but that word of mouth and ensuring community leaders are aware will also be effective. Bicultural workers confirmed that they can assist in translation; Arabic (Mohsen and Hind), Farsi/Dari (Halia), Nepali (Amber/Sushil), Burmese (Roy/Faith).
- Imogen will be looking to get a banner put up at the school to engage the families who are already connected to the school.
- Imogen stated that Adelaide United has confirmed their involvement. The idea is to have children engaged with activities with participants like Adelaide United so that parents are able to engage in breakout sessions/approach stall holders for information.
- We also discussed the possibility of having a 'showbag' type bag which is branded for people to collect flyers/information etc.
- We discussed email promotion to networks, suggesting that instead of sending an attachment, information and potentially links be embedded into the email message. Imogen will engage the marketing team regarding this when we have all details confirmed.
- TAFE Salisbury was also identified as a promotion point. Sandra said that Dusko has a contact there. Imogen will follow this up with him.

**6. General Feedback**

- All committee members affirmed the importance of this event. Bicultural workers particularly commented on how important this will be for ARA's Syrian, Arabic-speaking and Afghani clients in the North.
- There was a widespread agreement that the steps taken thus far towards the event organisation and the comprehensive level of consultation with bicultural workers and ARA staff has been excellent thus far.

**Actions:**

1. Imogen to select a date in the school holidays so that we can begin contacting exhibitors to check their availability. *\*Since the meeting the date has been set for Tuesday 16th April, 10am to 2pm.\**
2. Follow up required regarding room capacity at the school for insurance purposes.
3. Joni to provide Imogen with the email address for Nick Champion
4. Imogen to contact Steph to obtain contact details for Steve Georganas.
5. Kate to provide Imogen with details for pain clinician at Modbury Hospital.
6. Kate to do an email intro using the last SAN minutes to introduce Imogen and the Expo
7. Imogen to follow up TAFE contact from Dusko for event promotion.

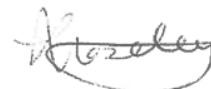
These minutes have been approved by:



Deb Stringer  
Acting CEO



Sandra Dzafic  
Senior Manager, Client Services



Imogen Moseley  
Authorised Project Contact

Date: 7/12/2018





The Australian Refugee Association  
304 Henley Beach Road  
Underdale, SA 5032  
(08) 8354 2951  
[deb.stringer@ausref.net](mailto:deb.stringer@ausref.net)

6 December, 2018

City of Salisbury  
12 James Street  
Salisbury SA, 5108

To whom it may concern,

As Acting CEO, I am writing to support the Community Event Sponsorship Program grant application submitted from the Australian Refugee Association (ARA) for our Health Expo in 2019. At our office in Brown Terrace, Salisbury, ARA has appreciated the support of the City of Salisbury in the past, and hopes the Expo presents another opportunity for strong collaboration. The Expo will take place at Salisbury Primary School, where the excellent Primary School Community Hub program exists as one of many examples of the City of Salisbury's leading role in connecting community and embracing multiculturalism.

Responding to our clients' needs, the half-day Expo aims to promote health care services to people from culturally and linguistically diverse backgrounds living in the Salisbury Council area. The Expo presents an important opportunity for attendees to connect with health care providers and gain a better understanding of relevant diagnoses, treatments, referral pathways and options for ongoing care and support. The expected outcome of the event is for newly arrived communities in the City of Salisbury to be equipped with greater knowledge of health care providers and their services to ultimately generate long-term improvements in their health and wellbeing.

The primary target audience will be people from a refugee background, with the secondary target audience the general public living in the area. We aim to engage between 100-200 community members across the day, along with fifteen health care service providers and guest speakers. ARA is connected with over thirty community groups from refugee backgrounds, educational institutions and settlement service providers. ARA's bicultural case workers also have direct connections with new and emerging communities and their leadership groups. It is these community connections which ARA will be utilising to promote the event, to seek feedback on healthcare priority areas, and to recruit bicultural volunteers to assist on the day.

We would welcome the opportunity to work more with the City of Salisbury and hope you see a potential to provide financial support for this event. We believe there is a real need for this project in the community and see the benefits as being

For further information about the event, please contact Deb Stringer. Thank you very much for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Deb Stringer', written over a horizontal line.

Deb Stringer

Acting CEO

**AFRICAN WOMEN'S FEDERATION OF SOUTH AUSTRALIA INC.**

304 Henley Beach Rd,  
Underdale SA 5032

ABN: 63 041 393 705

P.O. Box 704,  
Torrensville S.A. 5031



5 December, 2018

City of Salisbury  
12 James Street  
Salisbury SA, 5108

To Whom it may concern,

The Australian Refugee Association (ARA) and the African Women's Federation of South Australia (AWFOSA) have worked collaboratively, in several capacities, over a number of years to provide ongoing support to newly arrived communities in SA. Sharing our Underdale Office, both organisations seek to provide settlement related information, advice, advocacy or referral services to individuals or their families due to issues arising from their settlement experience. Acknowledging ARA's existing skills and knowledge as well as their connections with mainstream agencies and new arrival communities, the AWFOSA team would like to see ARA receive sufficient funding to support their Health Expo project.

