



## **AGENDA**

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

**10 FEBRUARY 2020 AT 6:30 PM**

**IN THE WITTBER AND DR RUBY DAVY ROOMS, 34 CHURCH 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 13 January 2020.

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## REPORTS

### *Administration*

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### *Community Grants*

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## OTHER BUSINESS

## CLOSE



**MINUTES OF SPORT, RECREATION AND GRANTS COMMITTEE MEETING HELD  
IN THE WITTBER AND DR RUBY DAVY ROOMS, 34 CHURCH STREET, SALISBURY  
ON**

**13 JANUARY 2020**

**MEMBERS PRESENT**

Cr A Duncan (Chairman)  
Mayor G Aldridge (ex officio) (6.36 pm)  
Cr C Buchanan (Deputy Chairman)  
Cr N Henningsen  
Cr D Hood  
Cr S Ouk  
Cr S Reardon

**OBSERVERS**

Cr M Blackmore, Cr K Grenfell, Cr Jensen and Cr J Woodman

**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  
PA to General Manager Community Development, Mrs B Hatswell

The meeting commenced at 6.33 pm.

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

**APOLOGIES**

An apology was received from Cr L Braun.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Cr N Henningsen  
Seconded Cr D Hood

The Minutes of the Sport, Recreation and Grants Committee Meeting held on 02 December 2019, be taken and read as confirmed.

**CARRIED**

## REPORTS

### *Administration*

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

Moved Cr D Hood  
Seconded Cr N Henningsen

1. The information be received.

**CARRIED**

### *Community Grants*

#### **7.2.1 Youth Sponsorship Applications - December 2019**

Moved Cr C Buchanan  
Seconded Cr N Henningsen

1. The information be received.

**CARRIED**

#### **7.2.2 Community Grants Program Applications for January 2020**

*Mayor G Aldridge entered the meeting at 6:36 pm.*

Moved Cr C Buchanan  
Seconded Cr D Hood

1. The information be received and noted.
2. The Sport, Recreation and Grants Committee consider increasing the Community Grants Program budget for 2019/2020 to enable the approval of funding to the end of the financial year.
3. The Sport, Recreation and Grants Committee recommends increasing the Community Grants Program budget for 2019/2020 through a second quarter non-discretionary budget review of \$30,000.
4. Staff provide a further report once the remaining balance reaches \$10,000 for the Community Grant Funding budget allocation for 2019/2020.

With leave of the meeting and consent of the seconder Cr C Buchanan VARIED the RECOMMENDATION as follows:

1. The information be received and noted.
2. The Sport, Recreation and Grants Committee consider increasing the Community Grants Program budget for 2019/2020 to enable the approval of funding to the end of the financial year.
3. The Sport, Recreation and Grants Committee recommends increasing the Community Grants Program budget for 2019/2020 through a second quarter non-discretionary budget review of \$30,000.
4. Staff provide a further report once the remaining balance reaches \$10,000 for the Community Grant Funding budget allocation for 2019/2020.
5. Staff provide a further report in time for budget considerations to consider the standing budget allocation of \$120,000 for Community Grants Program funding.

**CARRIED**

**7.2.3 01/2020: Druk International Shito-Ryu Karate Do Association - Australia Inc. - Community Grants Program Application**

Moved Cr N Henningsen  
 Seconded Cr S Ouk

1. 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 January 2020 round of Community Grants as follows:
  - a. Grant No. 01/2020: Druk International Shito-Ryu Karate Do Association - Australia Inc. be awarded the amount of **\$5,000.00** to assist with the purchase of **hall hire (exclusive of bond), equipment, lap top and catering for the DISKA Launch and subsequent ongoing use** as outlined in the Community Grant Application and additional information.

**CARRIED**

**OTHER BUSINESS**

Nil.

The meeting closed at 6.38 pm.

CHAIRMAN.....

DATE.....



<b>ITEM</b>	7.0.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	10 February 2020
<b>HEADING</b>	Future Reports for the Sport, Recreation and Grants Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This item details reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**

1. The information be received.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

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

**1. CONSULTATION / COMMUNICATION**

- 1.1 Internal
  - 1.1.1 Report authors and General Managers.
- 1.2 External
  - 1.2.1 Nil.

**2. REPORT**

- 2.1 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>
25/11/2019 7.2.15	<b>Community Event Sponsorship Program</b> 2. That staff bring back a report and develop criteria for an annual City of Salisbury Christmas Carols.	Julie Kushnir
<b>Due:</b>	April 2020	

**3. CONCLUSION / PROPOSAL**

- 3.1 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: 03/02/2020



<b>ITEM</b>	7.2.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	10 February 2020
<b>HEADING</b>	Youth Sponsorship Applications - January 2020
<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.
<b>SUMMARY</b>	This report outlines the Youth Sponsorship Applications assessed in December 2019.

**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 2019.

<b>Funding per application</b>	<b>Event</b>	<b>Total Funding</b>
4 @ \$250	Four applications have been received to represent South Australia at the Australian All Star Cheerleading National Championships to be held in Melbourne in November 2019.	\$1,000
1 @ \$1,000	One application has been received to represent South Australia at the 50th Anniversary World Irish Dancing Championships to be held in Dublin, Ireland in April 2020.	\$1,000
3 @ \$1,000	Three applications have been received to represent Australia at the International Allstar Cheerleading Federation's World Championships to be held in Orlando, Florida in April 2020.	\$3,000
<b>Total Funding for January 2020:</b>		<b>\$5,000.00</b>

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

3.2.1 One application was received to represent South Australia at the Para Cycling National Road Championships to be held in Ballarat, Victoria in January 2020 however the application is not eligible as the applicant is unable to provide a letter from the peak body as requested.

#### **4. BUDGET CONSIDERATION**

4.1 Consideration may need to be given to seek further funding for the Youth Sponsorship Program to ensure sufficient funding is available for allocation for the remainder of the financial year.

4.2 It is proposed that pending the outcome of the policy review (separate agenda item), administration will report next month on any further budget requirements.

#### **5. CONCLUSION / PROPOSAL**

5.1 The 2019/20 Youth Sponsorship budget allocation is \$45,000, less expenditure to date of \$33,875 (including January applications) which leaves a balance remaining of \$11,125.

#### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 03/02/2020

<b>ITEM</b>	7.2.2
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	10 February 2020
<b>HEADING</b>	Review of the Youth Sponsorship Policy
<b>AUTHOR</b>	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making. 3.3 Be a connected city where all people have opportunities to participate.
<b>SUMMARY</b>	The Youth Sponsorship Policy was presented for review at the December meeting of the Sport, Recreation and Grants Committee. At this meeting the committee requested that options be considered of incorporating the Youth Sponsorship Policy with the Community Grants Policy including associated guidelines.

**RECOMMENDATION**

1. The information be received.
2. The Youth Sponsorship Policy as set out in Attachment 1 to this report (Sport, Recreation and Grants Committee 7.2.2, 10/02/2020) be endorsed.

**ATTACHMENTS**

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

1. Draft Youth Sponsorship Program Policy
2. Youth Sponsorship Program Guideline/Application
3. Youth Sponsorship Approval document

**1. BACKGROUND**

1.1 At the Council meeting held on 16 December 2019 it was resolved:

1. *That a report be brought back to the Sport, Recreation and Grants Committee to consider options of incorporating the Youth Sponsorship Policy with the Community Grants Policy, including associated guidelines.*
2. *That the report also considers additional Youth Sponsorship Criteria.*

1.2 Further to the resolution, members provided the following feedback for consideration.

- 1.2.1 Consideration of consolidating the Youth Sponsorship Policy into the Community Grants Policy and the associated transfer of funds.
- 1.2.2 Review whether a capping system is introduced, for example when 3 or more applications are for the same event

- 1.2.3 Whether any commercial sponsorship should be considered in assessing the application
- 1.2.4 Process to return funding should an event be cancelled
- 1.3 A copy of the relevant policies, guidelines and forms are attached for reference.

## **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Personal Assistant to the General Manager Community Development
- 2.2 External
  - 2.2.1 Nil.

## **3. CURRENT YOUTH SPONSORSHIP PROCESS**

- 3.1 The Youth Sponsorship Program Guidelines and Policy were introduced to provide financial support for youth who excelled at a sport or cultural activities and had been selected to represent South Australia/Australia recognizing there can be significant costs associated with such representation.
- 3.2 To be eligible applicants need to reside within the City of Salisbury area, be under 25 years of age and provide a letter from the relevant peak body confirming selection as a state representative.
- 3.3 As requested by members of the Sport Recreation and Grants Committee an Acquittal process was introduced in May 2017. The acquittal takes the form of confirmation from the relevant body that the applicant attended the event.
- 3.4 The acquittal process also reinforces that if an applicant is unable to attend the event that the funds are returned to Council. This occurred recently where the applicant sustained an injury prior to the event and therefore the cheque was returned.
- 3.5 The current approval process requires the committee Chairperson and one other member to sign off applications that meet the eligibility criteria on a monthly basis.
- 3.6 The committee receives a monthly report noting applications approved and applications that have not been approved. The details of individuals are not provided in the report.
- 3.7 The guidelines also reference the following in regard to income gained through participating in the event,
  - 3.7.1 Applicants who are undertaking activity that may result in earning an income are not eligible to receive funds from the grants program.
- 3.8 Staff are not aware of any applicant that has advised (application form asks respondents to answer a question in relation to additional income) us of any additional income derived from participation in an event.