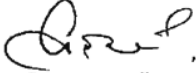
Like ARA, AWFOSA identifies health education as vital in enhancing the settlement experience for newly arrived people in South Australia. AWFOSA has conducted several health information sessions at Thebarton Senior College and the Adelaide Secondary School of English, which have had a significant impact on the lives of young people. AWFOSA focuses on women's health, and has delivered a series of workshops in partnership with a range of healthcare providers addressing issues such as contraception, cervical screening, Hepatitis B, domestic violence and periods and hygiene. Delivering health programs to African women has demonstrated the need for more health-related education and initiatives for migrants and refugees in South Australia.

The Health Expo has the potential to greatly benefit African community groups living in the Northern suburbs by providing information on diseases, wellbeing and mental health as well as introducing a large variety of service providers to attendees. The Expo will provide the opportunity for health care issues addressing culturally and linguistically diverse families, such as diabetes, Hepatitis B, nutrition and women's health, to be addressed in a culturally appropriate and enjoyable, informative way. The Expo will provide an important opportunity, particularly for women, to learn and dispel any misunderstandings about health and wellbeing, empowering them to seek out the services they require.

ARA does important work addressing refugee health through the Adelaide Primary Health Network funded ARANAP (Australian Refugees and New Arrivals Project), and we believe the Health Expo provides an important and exciting opportunity to build upon this existing program. Addressing health care issues in newly arrived communities is a team effort, and we believe it is essential for initiatives such as ARA's Health Expo to receive financial support to ensure its success.

Should you require further information about this letter please do not hesitate to contact me.

Yours Sincerely



**Constance Jones**  
Project Manager  
Settlement Grants Program  
Tel: Direct:  
Reception:





6 December, 2018

City of Salisbury  
12 James Street  
Salisbury SA, 5108

To whom it may concern,

I am writing on behalf of the Bhutanese Australian Association of South Australia (BAASA), in support of the Australian Refugee Association's (ARA) Health Expo grant application from the City of Salisbury.

ARA has been supporting BAASA since 2009 when the members of our community started settling in Adelaide. Since this time, BAASA leadership teams have worked collaboratively with ARA on ascertaining settlement needs of our community members, identifying effective ways to provide services and on development of the BAASA leadership team.

The BAASA team feels that ARA treats our community with respect, which is particularly important for those community members that have high and complex needs. BAASA continues to promote ARA to its community members and encourages those in need to access ARA services. We would like to see that in addition to the existing skills and knowledge of their staff as well as the connections with mainstream agencies and new arrival communities, ARA receives sufficient funding to support their Health Expo project.

The Health Expo will greatly benefit the Bhutanese community by connecting members living in the Northern suburbs with information on diseases, wellbeing and mental health as well as introducing a large variety of service providers to attendees. In particular, the Expo will provide the opportunity for health care issues addressing the Bhutanese community, such as diabetes, dental services, physiotherapy, nutrition and women's health services, to be addressed in a culturally appropriate and enjoyable, informative way. The Expo will provide an important opportunity for newly arrived children and adults alike to learn and dispel any misunderstandings about health and wellbeing in the community.

ARA is already doing important work addressing refugee health through the Adelaide Primary Health Network funded ARANAP (Australian Refugees and New Arrivals Project). The Health Expo provides an important and exciting opportunity to build upon the existing health care services ARA provides.

Should you require further information about this letter please do not hesitate to contact me.

Kind Regards

Kamal Dahal  
Secretary

Bhutanese Australian Association of South Australia



## **Community Event Sponsorship Program**

### **Round 2**

### **Applicant 3/2019**

Game Fishing Club of South Australia

Mawson Lakes Carp Fishing Competition

CESP, Round 2, Application No. 3/2019, Game Fishing Club of South Australia, Mawson Lakes Carp Fishing Competition



1-77

# Community Event Sponsorship Program



## Application Form



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

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

Address for submission of applications: Community Event Sponsorship Program, City of Salisbury, PO Box 8, SALISBURY SA 5108 Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au). It is essential that all applicants confirm the eligibility of projects prior to commencing their application. All applicants must contact the Community Planner: Place Activation to assess the eligibility of projects. Phone 8406 8222 or Email [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au).

### 1. ORGANISATION INFORMATION

Name of the organisation:

As it appears on the Certificate of Incorporation

Game Fishing Club of South Australia

ASIC Registration Number:

not needed.

ABN:

Not needed

Facility Name/Address:

477 Port Road, Croydon SA 5008

Postal Address:

P/O Box 95, Stepney SA 5008

Suburb:

Stepney

## 2. CONTACT PERSON DETAILS

Person Responsible for the Sponsorship: (Select one or more options)

Mr Ralph Czabayski

Mrs

Ms

Dr

Other

Name

Ralph Czabayski



Sponsorship category (please select one only): (Select one or more options)

Organisations planning to host an event within the City of Salisbury boundaries may apply for Community Event Sponsorship.

up to \$5,000

up to \$10,000

Have you sought, or intend to seek funds from another source for this project? (Select one or more options)

(If Yes – Where from and the amount of sponsorship requested)

Yes

No

Source/s:

Amount/s:

#### 6. ABOUT THE EVENT

Name of event:

Mawson Lakes - Carp Fishing Competition (held in conjunction with Salisbury Plays @ Mawson Lakes).

Date of Event:

14 04 2019

Location of Event:

Mawson Lakes.

Title/Office:

President

Phone

0419 834 540

Email

Please use an e-mail address that will be checked at least once a week.

gamefishsa@esc.net.au

**3. ABOUT YOUR TARGET AUDIENCE**

Age

25 - 60+

What percentage (%) of your target population reside in City of Salisbury?

List both primary and secondary if applicable

100%

**4. ABOUT YOUR ORGANISATION'S ABILITY AND EXPERIENCE**

What events has your organisation held before?

Please list Event, Year, and No. of attendees.

We hold 2 MAJOR fishing tournaments a year plus fishing challenges.  
We are members of SAGFA, GFAA & IQFA

**5. SPONSORSHIP**

We do receive sponsorships from various companies and organizations

Has this organisation held this event before? (Select one or more options)

Yes

No

If yes to the above, please provide dates of previous events:

Brief description of your Event:

Describe what you are planning

Free community activity - Carp fishing competition.

Why is the event needed?

Eg. Does the proposed event: - increase participation opportunities - provide additional avenue for revenue - add to community and cultural life within the City of Salisbury

Increased environmental impact; Bringing the Mawson Lakes Community together through potential boost in visitation and economy for traders.

How will your event increase participation opportunities for community and economic development?

Eg. Does the proposed event: - address a gap in community participation / activation - allow the event to increase economic opportunities

Allows the event to increase economic opportunities to local business whilst promoting the Mawson Lakes Play Spaces through community participation.


How will you promote and advertise the Event?


We will promote & advertise via Facebook + social media and also send out emails to the 3 Game fishing clubs in Adelaide. We hope to promote it possibly over a radio station.

Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?


Attach letters of support where applicable

only our sponsors getting publicity.

Community Group / Business 

How they will benefit 

Attach letters of support where applicable


 Please attach all files to the end of this form before submitting it.

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

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

**7. BUDGET INFORMATION**

Please upload your budget spreadsheet from the template provided. 

 Please attach all files to the end of this form before submitting it.

**8. TERMS AND CONDITIONS OF SPONSORSHIP**

All applications are administered according to the following conditions. 1. CESP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of sponsorship must be made in writing and is at the discretion of the Council. 2. A risk management plan will be completed and adhered to. 3. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works. 4. City of Salisbury is not responsible for any loss or expense endured during event planning and implementation or in relation to the completed event. 5. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST. 6. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant. 7. Organisations that are not registered for the GST will not have the grant grossed up. 8. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration. 9. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant sponsorship. 10. Unspent funds are to be returned to City of Salisbury. 11. The City of Salisbury will be recognised as a major sponsor of the event in all media, speeches, MC notes and programming (noting any use of logos must be approved by the City of Salisbury communications and customer relations team).

Position:  **REMOVED**

President

**9. APPLICATION DECLARATION**  **REMOVED**

Declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the Community Event Sponsorship Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which sponsorship for this project is offered.

Name

Ralph Czabayski

We agree to abide by the terms and conditions of sponsorship (Select one or more options)

Yes

On behalf of (Group/Organisation)

GAME FISHING CLUB of SOUTH AUSTRALIA

Name:

Ralph Czabayski

Date:

9/12/18

End of form

Don't forget to attach all files before submitting this form

Community Event Sponsorship Program

7 of 7











**From:** Ralph Czabayski  
**Sent:** Monday, 17 December 2018 11:23 AM  
**To:** Katelyn Tessier  
**Subject:** Re: Community Event Sponsorship Program: Budget & Costings for Fishing Competition

Hi Katelyn I hope to have this all to you by Wednesday

Kind regards  
Ralph Czabayski  
Sent from my iPhone

On 17 Dec 2018, at 9:36 am, Katelyn Tessier <[KTessier@salisbury.sa.gov.au](mailto:KTessier@salisbury.sa.gov.au)> wrote:

Good morning Ralph,

I am touching base with you regarding your Community Event Sponsorship application.

I understand there are a few documents to get organised in such a short period of time. While attaining these documents may be time consuming, we require an outline of costings first and foremost.

I have attached a template budget document for your convenience should you wish you use this, otherwise please outline your costing in writing via reply e-mail.

Please get this back to me by today, as I will not be back into the office again until after applications go to the committee for consideration.

If you require any assistance in filling out the document, please don't hesitate to give me a call, or send me through an e-mail. I'll be happy to help you through this process.

Regards,

**Katelyn Tessier**  
Community Planning: Event Support Officer  
Community Planning & Vitality  
D: 08 8406 8366

**Katelyn Tessier**

---

**From:** Katelyn Tessier  
**Sent:** Monday, 17 December 2018 1:13 PM  
**To:** Ralph Czabayski  
**Cc:** Ann-Marie Arthur  
**Subject:** RE: Community Event Sponsorship Program: Budget & Costings for Fishing Competition

Hi Ralph,

As per my previous e-mail, I do require to have your budget/costings by today as I will not be in the office again until the New Year.

Please let me know if you require any further information and I will be happy to help.