## **4. FUNDING LEVELS**

- 4.1 The Youth Sponsorship payment levels have increased over the years with increases shown below:

	2013	2016	2017
Representing South Australia or the community at a <b>National level in South Australia</b>	\$100	\$120	\$125
Representing South Australia or the community at a <b>National level interstate</b>	\$200	\$240	\$250
Representing Australia or the community at an <b>International level in Australia</b>	\$400	\$480	\$500
Representing Australia or the community at an <b>International level overseas</b>	\$800	\$960	\$1,000

- 4.2 The other significant change to the Guidelines/Criteria was the removal of the funding cap in 2016 which was utilized if more than 2 applications were received for the same event.
- 4.3 The cap was based on a sliding scale with changes to the amount up to a maximum of ten applications for the same event. Please note the information below shows funding at the 2013 amounts.

REPRESENTATION	person	persons	Persons	Persons	Persons	Persons	Persons	Persons	Persons	Persons +
	1	2	3	4	5	6	7	8	9	10(+)
ORGANISATION OR CLUB/REPRESENT SA/NATIONAL LEVEL WITHIN SA	100	200	300	380	475	540	630	680	720	800
Per Person	100	100	100	95	95	90	90	85	80	80
ORGANISATION OR CLUB/REPRESENT SA NATIONAL LEVEL INTERSTATE	200	400	540	700	875	1020	1190	1320	1440	1500
Per Person	200	200	180	175	175	170	170	165	160	150
ORGANISATION OR CLUB/REPRESENT INTERNATIONAL LEVEL IN AUSTRALIA	400	800	1080	1400	1750	2040	2380	2640	2880	3000
Per Person	400	400	360	350	350	340	340	330	320	300
ORGANISATION OR CLUB/REPRESENT AUSTRALIA INTERNATIONAL LEVEL OVERSEAS	800	1600	2160	2800	3500	4080	4760	5280	5760	6000
Per Person	800	800	720	700	700	680	680	660	640	600

- 4.4 Of the 157 applications processed for 2018/19 there were six events where there were multiple applications for the same event (all were \$250 each) as shown below –
- 4.4.1 8 applications for an Air League Review
  - 4.4.2 8 applications for Irish Dancing
  - 4.4.3 12 applications for Cheerleading Competition

- 4.4.4 6 applications for Netball competition
- 4.4.5 6 applications for Drilldance competition
- 4.4.6 13 applications for Christian Schools Games
- 4.5 To date in 2019/20 there have been 106 applications of which there were
  - 4.5.1 32 applications for Cheerleading Competition at \$250 each
  - 4.5.2 3 applications for Cheerleading World Championships at \$1,000 each
- 4.6 An option to minimize the budget impact for multiple applications for the same event would be to re-introduce the cap.
- 4.7 As noted in the separate agenda item, Council allocates \$45,000 per annum for the Youth Sponsorship Program, with a balance of \$11,125 after allowing for the January applications.

### **COMMUNITY GRANTS**

- 4.8 The Community Grants Program Guidelines and Eligibility Criteria is vastly different to the Youth Sponsorship Program as the grant funding for the Community Grants Program is targeted to incorporated clubs/organisations for projects or events whereas the Youth Sponsorship Program is targeted to individuals under the age of twenty five (25) that are selected for state representation by the peak body of a sport.
- 4.9 Furthermore, the Community Grants Program Applications are reported and submitted in their entirety to the Sport, Recreation and Grants Committee for consideration whereas the Youth Council Sponsorship Program Applications are assessed by the Chairperson and one other Member of the Sport, Recreation and Grants Committee and is reported retrospectively in one report as a 'table' due to the Applications containing personal details of minors.
- 4.10 Due to its nature, the eligibility criteria for the Community Grants Program (attached to Item 7.2.3 of this Agenda) is more complex, and particularly set apart from the Youth Sponsorship Program, as Applicants must meet the obligations set by the Australian Taxation Office with regard to (where applicable to their organisation) their tax return, capital gains on disposal of assets, withholding tax, goods and services tax etc. Likewise, the City of Salisbury is responsible for meeting such obligations.

### **5. CONCLUSION / PROPOSAL**

- 5.1 As outlined above, there is considerable differences in assessing, reporting and the acquittal of Applications between the Youth Council Sponsorship Program and the Community Grants Program. With this in mind, it is recommended that the two grant funding opportunities are not combined but remain as individual grant funding arrangements.
- 5.2 Further, the committee is asked to consider whether the inclusion of a capping system is appropriate to ensure fair and reasonable allocation of funding for applicants.
- 5.3 The current policy and guidelines address the additional feedback provided by the committee, but consideration is sought on whether any other changes are required.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 03/02/2020







## Youth Sponsorship Program Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	2419/2014, 391/2015, 1758/2017
Approval Date:	26/05/2014	Last Reapproval Date:	<del>24 April 2017</del> December 2019
Review Date:	<del>24 April 2019</del> December 2021	Internal Reference No.:	
Department:	Business Excellence	Division:	Personal & Admin Support - Business Excellence
Function:	7 - Financial Management	Responsible Officer:	General Manager, Business Excellence

### A - PREAMBLE

1. The Youth Sponsorship Program is available to support youth of the City of Salisbury who have excelled in a sport/cultural/recreational activity and have been selected for representation at a national or international competition or event.

### B - SCOPE

1. The Youth Sponsorship Program is available to youth who reside in the City of Salisbury and are 25 years of age or under and who have been selected for representation at a national or international competition or event.

### C – POLICY PURPOSE/OBJECTIVES

1. The Policy is to formalise the structure of the Application and Guidelines and Criteria document for assessment of applications.

### D - DEFINITIONS

1. **The level of funding is determined from time to time by Council, the details of which may be found in the Guidelines and Eligibility document.**

### E - POLICY STATEMENT

1. The Sports, Recreation and Grants Committee have delegation to assess and determine all applications for the Youth Sponsorship program..
2. Youth Sponsorship Applications be assessed monthly by the Chairman of Sports and Recreation Grants Committee and one other Committee Member with a report outlining approved applications presented to the Sports, Recreation and Grants Committee each

month.

3. The City of Salisbury has committed funds to assist local young people who have excelled in their particular sport/cultural/recreational activity and have been selected for representation at a national or international competition/event/activity in the following categories:
  - Sport and Recreation (football, netball, swimming etc) – letter from peak sporting body
  - For School organised sporting competitions – letter from organising (non-profit) Association (eg, SAPSASA, SA Christian School Sports Association)
  - Arts and Culture (art, dancing, singing, theatre etc) – letter from event organiser (non profit)
  - Education and Academic Performance (Maths, Science, Language etc) – letter from event organiser (non profit)
  - Community Involvement (public speaking, debating, activities that support Sister City and Friendship City relationships etc) – letter from event organiser (non profit)

The level of funding is determined from time to time by Council, the details of which may be found in the Guidelines and Eligibility document.

#### 4. **ELIGIBILITY**

To be eligible for sponsorship applicants must be:

- A resident of the City of Salisbury, 25 years or under
- Selected to participate in a sporting competition or a cultural/recreational event at a national or international level.
- Able to provide a letter (on official letterhead) from the relevant peak sporting body/State Association or Event Organiser advising that you have been chosen to compete/exhibit/perform at a national or international level, including details of competition/event and the background/accomplishments of the applicant.
- Applicants who are undertaking activity that may result in earning an income are not eligible to receive funds from the grants program.
- A letter from the State Association/Event Organiser including applicants name must be included with the application
- Provide the completed Acquittal of Youth Sponsorship document within one month of the event.

*Applications must be received at least 14 days before the event takes place.*

*Applications will not be considered without the supporting documentation.*

Applications are considered on a **monthly** basis (usually the fourth Monday of the month). One application, for each level, per person per 12 months may be eligible for funding.

#### **F - LEGISLATION**

1. Nil

#### **G - REFERENCES**

1. Nil

#### **H - ASSOCIATED PROCEDURES**

1. The Youth Sponsorship Application is supported by the Guidelines and Eligibility

document.

Document Control	
Document ID	Youth Sponsorship Program Policy
Prepared by	Mechelle Potter
Release	23.00
Document Status	EndorsedDraft
Date Printed	





### YOUTH SPONSORSHIP GUIDELINES

The City of Salisbury has committed funds to assist local young people who have **excelled** in their particular sport/cultural/recreational activity and have been **selected** for representation at a national or international competition/event/activity in the following categories:

- Sport and Recreation (football, netball, swimming etc) – letter from peak sporting body
- For School organised sporting competitions – letter from organising (non-profit) Association (eg, SAPSASA, SA Christian School Sports Association)
- Arts and Culture (art, dancing, singing, theatre etc) – letter from event organiser (non profit)
- Education and Academic Performance (Maths, Science, Language etc) – letter from event organiser (non profit)
- Community Involvement (public speaking, debating, activities that support Sister City and Friendship City relationships etc) – letter from event organiser (non profit)

### ELIGIBILITY

To be eligible for sponsorship applicants must be:

1. A resident of the City of Salisbury, 25 years or under
2. Selected to participate in a sporting competition or a cultural/recreational event at a national or international level.
3. Able to provide a letter (on official letterhead) from the relevant peak sporting body/State Association or Event Organiser advising that you have been chosen to compete/exhibit/perform at a national or international level, including details of competition/event and the background/accomplishments of the applicant.
4. Applicants who are undertaking activity that may result in earning an income are not eligible to receive funds from the grants program.
5. Provide the completed Acquittal of Youth Sponsorship document within one month of the event.

Please ensure the following document is included with the application.