Regards,

**Katelyn Tessier**

Community Planning: Event Support Officer  
Community Planning & Vitality  
D: 08 8406 8366  
E: [KTessier@salisbury.sa.gov.au](mailto:KTessier@salisbury.sa.gov.au)

City of Salisbury  
12 James St, Salisbury, SA, 5108  
P: 08 8406 8222  
F: 08 8281 5466  
TTY: 08 8406 8596  
W: [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)



E: [KTessier@salisbury.sa.gov.au](mailto:KTessier@salisbury.sa.gov.au)

City of Salisbury  
12 James St, Salisbury, SA, 5108  
P: 08 8406 8222  
F: 08 8281 5466  
TTY: 08 8406 8596  
W: [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)

<Event Budget Template.xlsx>

\*\*\*\*\*  
\*\*\*\*\*

The City of Salisbury advises that, in order to comply with its obligations under the State Records Act 1997 and the Freedom of Information Act 1991, email messages may be monitored and/or accessed by Council staff and (in limited circumstances) third parties. The contents of this email are confidential and may be subject to copyright. This email is intended only for the addressee(s). If you have received this email in error please immediately advise the sender by return email and delete the message from your system. Use, disclosure or reproduction of this email by anyone other than the intended recipient(s) is strictly prohibited. No representation is made that the email is free of viruses or other defects. Virus scanning is recommended and is the responsibility of the recipient. All references to 'email' include references to attachments to the email.

\*\*\*\*\*  
\*\*\*\*\*





**Fisheries Management Act 2007**

3.15 There are a number of requirements that need to be met should a fishing competition be held. In addition to size and bag limits for callop, any redfin or carp (dead or alive) cannot be returned to the water and must be disposed of.

3.16 In addition, a permit and exemption is required to undertake a competition where prizes or incentives are offered under the Fisheries Management Act 2007. Permits and exemptions are only given where the Minister is satisfied that there is a good reason for the proposed activity. There is no guarantee an application will be successful and time frames for applications vary.

**4. CONCLUSION / PROPOSAL**

4.1 It is recommended that a carp fishing competition could be held at Mawson Lakes in 2019 and would be best conducted by experienced fishing competition experts. In order to facilitate this it is proposed that staff could write to angling clubs and advise them of the Community Event Sponsorship Program and explore their interest in an event at Mawson Lakes. There is no guarantee that funding would be allocated and that applications would be assessed against others received based on merit.

4.2 The next round of the Community Event Sponsorship Program will open on 29 October 2018 with decisions expected in January 2019.

4.3 A permit and exemption is required to undertake a competition where prizes or incentives are offered under the Fisheries Management Act 2007. There is no guarantee an application will be successful.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP

Date: 13/08/2018





**Community Event Sponsorship Program  
Project Acquittal Report  
Applicant .2018**

<b>Organisation:</b>	Mawson Lakes Community Church
<b>Project Title:</b>	The John Maxwell Team Global Youth Initiative – Mawson Lakes
<b>Funding Approved:</b>	\$5000
<b>Completion Date:</b>	Saturday October 28, 2018
<b>Contact:</b>	Reverend Chris Mann

**A. DESCRIPTION OF FUNDED ACTIVITIES**

List the activities conducted during the event, specify the associated performance measures and advise if they were met.

List of Activities	Specify the performance measure for that activity. Has the Performance Measure been met? If YES, how? If NOT, why not?
The Training Day – John Maxwell Team Global Youth Initiative	No – in terms of attendance. Due to difficulties communicating with various schools, we had a serious numbers shortage for participants.
	Yes – in terms of the quality of teaching, and the engagement of participants. This is born out in the survey results (attached), however, activity on the day included: <ol style="list-style-type: none"> <li>1. Students working on their own definition of leadership, facilitated by Chris Mann from the John Maxwell Team</li> <li>2. An Interactive, full-person DISC Assessment, giving students an insight into their own personality, the personalities of others, and their own leadership style, provided by Chris Mann from the John Maxwell Team.</li> <li>3. A presentation from Mawson Lakes Lions</li> <li>4. An exercise on Courage, Vulnerability, and Leadership provided by Brene Brown consultant, Anna Doecke from Journeez</li> <li>5. Videos and exercises from Nick Vujicic of 'Attitude is Altitude', facilitated by Chris Mann</li> <li>6. "The John Maxwell Team Leadership Game – For Teens"</li> </ol>
	Yes – Outside of the survey results, verbal feedback has been given by parents stating that their daughter spent the rest of the weekend following the event sharing what she had learnt with everyone she came in contact with, giving them insight into their own personality type and providing great encouragement to her

	family.

**B. DESCRIPTION OF PARTICIPANTS**

**List the number of people and organisations who participated and benefited from this event?**

Organisations:  
 Mawson Lakes Community Church  
 Endeavour College, Mawson Lakes  
 Mawson Lakes Lions

People:  
 The 8 students who participated (aged 12-16)  
 Volunteers who both learnt the content and assisted with delivery, who were all residents of the City of Salisbury

**Provide details on any feedback received from participants and stakeholders involved in the project.**

Survey responses were all very positive of the event.