*A letter from the State Association/Event Organiser including applicants name*

1. Applications **must be received at least 14 days before the event takes place.**
2. Applications **will not be considered without the supporting documentation.**
3. Applications are considered on a **monthly** basis (usually the fourth Monday of the month).
4. One application, for each level, per person per 12 months may be eligible for funding.

### LEVEL OF SPONSORSHIP

Sponsorship grants will be based on the following levels of funding.

Representing South Australia at a **National level in South Australia** –\$125  
 Representing South Australia at a **National level interstate** –\$250  
 Representing Australia at an **International level in Australia** –\$500  
 Representing Australia at an **International level overseas** –\$1000

Payment of any approved sponsorship funds will be made available as soon as possible, however there is **no guarantee that the funds can be made available prior to the beginning of the competition**. Funding will be allocated to successful applicants until the Youth Sponsorship budget is expended.

December 2017



**YOUTH SPONSORSHIP PROGRAM  
APPLICATION FORM**

Completion of and acceptance by Council of this application does not in itself constitute any agreement nor should any inference be assumed that the grant applied for would be provided either in whole or in part.

**Applicant Details:**

Name.....

Address.....

.....Telephone:.....

Date of Birth.....

Name of School/Tertiary Institution (if applicable).....

.....

Representing (name of State body).....

Are you in full time employment? YES / NO

Do you have commercial sponsorship? YES / NO

Details of event for which sponsorship is sought:  
.....

Date/place of the event.....

Parent/Guardian Name.....

Signature.....Date of Application.....

Youth Sponsorship Programme enquiries can be directed to the Administrative Coordinator – Business Excellence on 8406 8340.

**Return to: City of Salisbury, PO Box 8, SALISBURY. 5108 or email ~ [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)**

*December 2017*



**YOUTH SPONSORSHIP PROGRAM**

**DECLARATION**

*(Application will not be considered if this page is not completed)*

This certifies that.....  
*(applicant)*

Of.....  
*(address)*

is a member of.....  
*(Club/Organisation)*

competing in.....  
*(event for which sponsorship is sought)*

in.....on.....  
*(place) (date)*

\_\_\_\_\_  
Name of State Association completing this declaration.....

.....  
Name of coach/representative completing this declaration *(Please print)*.....

.....Telephone No.....

Signature.....Date.....





**YOUTH SPONSORSHIP APPLICATION**

Applicant Name: «First Name» «Last Name» of «Suburb»

Grant requested to represent «Representation details»

The following documentation has been provided with the application:

- ❖ Letter from the State Association including applicants name

There has been «Number» applicant/s for this event, therefore applying the appropriate category of funding this applicant may receive «Amount» sponsorship.

The above information is an outline of the application. Full details of the application are available if required.

Application Received.....	Recommended	YES / NO
Amount: \$.....	Date: .....	...../...../.....
<b>Authorised by:</b>		
Cr.....	Cr.....	
<i>Signature</i>	<i>Signature</i>	
Cr.....	Cr.....	
<i>Please print name</i>	<i>Please print name</i>	
<b>PLEASE USE PEN ONLY</b>		



<b>ITEM</b>	7.2.3
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	10 February 2020
<b>HEADING</b>	Community Grants Program Applications for February 2020
<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 February 2020 round. Two applications are submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. One application is 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 One (1) application was received for the February 2020 round of Community Grants and is deemed ineligible.
- 1.2 One (1) application received for the November 2019 round of Community Grants required further information. The further information has been received and the application is submitted for consideration<sup>1</sup>.
- 1.3 One (1) application received for the January 2020 round of Community Grants required further information. The further information has been received and the application is submitted for consideration<sup>2</sup>.

## 2. REPORT

- 2.1 Two (2) applications are presented for the February 2020 round of Community Grants for consideration, of which are deemed compliant and listed below:
- 2.1.1 30/2019: Acholi Owinykibul and Opari Club Inc.<sup>1</sup>  
*Agenda item 7.2.4; Sport, Recreation and Grants Committee; 10/02/2020*
- 2.1.2 02/2020: Sampaguita Filipino Cultural Entertainers Inc.<sup>2</sup>  
*Agenda item 7.2.5; Sport, Recreation and Grants Committee; 10/02/2020*
- 2.2 One (1) application received for the February 2020 round of Community Grants is deemed ineligible in accordance with the Guidelines and Eligibility Criteria section 8, is presented for information and listed below:
- 2.2.1 03/2020: Adelaide Bangladeshi Cultural Club Inc.  
*Agenda item 7.2.6; Sport, Recreation and Grants Committee; 10/02/2020*
- 2.3 At its meeting held 28 January 2020, Council resolved (inter alia) that:
3. *The Sport, Recreation and Grants Committee recommends increasing the Community Grants Program budget for 2019/2020 through a second quarter non-discretionary budget review of \$30,000.*
- Resolution Number: 0397/2020**
- 2.4 The Community Grant Funding budget allocation for 2019/2020 will be increased by \$30,000, from \$82,000 to \$112,000, pending endorsement of the Bid in the Second Quarter Budget Review which is to be considered by the Budget and Finance Committee on 17 February 2020.
- 2.5 The money committed to the two (2) compliant applications for the February 2020 round, if approved, is **\$630.00**.
- 2.6 The remaining balance of the grant funding, pending endorsement of the \$30,000 Bid in the Second Quarter Budget Review, if the two (2) applications are approved is **\$36,114.00**.

## 3. CONCLUSION / PROPOSAL

- 3.1 Two (2) Community Grants Program applications are presented for funding consideration at the Sport, Recreation and Grants Committee meeting in February 2020.
- 3.2 One (1) Community Grants Program Applications is deemed ineligible and is presented in an individual report for information.

## CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 03/02/2020

Effective 01 September 2019



# Community Grants Program

# Guidelines and Eligibility Criteria



City of Salisbury  
The Living City

*Live it up*

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

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

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

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

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

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

### 1. Introduction

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

#### *Objectives*

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

### 4. Funding Rounds Opening and Closing Dates

- 4.1. The Community Grants Program funding rounds are open on an ongoing, rolling basis and are assessed monthly. Applications can be submitted at any time and will be processed in the next funding round.
- 4.2. Application forms must be properly completed and successfully received by the 15th of each month to be assessed by the 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 Grant - Defibrillator

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

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

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

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

## 7. Eligible Areas

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

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

## 8. Eligibility to Apply

### *Eligible Organisations*

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

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

### *Non-Eligible Organisations*

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

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- Recurrent administration or ongoing costs;
  - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
  - Upgrading facilities which belong to Local, State or Commonwealth Governments;
  - Educational programs in schools and other formal educational institutions;
  - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
  - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
  - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
  - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.
- 8.4. An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply for defibrillator funding regardless of any Community Grants Program funding received within twelve (12) months however the previous funding must have been acquitted in full. The following conditions apply for Defibrillator funding:
- Active recreation or sport clubs or community organisations whose purpose is the delivery of active recreation or sport programs and services in South Australia must apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;
  - Applications that are unsuccessful through the Active Club Program may be considered by the City of Salisbury Community Grants Program. Evidence that the application was unsuccessful with the Active Club Program must be provided with the Application;
  - Applications that do not meet the Active Club Program criteria may be considered by the City of Salisbury Community Grants Program providing the Application meets the Community Grants Program Guidelines and Eligibility Criteria. Information must be provided in the Application advising the reason(s) that the organisation does not meet the criteria for funding through the Active Club Program.

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

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## 9. Eligible Items

Funding will be considered for the following:

### 9.1. *Equipment*

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

### 9.2. *Administration and Organisational Costs*

- 9.2.1. An organisation or group's start-up administration costs, including:
- capital equipment (e.g. computers, office furniture, machinery, tools, sport equipment etc.);
  - consumables;
- All items must be justified and be relevant to starting up the organisation or group.

### 9.3. *Replacement Items*

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

### 9.4. *Public Events and Tournaments*

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

### 9.5. *New Establishment Grant*

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

### 9.6. *Defibrillator*

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

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## 10. Ineligible Items

Funding will not be considered for the following:

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

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

### 10.2. *Existing Projects*

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

### 10.3. *Expenses*

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

### 10.4. *Administration and Organisational Costs*

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

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

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

### 10.5. *Wages and Salaries*

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

### 10.6. *Memberships and Fees*

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

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**10.7. Existing Debts and Shortfalls**

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

**10.8. Other Exclusions**

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

**10.9. Prior Funding Received for Defibrillators**

- 10.9.1. Defibrillator Applications will not be considered for organisations that have already received prior (one-off) Community Grants Program funding for the purchase of a defibrillator, nor, for organisations that are eligible for The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding (unless unsuccessful).

**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.

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- 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.

## 12. Funding Criteria

The following criteria are examined when assessing applications:

### 12.1. *Aim and Objectives*

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

### 12.2. *Target Group*

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

### 12.3. *Project Outcomes*

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

### 12.4. *Contribution*

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

### 12.5. *Value for Money*

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

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### 13. Community Grant Application

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

#### *Target Group*

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

#### *Project or Event Plan*

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

#### *Budget Plan*

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

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

#### *Evaluation Plan*

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

#### *Other Requirements*

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

### **14. Referees**

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

### **15. Financial Information**

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

### **16. Application Outcome**

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

#### *Unsuccessful Applicants*

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

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## 17. Expenditure of Community Grants Program Funds

### *Successful Applicants - Contractual Obligations*

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

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## 18. Goods and Services Tax (GST)

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

### *ABN Declaration*

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

## 19. Presentation of Community Grants Program Cheques

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

## 20. Accountability and Reporting Requirements

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

### *Recognition of Community Grants Program Funding*

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

## 21. Repayment of Community Grant

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

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

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

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

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

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

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

<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 19*

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

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

Delivered in  
Person to: City of Salisbury  
12 James Street  
SALISBURY SA 5108

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

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

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

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

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

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

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

- 8. Can organisations and groups submit more than one application per round?**
- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full (*subject to conditions outlined in section 8.4*).
- 9. Who assesses the Community Grants Program Applications?**
- 9.1. The Applications are assessed initially by the Community Grants Program Team and the General Manager Community Development who make recommendations to the 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.

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E*  
Page 24

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

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

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

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

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

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

Application <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>	7.2.4		
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>		
<b>DATE</b>	10 February 2020		
<b>PREV REFS</b>	Sport, Recreation and Grants Committee	7.2.2	11/11/2019
<b>HEADING</b>	30/2019: Acholi Owinykibul and Opari Club Inc. - Community Grants Program Application		
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development		
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.		
<b>SUMMARY</b>	The Acholi Owinykibul and Opari Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.		

**RECOMMENDATION**

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and did **not allocate funding** for the February 2020 round for the 30/2019: Acholi Owinykibul and Opari Club Inc. Application.

**ATTACHMENTS**

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

1. 30/2019: Acholi Owinykibul and Opari Club Inc. - Application
2. 30/2019: Acholi Owinykibul and Opari Club Inc. - Additional Information

**1. BACKGROUND**

- 1.1 The Acholi Owinykibul and Opari Club Inc. Application was received for the November 2019 round of Community Grants. The Application was incomplete and required further information.
- 1.2 Acholi Owinykibul and Opari Club Inc. has not received prior Community Grants Program funding.

## 2. REPORT

- 2.1 The Acholi Owinykibul and Opari Club Inc. Application was originally received for the November 2019 round of Community Grants Program funding however the Application was incomplete and required further information as follows:
- the copy of Minutes provided was ineligible therefore evidence that the Committee has endorsed submission of the application was insufficient;
  - the financial institution account type was provided instead of the account name;
  - more details was requested around the services the organisation provides, to whom and where around the focus on humanitarian community development;
  - the rationale for requiring an Apple Mac Pro and laser printer over a Windows based operating system computer and inkjet printer was requested;
  - further information was requested outlining where the Acholi language is taught in the Salisbury district, how often and how many students study the language; and what organisations use the interpreter service in the Salisbury district, how often and if there a charge for this service;
  - further information was requested around the ‘Support for the Project or Event’ as the response does not demonstrate how the proposed project is supported by residents of the City of Salisbury and/or the wider community;
  - further information was requested regarding Gang Kwan Me Leb Acholi and how it relates to the Application and residents of the City of Salisbury;
  - further information was requested around ‘Project or Event Management’ as the response does not describe how the project/equipment will be sustained to achieve outcomes or capacity to provide structure, administrative and operating costs.
- 2.2 The further information has been received and the Acholi Owinykibul and Opari Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration, noting the following:
- 2.2.1 At first glance the Application meets the eligibility criteria for funding consideration, however upon closer inspection is not deemed to meet the Community Grants Program Aim and Objectives, nor is Acholi Owinykibul and Opari Club Inc. considered a ‘new group’ as the group was established in September 2017.
- 2.2.2 The Application and additional information responses do not demonstrate:
- that there is a need or that the program provides a service to the residents of the City of Salisbury which foster opportunities for community participation and development or specifically benefits residents of the City of Salisbury;
  - the funds requested is not proportional to the benefits provided and the number of residents targeted by the project;
  - the organisation’s project is primarily held outside the City of Salisbury region and the funding request is for equipment that will be stored at a residential address both circumstances of which are unlikely to be funded through the Community Grants Program.



- 2.3 Funding is therefore not recommended based on the information outlined in this report.

**3. CONCLUSION / PROPOSAL**

- 3.1 The Acholi Owinykibul and Opari Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 03/02/2020







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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Acholi Owinykibul and Opari Club Incorporated		
Address:	[REDACTED]		
Suburb:	Direk <span style="float: right;">Postcode: 5110</span>		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	<i>Mr</i> Taban David Ongee		
Title (your role with the group/organisation):	President - Global		
Address:	[REDACTED]		
Phone:	Landline: Mobile: [REDACTED]		
Email:	[REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	<i>Other:</i> Otim Alex Labal		
Title (role with the group/organisation):	General Secretary		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	Minute is attached		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> <b>Yes</b>  <input checked="" type="checkbox"/>            (go to question c)         </td> <td style="width: 50%;"> <b>No</b>  <input type="checkbox"/>            (go to question b)         </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> <b>Yes</b>  <input type="checkbox"/>            (go to question c)         </td> <td style="width: 50%;"> <b>No</b>  <input type="checkbox"/>            (go to question c)         </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

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

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

Community Grant Application - Page 4 of 13

<b>GST Declaration</b>		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN  <i>(If Yes - Please Quote ABN:)</i>  ----- <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>  88493305033	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.)?	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:	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	Type text here 0
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	Type text here 0
Have you sought any other funding for the project/event: <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>\$</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	0
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>
Laser Printer	1927.95
Computer (Apple Core -Mac Pro)	3194.10
<b>TOTAL (including GST):</b>	<b>\$ 5122.05</b>

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Purchasing printer and Computer for establishing office of the Acholi Owinyk bul and Opari Club Incorporated
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	one off
Total cost of Project/Event	\$5122.05
Amount of Community Grant Funding Requested	5000
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 type="checkbox"/>
Establishment of a new group	<input checked="" type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input 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	Acholi Owinykibul and Opari Club Incorporated
Group/Organisation Description	We are charity and not for profit organisation with focus on humanitarian community development . We also teach Ethnic community language for example Acholi.
Group/Organisation Registered Address	Number/Street: 24 Mango Street Suburb: Direk Postcode: 5110
Is the Club Incorporated?	Yes
Number of Members	52
% of Membership that reside in the City of Salisbury	% 4%
<b>Project/Event Details</b>	
Project/Event Name	one off
Project/Event Summary	Purchasing of establishment of AOAOC computer and printer, stationery, stamps and envelopes
Date(s) of Project/Event	one off
Location of Project/Event:	Number/Street: [REDACTED] Suburb: Direk Postcode: 5110
How will the Project/Event benefit the residents of the City of Salisbury?	It will strengthened the formation of the emerging community and empower language learning among the Acholi community. It also break the stigma of isolation among the community as lanaguage learning break the communication barrier.
How many individuals will benefit from the Project/Event?	50
% of project/event participants that reside in the City of Salisbury	% 60%
If it is an Event, is it open to the public?	
How will the Project/Event be promoted?	By word of mouth, advertisement through email, social media, flyer etc

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 5000
<b>Itemised Breakdown of Costs:</b> <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Laser Printer	\$ 3194.10
Computer (Apple Core -Mac Pro)	\$ 1927.95
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 5122.05</b>
<b>Quote Attached:</b> <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Item 7.2.4 - Attachment 1 - 30/2019: Acholi Owinykibul and Opari Club Inc. - Application

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p>Acholi Owinykibul and Opari Club Incorporated has involves heavily in teaching Acholi language. Acholi language has been use by many professional and individual such as legal, education, court, social services, government etc through service provider such TIS National, Oncall etc.</p> <p>We also help disadvantage groups such as unemployed and those who are in need. Having Computer, printer, stationery, stamp and envelops will help us run those mention service effectively. Computer and will be use for printing document related to our service such as language learning run without any issues.</p> <p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p>As mention before, Acholi Owinykibul and Opari Club Incorporated is the only body responsible for teaching Acholi language in Australia. Therefore, if any professional has invited interpreter for Acholi language in their service, that mean the profession and the Non English background has benefited from the program. We have a number of professional body such as government, social welfare groups, education to mention but afew that uses Acholi interpreter in Salisbury.</p>

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

Community Grant Application - Page 10 of 13

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p>Gang Kwan Me Leb Acholi is a member of Ethnic School Association in South Australia and Gang Kwan Me Leb Acholi is run by Acholi Owinykibul and Opari Club Incorporated.</p> <p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Project or Event Management
<p><u><i>Ongoing Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u><i>One-off Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p>The Printer, computer will be kept by the President of AOAOOC and it will be use by the students of Gang Kwan Me Leb Acholi . It will also be accessed by those who want to utilise the services offered by AOAOOC. It will also be use for promoting the charity cause offered by AOAOOC.</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 Acholi Owinykibul and Opari Club Incorporated (Group/Organisation)

Taban David Ongee / President - Global <i>(Name/Position)</i>	and	Esther Ayiko Ongee / Assistant Treasurer <i>(Name/Position)</i>
 _____ <i>(Signature 1)</i>		 _____ <i>(Signature 2)</i>
24/09/2019 _____ <i>(Date)</i>		24/09/2019 _____ <i>(Date)</i>
[Redacted] <i>Contact (phone number):</i>		[Redacted] <i>Contact (phone number):</i>