- 25% rated the event excellent, 50% very good, 25% good
- **Comments on the question: "How has this day helped you become a better leader?"**
- It helped my learn about my strength and how to do things well. It helped my understanding of people.
- because it has given me insights to different age groups and how they lead- this can help me relate to the age group so then I can lead better.
- I think it has helped me keep in mind the key qualities of a good leader and how I can best embody these, in my various leadership roles and every day life.
- **Comments on the question: "What were your highlights from the day?"**
- The DISC Assessment was the best. It was fun to do and I enjoyed finding out more about myself, but mostly about personalities in general. it was interesting because you found out how people's minds worked differently.
- My highlight was getting to know everyone and knowing more about leadership through other people.
- I thought the activity where we identified our own gifts and talents was very helpful and encouraged me to think more positively of myself. I also really enjoyed the general 'lectures' on what it means to be a leader.
- 



CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. city@salisbury.sa.gov.au W. www.salisbury.sa.gov.au

**C. EVALUATION**

**Please provide comments on how the event increased participation opportunities for community and economic development?**

Each of the participants grew in their understanding of themselves and their leadership abilities, received a participation certificate for their resume, and a book on either leadership, teamwork, or self-development to further their own growth. They heard of further opportunities to volunteer with Lions. Studies show that people who invest in their own future by growing themselves and/or their leadership ability are more likely to have a higher income and have a greater positive impact on society around them.



CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) W. [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)

**What were the (actual) outcomes achieved? Specify the benefits to the participants (including evidence based achievement, and any other relevant information).**

8 participants:

- Formed their own definition of leadership, and reflected on other definitions of leadership
- Participated in a DISC exercise, helping them understand themselves, others, and how different people express leadership values
- Heard from Mawson Lakes Lions for how they make a difference in the community
- Participated in an exercise on Vulnerability, Courage, and Leadership
- Viewed teaching by Nick Vujicic, and completed exercises, on topics including:
  - a) Identifying and using gifts and talents
  - b) Having a positive attitude
  - c) Self belief
  - d) Decision making
  - e) Peer pressure
- Played a 'Leadership Game' as an assessment of their own leadership skills, how to effect positive change, and build teams

**Evidence for this achievement includes:**

- All survey respondents indicated that
- **A. That they would attend a similar event next year**
- **B. That they would encourage other students from Endeavour College to attend next year**
- **C. That they would encourage students from other schools to attend next year**

**Individual survey responses included comments such as:**

"Yes I would definitely be willing to attend a similar event next year --- I appreciate the opportunity to develop my skills as a leader."

"Yes. I would tell them that it was fun and well worth my time. It was great to learn about different people and get to know them."

"yes i would. I would tell them that it is a leadership training day that helps us to learn about leadership and to get to know others who we would talk to any other time"

"Yes - I would tell them that it is a day where you can learn what it means to be a leader, and engage in activities that help you identify your own qualities and gifts and talents. Knowing what you're good at, then helps you identify how you can use your skills as a leader."

"Yes i would because you get to meet other aspiring leaders"

**Does your organisation plan to host this event again? If so, how?**

Yes. We are in early discussions as a congregation with Endeavour College and the High Schools in the city of Salisbury as to how this event can happen next year and have a greater impact.

**Did your organisation identify any new and emerging issues outside the scope of the project, what measures did your organisation undertake to address them?**



CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) W. [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)



Yes. We identified that perhaps the biggest barrier to developing student leaders is the fact that teachers and senior staff in high schools are overwhelmed and have significant communication struggles. In order to try and overcome them, we made repeated attempts to communicate and make the event easier, including:

- Holding the event on a Saturday, using trained volunteers, in order to minimise any increased workload for teachers and school staff
- Preparing both documents and video to explain the event, and standardised consent forms
- Visiting schools when initial communication attempts failed

In order to address these issues, we are making further follow up with the schools we have been trying to work with, in order to serve them better, get to know their needs (especially in regards to student leadership) and find a simple, straight forward way to serve them that they can easily embrace.

Furthermore, I am increasing my involvement in an organisation called "CHAMP Programs" that specialises in health, wellbeing, motivation and leadership for school staff. This program is a private enterprise designed in order to help improve these areas for staff, which will in turn result better performance and leadership for students.

More information regarding the communication difficulties is included in an appendix, specifically written and provided due to the event not occurring as originally described, and seeking the council's input, particularly around the use of the grant provided.

#### D. ATTACHMENT OF PROJECT MATERIALS

If available, please provide:

- Photos/images captured when implementing the project.
- Copies of publicity materials for the project.

**E. FINANCIAL INCOME AND EXPENDITURE**

<b>Financial Items</b>	<b>Income \$</b>
Grant from Salisbury Council	\$5000
Funding from Endeavour College (\$20 per participant, x8 participants)	\$160
Gifts for participants and volunteers (in kind donation from presenter)	(\$160)
Time spent organising and on the day used by staff and volunteers	Not measured
Use of Endeavour College Space	(No charge)
<b>TOTAL INCOME</b>	<b>\$5160</b>
<b>Financial Items</b>	<b>Expenditure \$</b>
Lunch (Provided by Mawson Lakes Lions)	\$240
Workshop provided by Journeez (Courage, Vulnerability, and Leadership)	\$200
Teaching and Facilitation by Lifelong Leaders	\$1500 (plus GST)
Purchase of John Maxwell Team Licensed Content – Nick Vujcic YouthMax Plus, DISC content, and The John Maxwell Team Leadership Game – For Teens	\$1295 (\$950US)
<b>TOTAL EXPENDITURE</b>	<b>\$3235 Plus \$150GST</b>

CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) W. [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)



CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) W. [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)





**Community Event Sponsorship Program  
Project Acquittal Report  
Applicant .2018**

<b>Organisation:</b>	Para Vista Preschool - 7
<b>Project Title:</b>	Community Grant
<b>Funding Approved:</b>	\$5000
<b>Completion Date:</b>	4 <sup>th</sup> November 2018
<b>Contact:</b>	Terena Pope / Anne Elliott

**A. DESCRIPTION OF FUNDED ACTIVITIES**

List the activities conducted during the event, specify the associated performance measures and advise if they were met.