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

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

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

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

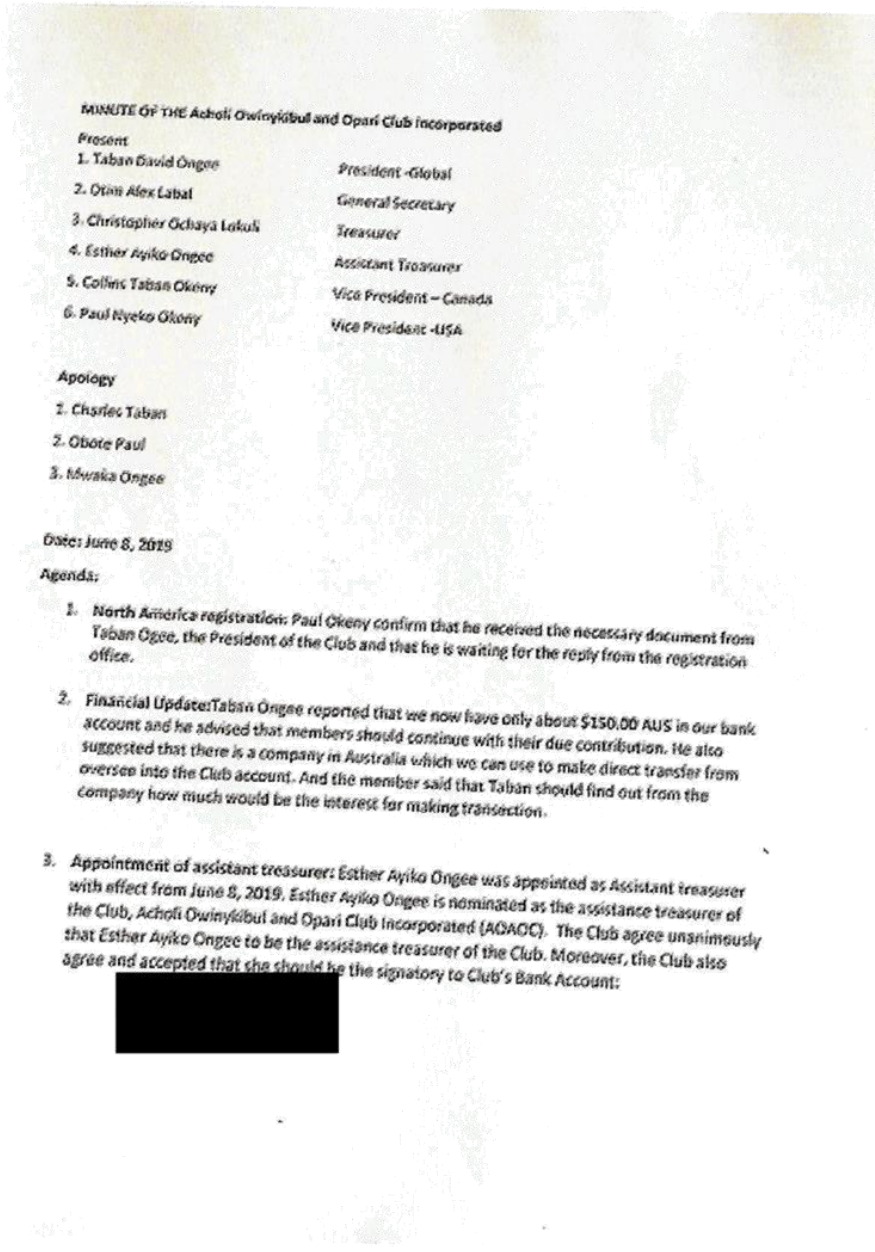
\_\_\_\_\_  
*(Name/Position)*

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

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

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





Further to that as a signatory to the bank account of the club (Acholi Owinykibul and Opari Club Incorporated), the club also agree and accepted that she has the full right to operate the bank account.

- 4. Ethnic School: Taban Ongie, the President affirmed that the school is going well, but only that the number of students is very low. And because of insufficient number of students, the school is not eligible to get grant from the government. He urged member in North America should help with advertising about the school as well.

Any Other Businesses: The president said whenever he goes to the bank they would asks for additional signature. It was agreed that in the future he should mail the copy of the paper to be sign and send back to Australia.

Compiled by the Secretary:

Name Alex Labal

Signature [Handwritten Signature]

Date 06/14/19

Confirmed by the Chairman

Name TABAN D ONGEE

Signature [Handwritten Signature]

Date 15/06/2019

9/25/2019

Your Shopping Cart – JB Hi-Fi



**Cart Summary**

Delivery estimate?

Product	Quantity	Price
 Apple iMac with Retina 5K display 27-inch 3.7GHz i5 2TB	Rem <input type="text" value="1"/>	\$3,194.10

**Apply Coupon Code**

**Delivery Estimate**

Check your cart delivery and Click & Collect options.

**Subtotal** **\$3,194.10**  
 Excludes Delivery GST Included

[Continue Shopping](#)

[Proceed to Checkout](#)

Item 7.2.4 - Attachment 1 - 30/2019: Acholi Owinykibul and Opari Club Inc. - Application

9/25/2019

Officeworks Checkout



**We are building a new checkout experience!**

Try it out

**How would you like to receive these items?**

Deliver to Door

Click & Collect

Your order will be delivered to:

**Direk, 5110**

Change suburb

**Estimated delivery on Tuesday, October 8, 2019.**



**HP Laserjet Enterprise Printer White M528DN**  
HPM528DN

Quantity 1

**\$1888.00**

(Unit Price: \$1888.00)  
Delivery Charges Apply

<b>Sub Total (incl. GST)</b>	<b>\$1,888.00</b>
<b>GST</b>	<b>\$171.64</b>
Large item delivery	\$39.95
<b>Total Estimated Delivery Charges</b>	<b>\$39.95</b>
<b>Total (incl. GST)</b>	<b>\$1,927.95</b>

We accept:

**Best Sellers**

<https://www.officeworks.com.au/webapp/wcs/stores/servlet/AjaxOrderItemDisplayView?catalogId=10551&langId=-1&storeId=10151&krypto=c3Ay...> 1/2

9/25/2019

Officeworks Checkout



**\$2.00**  
Bostik Blu Tack Removable  
Adhesive 75g



**\$14.98**  
J.Burrows A4 Laminating  
Pouch 100 Pack



**\$22.95**  
J.Burrows 80gsm Premium  
A4 Copy Paper Carton



**\$19.75**  
Keji 80gsm A4 White Copy  
Paper Carton



**\$26.95**  
Reflex Ultra A4 Paper White  
500 Sheet 5 Pack

<https://www.officeworks.com.au/webapp/wcs/stores/servlet/AjaxOrderItemDisplayView?catalogId=10551&langId=-1&storeId=10151&krypto=c3Ay...> 2/2





Acholi Owinykibul and Opari Club Incorporated  
ABN 88493305033  
Direk, South Australia 5110  
Tel: +61 8 8532 1111  
Email: [achollowinyandopariclub.inc@gmail.com](mailto:achollowinyandopariclub.inc@gmail.com)  
Websites: <https://www.achollowinykibulandopariclubincorporated.org/>

23 November 2019

Community Grants Program  
12 James Street  
PO Box 8  
Salisbury

Dear Sir/Madam

**Re: Further Written Information: Ref: 30/2019 (BMH)**

As requested, I have responded to the questions you have given in separate paper below. I have provided further information written in a blue pen.

If you have any questions concerning this letter, please call me on [REDACTED]

Kind regards

Taban Ongee

Page 3

-Evidence that the committee has endorsed submission of the Community Grant Application must be provided: Guidelines and Eligibility Criteria clause 8.1 – *The group/organisation has satisfactory management structure (e.g. President, Secretary, Treasurer). Evidence must be provided by the way of meeting minutes that the group/organisation’s committee has endorsed submission of the Community Grant Application).*

**The copy of minutes is blurry and therefore illegible. Please provide a clear, legible copy of the minutes.**

I have enclosed a copy of clear minute but not signed. This is the same version of the minute you have received before (which you claimed it is blurry). The copy of the previous minutes is blurry because this is a new organisation and all of us are using the printer and the computer we could afford as a result it is poor quality or old product or cheap technology we can afford at the moment.

Page 4

The full account name of the organisation’s account held with its financial institution is sufficient as it contains the account *type*. The full ‘*Account Name*’ must be provided

The following are the account detail of Acholi Owinykibul and Opari Club Incorporated:

Account name: [REDACTED]

Account type: [REDACTED]

Page 8

-Please provide more details about your organisation –i.e. what services does your organisation provide and to whom and where around the focus on humanitarian community development.

Firstly, this question is answered on the following video. Please click this link:

<https://youtu.be/ZuWOPZctiLo>

Secondly, this question is answered in our mission and vision statement of our constitution below:

**1. Vision statement**

The mission of Acholi Owinykibul and Opari Club is to unite, strengthen and empower Acholi Panyikwara families around the world whose ancestry is from the towns and villages of Owinykibul and Opari in South Sudan, Africa, in the global context in which we live while maintaining and celebrating our heritage and values.

**2. Mission statement**



**We aim to:**

- 2.1. Facilitate and support holistic development of our people- in diaspora, refugee camps as well in our ancestral lands in South Sudan. In this regard we aim to**
  - 4.1.1. Help our members maintain the Acholi culture and connection to their heritage through measures such as, but not limited to, Acholi language education and passing on and sharing cultural literatures, dances, cooking and values.**
  - 4.1.2. Provide and/or source support for projects that can help develop our people and improve their living standard anywhere they live- physically, economically, culturally, education-wise, health-wise and spiritually.**
- 2.2. Promote successful integration and/ or peaceful co-existence of our members in the communities in which they live if they are currently in diaspora, while helping them celebrate and live their lives in the context of their cultural heritage.**
- 2.3. Assist our members to negotiate systems and access services that enhance their welfare, meet their developmental and settlement goals and needs where ever they reside on earth.**
- 2.4. Create an environment and platform for socialising, counselling, mentoring by responsible and successful individuals within our membership base as well as conflict resolution among our members and with external parties to our organisation.**
- 2.5. Rally our diaspora members to contribute and pool together resources in times of need by a member including, but not limited to, funeral rites contributions for overseas members and assistance for emergency relief items both overseas and back home in our ancestral lands of Opari and Owinykibul.**
- 2.6. Inspire our members to strive to achieve, compete with external parties and make use of every opportunities afforded to them to grow and develop into successful persons and role models for the community we hail from, and the community they live in at large.**
- 2.7. To look outward and therefore assist other members of Acholi community, African community at large or other relevant ethnic communities by acting as service agents/ providers where possible.**

Page 9

-Please provide the rationale for requiring an Apple MAC Pro and Laser Printer over window based operating system and Inkjet Printer.

Apple MAC Pro and Laser Printer are stronger and provide better service to staff and students. In addition, Apple MAC Pro and Laser Printer are stronger and efficient and it is good for a group of people. However, we may buy Laptop for student of the Acholi language if that is impossible. The difference between Apple MAC Pro and Inkjet Printer is that Apple MAC Pro is capable of using creating software like Adobe etc for designing school certificate, producing promotional video and writing school newsletter which some of those software feature cannot be operated in window based operating system. On the other side, some of feature of the Inkjet Printer are not present in Laser Printer. For example, Laser Printer can print hard copy certificate and other document which Inkjet Printer cannot.

#### Page 10

Further information is required outlining where the Acholi language is taught in Salisbury district, how often and how many students study the language; and what organisations use the interpreter service in Salisbury district, how often and is there a charge for this service?

We are member of the Ethnic School Association SA (<https://www.esasa.asn.au/>). Our School is called Gang Kwan Me Leb Acholi. We teach our student at Playford Baptist Church, 19-21 Haydown Road, Elizabeth Grove SA 5112. We have 8 student enrolled in our class and we expect more students to be enrolled. We expect more because the number of the children and adult that could not read and write Acholi language is far greater than those who can read, write and speak English among the Acholi community. The students are taught one day in a week, every Friday from 4- 6PM. In regard to interpreter, the organisation that use interpreter are Police, Centrelink, Medical, School, Department of Home Affairs, Police, Job Service Provider etc. Further to that the organisation that use Interpreter service are requesting interpreter service through Interpreter Agency such as TIS National (Department of Home Affairs), ONCALL, ABC etc. The interpreter charges for the services provided to the cultural linguistic diverse background and the professional vary among the Interpreter agency usually \$8 -10 per 15 minute.

#### Page 11

The 'support for the Project or Event' response is sufficient as it does not demonstrate how the proposed project is supported by residents of the City of Salisbury and/or the wider community. We would also require an understanding of Gang Kwan Me Leb Acholi and how it related to the application and residents of the City of Salisbury.

- The project or 'Event Management' response is insufficient as it does not describe how the project/equipment will be sustained to achieve outcomes or capacity to provide structure, administrative and operating costs.

- Gang Kwan Me Leb Acholi is a member of Ethnic School Association in South Australia (<https://www.esasa.asn.au/membership/esasa-member-schools/>). Majority of the paper work of Gang Kwan Me Leb Acholi, storage and it correspondence is done by the applicant who is the resident of Salisbury as we have mobile office for Acholi class at Playford Baptist Church. In addition to that meeting or occasional celebration of achievement of Gang Kwan

Me Leb Acholi is conducted at the applicant home who is the resident of Salisbury because we are allowed to teach only one in a week and two hours to finish the class activity within the Playford Baptist Church. Further to that Gang Kwan Me Leb Acholi currently is the only school teaching Acholi language. Any Acholi or interested individual wanting to learn Acholi Language, living anywhere within South Australia (including South Australia) is encouraged to enroll into Gang Kwan Me Leb Acholi.

In regard to Gang Kwan Me Leb Acholi, Gang Kwan Me Leb Acholi is school of Acholi language in South Australia which is affiliated with Ethnic School Association of South Australia under the management of Acholi Owinykibul and Opari Club Incorporated as one of its activities as in attached certificate. Gang Kwan Me Leb Acholi is formally recognised by the Department of Education for South Australia (DECD) through Ethnic School Association SA.

-Currently, we are establishing Gang Kwan Me Leb Acholi. In future, if we started receiving grant from the government, then we would be in the position of employing staff and non staff. If the numbers of the employees increase, then there would be use of computer and printer in writing and printing correspondence, scheme of work, examination, lesson plan, school report, school news letter etc.



The Ethnic Schools Association  
of South Australia Inc.

## *Certificate of Affiliation*


*This is to certify that*

**Acholi Owinykibul and Opari Club Inc.**

**(Gang Kwan Me Leb Acholi)**

*is affiliated with The Ethnic Schools  
Association of South Australia Incorporated  
and is a financial (associate) member  
for the year 2019.*

*Adelaide, 12th April, 2019*

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Executive Officer

**MINUTE OF THE Acholi Owinykibul and Opari Club Incorporated****Present**

- |                              |                         |
|------------------------------|-------------------------|
| 1. Taban David Ongee         | President -Global       |
| 2. Otim Alex Labal           | General Secretary       |
| 3. Christopher Ochaya Lokuli | Treasurer               |
| 4. Esther Ayiko Ongee        | Assistant Treasurer     |
| 5. Collins Taban Okeny       | Vice President – Canada |
| 6. Paul Nyeko Okeny          | Vice President -USA     |

**Apology**

1. Charles Taban
2. Obote Paul
3. Mwaka Ongee

**Date: June 8, 2019****Agenda:**

1. **North America registration:** Paul Okeny confirm that he received the necessary document from Taban Ogee, the President of the Club and that he is waiting for the reply from the registration office.
2. **Financial Update:** Taban Ongee reported that we now have only about **\$150.00 AUS** in our bank account and he advised that members should continue with their due contribution. He also suggested that there is a company in Australia which we can use to make direct transfer from oversea into the Club account. And the member said that Taban should find out from the company how much would be the interest for making transection.
3. **Appointment of assistant treasurer:** Esther Ayiko Ongee was appointed as Assistant treasurer with effect from June 8, 2019. Esther Ayiko Ongee is nominated as the assistance treasurer of the Club, Acholi Owinykibul and Opari Club Incorporated (AOAOC). The Club agree unanimously that Esther Ayiko Ongee to be the assistance treasurer of the Club. Moreover, the Club also agree and accepted that she should be the signatory to Club's Bank Account:



Further to that as a signatory to the bank account of the club (Acholi Owinykibul and Opari Club Incorporated), the club also agree and accepted that she has the full right to operate the bank account.

- 4. **Ethnic School:** Taban Ongee, the President affirmed that the school is going well, but only that the number of students is very low. And because of insufficient number of students, the school is not eligible to get grant from the government. He urged member in North America should help with advertising about the school as well.

**Any Other Businesses:** The president said whenever he goes to the bank they would asks for additional signature.

It was agreed that in the future he should mail the copy of the paper to be sign and send back to Australia.

Compiled by the Secretary:

Name.....

Signature.....

Date.....

Confirmed by the Chairman

Name.....

Signature.....

Date.....



Acholi Owinykibul and Opari Club Incorporated  
ABN 88493305033  
Direk, South Australia 5110  
Tel: [REDACTED]  
Email: [acholiowinyandopariclub.inc@gmail.com](mailto:acholiowinyandopariclub.inc@gmail.com)  
Websites: <https://www.acholiowinykibulandopariclubincorporated.org/>

30 December 2019

Ref: 30/2019 (BMH)  
Community Grants Program  
City of Salisbury

Dear Sir/Madam

**Re: Document required for Community Grant Application: Ref: 30/2019 (BMH)**

I have enclosed **minute** of our committee meeting (held on 28/12/2019) that was endorsing the submission of the community Grant Application to the City of Salisbury. Please find it.

In addition, the following below is our organisation banking account information:

**Account Name:** ACHOLI OWINYKIBUL AND OPARI CLUB INCORPORATED  
**Financial Institution Name:** [REDACTED]  
**Branch Location:** [REDACTED]

If you have any questions concerning this letter, please call me on [REDACTED]

Kind regards

**Taban Ongee**  
The President – Global  
Acholi Owinykibul and Opari Club Incorporated  
ABN: 88493305033  
Address: [REDACTED] Direk South Australia 5110  
Tel: [REDACTED]  
Email: [acholiowinyandopariclub.inc@gmail.com](mailto:acholiowinyandopariclub.inc@gmail.com)  
Websites: <https://www.acholiowinykibulandopariclubincorporated.org/>

**The Meeting of Acholi Owinykibul and Opari Club held as a teleconference on 28 December 2019 at 1pm Pacific time.**

**Present**

1. Taban Ongee	President Global
2. Alex Labal	Secretary
3. Christopher Lokuli	Treasurer
4. Esther Ongee	Assistant Treasurer
5. Paul Nyeko	Vice President -USA
6. Collins Taban	Vice President Canada/Councils of Elders/Advisors
7. Phillips Olweny	Vice President – Netherland (Europe)
8. Edward O Marshall	Member
9. David Joram	Member

**Apology**

**1/1/19: Introduction**

1.1/19: The teleconference meeting opened with the word of prayer at 1.00pm Pacific time.