List of Activities	Specify the performance measure for that activity. Has the Performance Measure been met? If YES, how? If NOT, why not?
Class Stalls	We were able to hire marquees, this assisted in supporting our Sun Safe message to the community
Food Vans	Able to offer quality catering to add to provision of service and ambience of the event, and used local business owners
Student Stage Performances	The wider community got to be involved
Amusement Rides	Able to hire certain items to add variety on the day to increase choice and engagement and attract wider community members
Café & Memorabilia Museum	Hired tables and chairs to create a café style environment, and gave the community and old scholars a chance for reconnection with each other, and opportunities to browse through old albums, while enjoying coffee and scones

CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. city@salisbury.sa.gov.au W. www.salisbury.sa.gov.au

## B. DESCRIPTION OF PARTICIPANTS

List the number of people and organisations who participated and benefited from this event?

Lions Club, Cat Adoption, Police, Nova  
Local Food Vans  
Staff and Volunteers (61)

Resulting in increased community connections, cohesion and formed relationships between the school and services

Provide details on any feedback received from participants and stakeholders involved in the project.

Community involvement was high with many positive comments on the day

## C. EVALUATION

Please provide comments on how the event increased participation opportunities for community and economic development?

Whole school involved different activities and events to those of what we have had before, so the wider community became involved.

Beneficial for school and local businesses such as food vans and amusement rides.



**What were the (actual) outcomes achieved? Specify the benefits to the participants (including evidence based achievement, and any other relevant information).**

Positive involvement from students, staff, volunteers and the wider community.  
A fun relaxed da for families to be a part of.  
Acknowledgement of the history of the school and promotion of our site as a proud public school.

**Does your organisation plan to host this event again? If so, how?**

It was our 50<sup>th</sup> Birthday, so not in the near future, however may incorporate community groups and services into our annual school concert in the future.

**Did your organisation identify any new and emerging issues outside the scope of the project, what measures did your organisation undertake to address them?**

None identified.

#### **D. ATTACHMENT OF PROJECT MATERIALS**

If available, please provide:

- Photos/images captured when implementing the project.
- Copies of publicity materials for the project.





**Community Event Sponsorship Program  
Project Acquittal Report  
Applicant .2018**

<b>Organisation:</b>	United Way South Australia Incorporated
<b>Project Title:</b>	
<b>Funding Approved:</b>	\$
<b>Completion Date:</b>	
<b>Contact:</b>	Emma Brooke 0439 705 418

**A. DESCRIPTION OF FUNDED ACTIVITIES**

List the activities conducted during the event, specify the associated performance measures and advise if they were met.

List of Activities	Specify the performance measure for that activity. Has the Performance Measure been met? If YES, how? If NOT, why not?
	Provision of Face Painters, Magician, Musicians & Snake Awareness Display attended and participated by general public at event
Provision of static displays	Attendance of 8 x planes, 15 x classic cars, 4 x Emergency services vehicles & PAL vehicles on site throughout event
Collaboration with local community service providers/support partners (CSP's)	Attendance & participation of CSPs <b>Yes</b> – Attendance of 18 x local CSPs providing activities & giveaways to attending public
Provision of Hospitality Services	Attendance of 6 x Food Trucks providing a selection of foods for the general public to purchase. Rotary provided a BBQ for attending UWR families & the general public. Volunteer Team provided food by Costco as in kind donation to event.
Provision of FREE books to every child attending	Over 20,000 books distributed to the general public at the event

Provision of entertainment	4 x Authors attended providing multiple group readings throughout the day to the general public in attendance
----------------------------	---

**B. DESCRIPTION OF PARTICIPANTS**

**List the number of people and organisations who participated and benefited from this event?**

A team of **71** volunteers contributed a total of **491** volunteer hours which provided them with the satisfaction of providing a literacy themed family friendly event promoting the value of reading and establishing habits from a young age  
**2500** attendees/participants at the event throughout the day participating in group readings and provided activities and receiving free books  
**43** collaborating Community Service Providers and supporting partners providing activities and giveaways promoting community awareness of services available locally