1.2/19: Secretary read the previous minute

1.3/19: The minute is read through and confirmed by Mr. Paul Nyeko

**2/19: Agenda**

**2.1/19: Community Grant Application**

Mr. President, Taban Ongee who is also the current Principal of Gang Kwan Me Leb Acholi has applied for Community Grant with the City of Salisbury this year. If successfully, the grant will be used for buying Apple MAC Pro and Laser Printer. Apple MAC Pro and Laser Printer will be used for designing, scanning, printing hard copy document such as school certificate, booklet brochures, factsheet, etc which can be use for school related activities. We are buying Apple MAC Pro and Laser Printer because of their efficient and its operating system that are missing or performing poorer in Window operating based and Inkjet Printer. The committee Unanimously agree and endorse the Community Grant application to go a head as the grant can be use to buy equipment that can help Acholi speaker to communicate proficient and effectively.

**2.2/19: Financial Update**

The Club has used most of it money in their prescribe activity such as sport , welfare gift etc to people of Owinykibul and Opari. Members were advice to pay their financial contribution to the Club as soon as possible.

**3/19: AOB**

3.1/19: It was suggested that action plan should be discussed in the next meeting.



**4/19: Adjournment**

4.1/19: After the meeting, the President closed the meeting until the next general meeting is schedule.

Complied by:

Secretary

Name COLLINS TABAN OKENH Sign 

Date Dec 12/2019

Confirmed by:

Chairman

Name TABAN ONGEE Sign 

Date 30/12/2019



<b>ITEM</b>	7.2.5		
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>		
<b>DATE</b>	10 February 2020		
<b>PREV REFS</b>	Sport, Recreation and Grants Committee	7.2.2	13/01/2020
<b>HEADING</b>	02/2020: Sampaguita Filipino Cultural Entertainers Inc. - Community Grants Program Application		
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development		
<b>CITY PLAN LINKS</b>	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.		
<b>SUMMARY</b>	The Sampaguita Filipino Cultural Entertainers Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.		

**RECOMMENDATION**

1. 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 February 2020 round of Community Grants as follows:
  - a. Grant No. 02/2020: Sampaguita Filipino Cultural Entertainers Inc. be awarded the amount of **\$630.00** to assist with the purchase of **fabric, interfacing medium, thread, zips, sequins and seeds for costumes for ongoing use** as outlined in the Community Grant Application and additional information.

**ATTACHMENTS**

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

1. 02/2020: Sampaguita Filipino Cultural Entertainers Inc. - Application
2. 02/2020: Sampaguita Filipino Cultural Entertainers Inc. - Additional Information

**1. BACKGROUND**

- 1.1 The Sampaguita Filipino Cultural Entertainers Inc. Application was received for the January 2020 round of Community Grants. The Application was incomplete and required further information.
- 1.2 Sampaguita Filipino Cultural Entertainers Inc. has not received prior Community Grants Program funding.

## 2. REPORT

2.1 The Sampaguita Filipino Cultural Entertainers Inc. Application was originally received for the January 2020 round of Community Grants Program funding however the Application was incomplete and required further information as follows:

- The expenses section and total cost of project/event was incomplete;
- The amount requested was incomplete;
- The quote provided was not 'current' and expired in August 2019;
- A detailed, current quote was not provided for the costumes;
- Page 10 and 11 were not completed;
- Information was requested around the type of events the organisation supports (and include a calendar of events), the location that the wardrobe will be installed, where the dancers practice/train, and how dancers will access the costumes if the wardrobe is installed at a private address; and
- The date the senior office holders signed the Application not completed.

2.2 The further information has been received and the Sampaguita Filipino Cultural Entertainers Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration, noting that funding is not recommended for supply and installation of a wardrobe, as:

- the wardrobe will be installed at a private residence which is theoretically capital development as it will be permanently fixed to the building and may increase the value of the property of the private owner (section 8.2 *Funding will not be considered for capital development*);
- capital equipment that is stored at a residential address is unlikely to be funded (*Attachment C*); and
- the wardrobe cannot be relocated in the likely event that members of the organisation will change in the future.

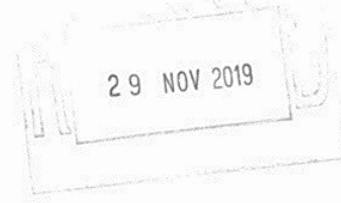
2.3 Furthermore, Sampaguita Dance Group Inc. received \$1969.85 in September 2013 for the purchase and assembly of two sliding mirror wardrobes for storage of costumes, props and accessories. Lucita Montedorisio applied for the grant funding in her role of Chairperson and the wardrobes were installed at her private residence, that being the same residential address that funding has been requested for a wardrobe to be installed for Sampaguita Filipino Cultural Entertainers Inc.

## 3. CONCLUSION / PROPOSAL

3.1 The Sampaguita Filipino Cultural Entertainers Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.

## CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 03/02/2020

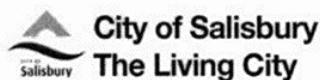


# Community Grants Program

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Sampaguita Filipino Cultural Entertainers Inc.		
Address:	[REDACTED]		
Suburb:	Salisbury <span style="float: right;">Postcode: 5108</span>		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr Lucita Montedorisio Mrs. Lucita Montedorisio		
Title (your role with the group/organisation):	Cultural Coordinator		
Address:	tt [REDACTED] Salisbury 5108		
Phone:	Landline: [REDACTED] Mobile: [REDACTED]		
Email:	[REDACTED]		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>			
Name of Person Responsible for the Grant:	Other: Lucita Montedorisio (above) 1. Luz Porc-Shields 2. Monique Urbe		
Title (role with the group/organisation):	Secretary Treasurer		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	Manage by the Committee elected by the members of the association		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input checked="" type="checkbox"/>            (go to question c)         </td> <td style="text-align: center;"> <b>No</b>  <input type="checkbox"/>            (go to question b)         </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input type="checkbox"/>            (go to question c)         </td> <td style="text-align: center;"> <b>No</b>  <input checked="" type="checkbox"/>            (go to question c)         </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/>  <i>(go to question e &amp; f)</i>	No <input checked="" type="checkbox"/>
e) Funding source/s:	Membership and fund raising	
f) Purpose:	To promote Philippine Culture	
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: Sampaguita Filipino Cultural Entertainers Inc.  <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:	Amanda Gallarch	
Referee's Contact Information:	Attached [REDACTED]	

Attached Letter

*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



## NORTHERN COMMUNITY LEGAL SERVICE INC

ABN 172 031 436 30



Northern Community Legal Service Inc.

26 John Street  
SALISBURY SA 5108

Post Office Box 697  
SALISBURY SA 5108

Tel: (08) 8281 6911  
Fax: (08) 8281 6605

E-mail: [ncls@northernlegal.org.au](mailto:ncls@northernlegal.org.au)

Our Ref:AG:  
Your Ref:

14 November 2019

Salisbury Council Community Grants Program

Dear Sir/Madam,

**Re: Sampagita Filipino Cultural Entertainers Inc.**

I have no hesitation in being a referee for the above organisation and wish them every success in obtaining a grant through your program.

Yours faithfully,  
NORTHERN COMMUNITY LEGAL SERVICE INC

AMANDA GALLASCH  
Senior Solicitor

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i>  42704281730 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p><b>NB: GST Registration</b></p> <p><i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i></p>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	0
Organisation's contribution:	0
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	0
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	0
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
<b>TOTAL (including GST):</b>	<b>\$ 0</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 type="checkbox"/> Ongoing <input checked="" type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	* Wardrobe & Costume
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	"one off"
Total cost of Project/Event	\$0
Amount of Community Grant Funding Requested	\$2,914
Is there any other information that you may feel is relevant to your application?	N/A
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. Quotation of project 2. Minutes of meeting and Letter of Reference
<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 checked="" type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	N/A
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	N/A
<b>Group/Organisation Information</b>	
Group/Organisation Name	Sampaguita Filipino Cultural Entertainers Inc.
Group/Organisation Description	A Group of Dancers Promoted our Culture
Group/Organisation Registered Address	Number/Street: [REDACTED] Suburb: Salisbury Postcode: 5108
Is the Club Incorporated?	Yes
Number of Members	40 Members
% of Membership that reside in the City of Salisbury	80%
<b>Project/Event Details</b>	
Project/Event Name	Wardrobe & Costume
Project/Event Summary	Need to buy wardrobe to store our costume
Date(s) of Project/Event	Soon we get the grant buy and install wardrobe
Location of Project/Event:	Number/Street: [REDACTED] Suburb: Salisbury Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	To see <del>us</del> Perform w/ costume
How many individuals will benefit from the Project/Event?	all members above
% of project/event participants that reside in the City of Salisbury	80%
If it is an Event, is it open to the public?	No N/A
How will the Project/Event be promoted?	Dancers will use the wardrobe for the costume & accessories

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 0
<b>Itemised Breakdown of Costs:</b> <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
2 Wardrobe Quote attach and delivery Total	\$ 1,364.00
Quote to assemble from White Glove Assembly	\$ 350.00
for 2 wardrobe 3 doors 200. 2 doors 150.	\$
Dress maker Quot for 8 costumes include materials and Labour aprox. 150 each	\$ 1,200.00
Total -	\$ 2,914.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes <span style="margin-left: 200px;"><input type="checkbox"/> No</span> <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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



Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p>
<p><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></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p>

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

Community Grant Application - Page 11 of 13



**Application Declaration**

*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 Sampaguita Filipino Cultural Entertainers Inc. (Group/Organisation)

Lucita Montediosino - Cultural Coordinator and Luz Pore-Shields / SECRETARY  
(Name/Position) (Name/Position)

*Lucita Montediosino* (Signature 1) *Luz Pore-Shields* (Signature 2)