**Provide details on any feedback received from participants and stakeholders involved in the project.**

Overall very good  
 Loved the rock climbing  
 Great to see the planes did not realise they were so big  
 Should have more things flying around  
 Should have joy flights, would be more interesting  
 Loved the snakes and the rock climbing  
 Loved it all overall  
 First Aide was excellent  
 Should have had an eftpos machine when you come in  
 Loved the planes  
 Singers were the best  
 Liked the jumpy castle  
 Didn't know it was on, would have stayed longer  
 Monster truck was the best  
 Loved the snakes on the stage  
 There was all sorts, loved it all  
 Loved the ball game  
 Liked seeing the planes  
 Loved the facepainting and the rides  
 Loved the jumpy castle and the cars there was a good variety of things  
 Good, have been to all your (UW) events  
 Really fun, kids had lots of fun walk from car park was hard  
 Really good great event loved the snake show would come again if you do another event  
 Love it was great, good prices very impressive  
 Really good had fun on the jumpy castle, live atmosphere was good  
 Awesome we got a whole lot of books, wanted more rides  
 Good hadn't been to anything before

**C. EVALUATION**

**Please provide comments on how the event increased participation opportunities for community and economic development?**



CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. city@salisbury.sa.gov.au W. www.salisbury.sa.gov.au

- Opened the Parafield Airport to the general public to improve the image and public reputation of the airport, its management and facilities
- Provided new opportunities for families to read outside of the home
- Created community awareness of CSP's and the services they provide to the community
- Provided further business opportunities for organisations participating
- Established new community connections
- Created further collaborative opportunities and partnerships with new providers/supporters/partners
- Opportunities for future events by way of Expressions of Interest

**What were the (actual) outcomes achieved? Specify the benefits to the participants (including evidence based achievement, and any other relevant information).**

**ROI (Return on Investment):**

Calculating an event profit is simply subtracting the events costs/expenses from the event income and the \$ amount leftover is the event profit.

The Event return on investment is a little more complicated and is calculated using the following formulas:-

To calculate the ROI you first need to calculate the event \$ value

Formula:

# hours spent to plan/attend event X Total \$ Value per person X Total # of people attending the event  
= **Event \$ Value**

**Note:**

*In calculating the **total # of hours spent to plan/attend the event** is difficult as it took 5 months of planning by the entire community impact team at UWSA. An estimation of the total hours given of planning hours at 1000, this is made up of 500 hours between two paid staff members and 500 hours which equates to 100 hours each for the 5 volunteers/students that assisted to make up the planning team and added this to the total number of volunteer hours the event team put in on the day which gave me a total of 1491 hours*

*In calculating the dollar value of each person the Senior Officers wage was calculated at \$39 per hour x 250 hours which gave a total of \$9750, and the Community Impact Officers wage at \$29 per hour X 250 hours which gave a total of \$7250 and 5 volunteers/students at \$23 per hour which is the standard volunteer hour rate X 500 hours which gave a total of \$11500, then adding the total \$ value for the event volunteer hours which was \$11293, for a Grand Total of \$39793 and divided this total amount by the number of volunteers on the event team (71) to give me the total \$ value for each volunteer which was rounded down to \$560 which can then be used as the **Total \$ Value for each person***

Calculations:

1491 hours X \$560 = \$834,960 X 2500 people attending = **\$2,087,400,000 - Event \$ Value**

We can now calculate the event ROI using the following formula:

Event \$ Value less Total event costs = Event ROI

\$2087400000 - \$19750 = **\$2,087,380,250 Event ROI**



**Does your organisation plan to host this event again? If so, how?**

The 2019 Children's Week theme is "Children have the right to good quality healthcare, clean water, nutritious food & a clean environment" – Rich countries should help poorer countries achieve this. As with all the themes from past years it is always difficult to interpret and present it in an appealing form. Hosting the Read Aloud Open Day event provides an insight to all elements of the theme. We will split the event site into four zones to cover each of the elements of the theme.

**Zone 1 Healthcare**

We can accomplish the provision of quality healthcare by enlisting the support of organisations such as SA Ambulance who has a base on site at the Parafield Airport. There are a number of medical research based aviation facilities on site as well that could be approached to support the event. The mobile reading and craft stations will provide books with a medical related theme to reflect the element.

**Zone 2 Clean Water**

As the site has no access to water we are unable to utilise the SA Water Quench Bench for the event. However there is a number of alternatives including event sponsorship and resources which can be addressed prior to the event. We could supplement this area by providing amusements with a water theme and supplement reading and craft stations to include books relating to water.

**Zone 3 Nutritious food**

We can provide nutritious food for purchase through the selection of the food trucks being used. We could also utilise the services of the UniSA nutrition students and local council healthy eating/living initiatives by inviting participants to hold demos/displays. Again the component can be reflected in the selection of books and crafts in the area.

**Zone 4 Clean Environment**

Promoting the clean environment will be a way for the Parafield Airport to enhance its public image by providing samples of how they are working towards maintaining a safer environment during normal airport procedures. This can all be brought together by the placement of group reading and craft sites that will utilise a selection of books for each element. The 2018 event saw the book "Touch the Earth" as a feature book and we could utilise this once again in this component of the theme as it very much highlights all the components.

We would support the event with a variety live entertainment to assist in creating ambience.

**Content**

- Provision of 4 x mobile reading and craft stations each themed to represent an element of the nationally recognised children's week theme as detailed in event scope
- Provision of multiple community service providers to represent the different elements of the children's week theme
- Provision of entertainment, activities and amusements to supplement the event and create ambience
- Provision of a variety of static and interactive displays to encourage and supplement active participation
- Provision of fund raising and merchandising opportunities to support revenue and income streams for organisation
- Provision of local appealing event content that encourages attendance and participation from the general public
- Provision of a passport style reading trail with a collective reward for participation to encourage overall event participation and enhance intended outcomes
- Provision of multiple RA stations with Guest Authors/Special guests reading regularly
- Provision of multiple craft stations associated to selected books being read on the day at event
- Provision of multiple CSP stands/displays providing activities/crafts/readings/resources to enhance community involvement
- Provision of entertainment throughout the day
- Provision of passport/story trail utilising key spots
- Performance from Mickster the Trickster with promotion of reading importance
- Provision of central craft activity relevant to featured book
- Provision of emergency services vehicles for entertainment/photo opportunities
- Provision of external entertainment/activations such as jumping castles, face painting, magician, family style picnic games such as tug of war, sack races etc
- Provision of giant games/children's play area
- Provision of hospitality services – such as food trucks, fruit & water snacks etc

CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) W. [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)



**Did your organisation identify any new and emerging issues outside the scope of the project, what measures did your organisation undertake to address them?**

No issues only further business opportunities within the community to collaborate with supporting partners to present literacy themed activities at other community events with general public in attendance.

**D. ATTACHMENT OF PROJECT MATERIALS**

If available, please provide:

- Photos/images captured when implementing the project.
- Copies of publicity materials for the project.

**E. FINANCIAL INCOME AND EXPENDITURE**

Financial Items	Income \$
Donations and designated appeals	2,300.00
Fees & Charges – Market Stalls	70.00
Sponsorships - \$7.5k Anglicare SA, \$10k City of Salisbury, \$5k Minelab, \$2k Australian Wholefoods	25,100.00
Other Income – Entry Fees, Rides, Book Sales, Raffles & Sausage Sizzle	6,531.50
<b>TOTAL INCOME</b>	<b>\$ 34,001.50</b>
Financial Items	Expenditure \$
Advertising	348.17
Event Catering & Expenses	15,083.66
Books	570.27

CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. city@salisbury.sa.gov.au W. www.salisbury.sa.gov.au

Insurance	<b>1,040.00</b>
Travel & Accommodation – Guest Authors	<b>1,880.99</b>
Volunteer Events Costs & Allowances	<b>447.00</b>
Fees & Charges	<b>380.00</b>
Senior Officers Wages (Overtime)	<b>1,093.00</b>
Community Impact Officer Wages (Overtime)	<b>732.00</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 21,575.09</b>



CITY OF SALISBURY - 12 James Street, Salisbury 5108. T. 08 8406 8222 E. [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) W. [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)



# ABOUT THE PROGRAM

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

The CESP aims to deliver outcomes in alignment with the Salisbury City Plan 2020. By applying for eligible projects you are helping Salisbury to achieve the vision of “excellence in building a community of opportunity and spirit in a quality environment.”

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

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

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

# BEFORE YOU BEGIN

Before commencing your application please contact the Community Planner: Place Activation who will:

- Assess the eligibility of your event;
- Run through the event checklist / permit process with you;
- Assist in linking the event with potential Local, State and Federal Planning goals;
- Advise you of the CESP application process and timelines; and
- Advise you of potential community groups and businesses you may be able to link with.

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

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

Submit your completed application via:

Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)  
Fax: 8281 8222  
Post: Community Event Sponsorship Program  
City of Salisbury  
PO Box 8  
Salisbury SA 5108

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

## WHO CAN APPLY?

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

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

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

**If you are unsure of the eligibility of your project or which category to apply for, please contact the Community Planner: Place Activation on 8406 8222.**

## WHO CAN'T APPLY?

The following are ineligible for CESP funding:

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

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

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

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

## TIMING - ROUND 1

2 July 2018	Call for applications for the CESP
Mid-July 2018	Information session for potential CESP applicants
13 August 2018	Applications for CESP close at 5pm
Mid-late August 2018	Information and reports prepared for Sport Recreation and Grants Committee
10 September 2018	Sport Recreation and Grants Committee meet to consider

Due to the timing and assessment process applications will take a minimum of five (5) weeks and applicants will be notified of the outcome following the decision of the Committee.

## WHAT EVENTS CAN BE FUNDED?

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

Applicants are required to demonstrate that the event will:

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



# WHAT EVENTS CANNOT BE FUNDED?

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

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

# ESSENTIAL DOCUMENTATION

All applicants must provide the following supporting documentation:

- Most recent annual financial statement certified by the President / Treasurer or audited by a qualified accountant as presented at an AGM;
- Current certificate of currency for Public Liability Insurance to the value of \$10 million;
- A copy of Event Checklist;
- Evidence of cash support (where applicable);
- Letters of support for the event (where applicable);
- Letter or email from the head of the organisation supporting the application (where applicable);
- Certificate of incorporation demonstrating not-for-profit status;
- Signed copy of committee minutes endorsing the event, authorising an application to the CESP and documenting the authorised project contact.

## IMPORTANT

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

# ASSESSMENT CRITERIA

## For events up to \$5,000

All eligible applications will be assessed against the following criteria:

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

## For events up to \$10,000

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

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

# SPONSORSHIP CONDITIONS

All applications are administered according to the following conditions.

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