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

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

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

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



## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

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

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

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

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

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

Community Grant Application - Page 13 of 13

# QUOTATION

**Quote# 366 - 309585**

Quote Date: 30/07/2019

**Customer:** Mrs Lucita Monte  
**Address:** [Redacted]  
 Salisbury SA 5108  
**Home:** [Redacted]  
**Work:** [Redacted]  
**Mobile:** [Redacted]  
**Sales Person:** [Redacted]

Item Code	Qty	Description	Regular Price	Quote Price	Total Quote Price
549150001	2	SPACEMASTER BABYLON 2 Piece Shelf Insert (521Hx440Wx15D) Ready To Assemble (Ctns:1) 10 Year Guarantee	\$39.00	\$39.00	\$78.00
<i>Large Robe with 2 Panel Doors and 1 Mirrored Door (2280Hx1805Wx586D) Ready To Assemble (Ctns:5) - 554760001</i>					
494410001	1	SPACEMASTER Mirror Door. Aluminium Frame and Tempered Mirror Glass Insert. (2136Hx609Wx25D) Fully Assembled (Ctns:1) 10 Year Guarantee	\$120.78	\$120.78	\$120.78
494400001	2	SPACEMASTER Panel Door. Aluminium Frame and Plaster Board Panel Construction. (2136Hx609Wx25D) Ready To Assemble (Ctns:1) 10 Year Guarantee	\$87.03	\$87.03	\$174.06
549250001	1	SPACEMASTER BABYLON Large Robe Frame. Includes 3x Half width Hanging Rails and a Full Width Hat Shelf. (2280Hx1805Wx586D) Ready To Assemble (Ctns:2) 10 Year Guarantee	\$404.16	\$404.16	\$404.16
					\$699.00
<i>Medium Robe with 2 Mirrored Doors. (2280Hx1218Wx586D) Ready To Assemble (Ctns:4) - 553590001</i>					
494410001	2	SPACEMASTER Mirror Door. Aluminium Frame and Tempered Mirror Glass Insert. (2136Hx609Wx25D) Fully Assembled (Ctns:1) 10 Year Guarantee	\$104.23	\$104.23	\$208.46
549240001	1	SPACEMASTER BABYLON Medium Robe Frame. Full width Hat Shelf, 2 x Half width hanging rails. (2280Hx1218Wx593D) Ready To Assemble (Ctns:2) 10 Year Guarantee	\$290.54	\$290.54	\$290.54
					\$499.00
<b>Sub Total:</b>					\$1276.00
<b>Delivery:</b>					\$88.00
<b>Quote Total:</b>					\$1364.00
<b>Includes GST:</b>					\$124.00

Quote price valid until 6 Aug 2019 (unless otherwise stated)

[Redacted Signature Area]

# QUOTATION

**Additional Notes:**

Purchase today and get 50 Months Interest Free\*

\*Based on Finance with Gem Visa. Approved Applicants only. Terms and Conditions apply. Ask our friendly staff in store for more details.

██████████ Quot forward - 1,364.  
Quot from ██████████  
██████████ to  
Assemble wardrobe - 350.  
Quot for 8 costume  
includes material & labour 1,200.  
150.00 each costume -  
Total - 2,914.

██  
██

**SAMPAGUITA FILIPINO  
CULTURAL ENTERTAINERS INC.**

MINUTES

**Date:** 4<sup>th</sup> August 2019

**Time:** 1:20pm

**Venue:** [Redacted] Ada Street, Salisbury, SA

**Present:** Lucita, Monte, Ria, Marie, Celie, Mari Vill, Ebing & Monique

**Apologies:** Regina, May, Adam, Danielle, Luz & Molika

**August 31<sup>st</sup> SFCEI Launch Party**

[Redacted]

<u>List of Sellers</u>	<u>Tickets Given</u>	<u>SOLD</u>
Lucita	[Redacted]	[Redacted]
Celie	[Redacted]	[Redacted]
Monique/Linda	[Redacted]	[Redacted]
Bing	[Redacted]	[Redacted]
Regina/Penny	[Redacted]	[Redacted]
Rose/Marisa	[Redacted]	[Redacted]
Carmie/Jovey	[Redacted]	[Redacted]
Susan/Marilou	[Redacted]	[Redacted]
Ria	[Redacted]	[Redacted]
Dannielle	[Redacted]	[Redacted]
Luz	[Redacted]	[Redacted]

[Redacted]

[Redacted]

**Menu**

[Redacted]

**SFCEI Banner:**

[Redacted]

Item 7.2.5 - Attachment 1 - 02/2020: Sampaguita Filipino Cultural Entertainers Inc. - Application

[Redacted]

**Prizes:**

[Redacted]

[Redacted]

**Decorations:**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**Sponsorship:**

[Redacted]

**Honorary guests:**

Mayor Gillian Aldridge

[Redacted]

**Entertainment:**

[Redacted]

**Costumes:**

[REDACTED]

**Other Businesses:**

[REDACTED]

[REDACTED]

[REDACTED]

- \* Application for Salisbury Council grant. Lucita motioned and moved by Ria to which everyone at the meeting agreed, and requested Lucita to fill up the form and apply on behalf of SFCEI. Lucita received a quote from [REDACTED] for wardrobe to house costumes and props, but assembly not included. [REDACTED] quote for wardrobe is \$1364, not including assembly.

Angela Niedorfer's husband will apply for grant on behalf of SFCEI, through his work at SHELL, to the value of \$500. To be followed up.

Meeting close: 2:47pm



Minutes taken by Mari Vill  
Prepared by Mari Vill





Project/Event Budget Information		
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>		
<b>INCOME</b>	<b>\$ AMOUNT</b> 0	
Project or event generated income:	0	
Organisation's contribution:	0	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	0	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	0	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	0	
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>TOTAL (including GST):</b>	<b>\$ 0</b>	
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	0	
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>	
Wardrobe 2 sliding doors w/ 2 drawers and rail	\$ 499.00	
Wardrobe 3 sliding doors w/ 2 drawers and rails	\$ 699.00	
Assembly for 2 Wardrobes - 3 doors -	\$ 200.00	
Delivery of wardrobes -	\$ 88.00	
Del. Wardrobes - 2 doors -	\$ 150.00	
3 M. Material X \$14.99 Meter	\$ 479.68	
\$85.00 each costume x 8 = Labor making costume	\$ 680.00	
8 - Zipper 2.25 each = <del>18.00</del>	\$ 18.00	
Thread, facing and sequins for decor goes to approx.	\$ 129.60	
GST	\$ 124.00	
<b>TOTAL (including GST):</b>	<del>\$2,066.68</del> \$3,066.68	

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 type="checkbox"/> Ongoing <input checked="" type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	* <i>Wardrobe + Costume</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>"one off"</i>
Total cost of Project/Event	<i>\$3,066.68</i>
Amount of Community Grant Funding Requested	<i>\$3,066.68</i>
Is there any other information that you may feel is relevant to your application?	<i>N/A</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Quotation of project smart</i> 2. <i>Minutes of meeting and Letter of Referee and Quotation of Costumes Spotlight</i>
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input checked="" type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Item 7.2.5 - Attachment 2 - 02/2020: Sampaguita Filipino Cultural Entertainers Inc. - Additional Information

Grant Money Requested	
Amount Requested	\$ <del>3,066.68</del>
<b>Itemised Breakdown of Costs:</b>	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
2 Wardrobe quote attach and delivery Total	\$ <del>1,440.00</del> \$1,410.
Quote to assemble from	\$
Assembly	\$ 350.00
for 2 wardrobe 3 doors 200. 2 doors 150.	\$
Dress maker Quot for	\$
8 Costumes include material and Labour aprox. 150 each	\$ 1,306.68
Total -	\$ <del>3,070.00</del> \$ 3066.68
GST	\$ 174.
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

#### Project or Event Scope

Provide a description of the proposed project or event:

- 1 - 3 Sliding doors wardrobes
  - 1 - 2 Sliding mirror doors wardrobes - use for store costumes, accessories and props.
  - 8 - Filipino Filipiniana Gown to be made National Dress or costume for the used of the performers and members.
- Wardrobes project will be store at [REDACTED] Salisbury at the residence of Cultural Coordinator Founder of these organization.

#### 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:

Members of Sampaguita Filipino Cultural Entertainers Inc. are benefited to wear costumes and stored costumes, for the used of the performers to perform at Filipino Community and to the Multicultural Community in their Festivities, Nursing homes, Australia Day Parade and to promote our cultural dances also to birthdays and wedding's.

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

Community Grant Application - Page 10 of 13

**Support for the Project or Event**

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

Our project is Wardrobes for the use of members to store costumes, accessories and props. and the costumes to wear for the performers and other members in some other activities.

**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)*

Wardrobes project will be <sup>assemble and</sup> store at [redacted] Salisbury at where our meeting, dance practice held all the time and also the org. office and mail box <sup>address and</sup> stored. at the resident of Lucita Montedarisio Cultural Coordinator, who is incharge to look after the things of the group.

*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 Sampaguita Filipino Cultural Entertainers Inc. (Group/Organisation)

Lucita Montedajino - Cultural Coordinator (Name/Position)

and

LUZ POPE-SHIELDS / SECRETARY (Name/Position)

[Signature] (Signature 1)

[Signature] (Signature 2)

13/01/2020 (Date)

13/01/2020 (Date)

Contact (phone number): [Redacted]

Contact (phone number): [Redacted]

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

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

# QUOTATION

**Quote# 366 - 403256**

Quote Date: 13/01/2020

**Customer:** Mrs Lucita Monte  
**Address:** [Redacted]  
 Salisbury SA 5108  
**Home:** [Redacted]  
**Work:** [Redacted]  
**Mobile:** [Redacted]  
**Sales Person:** [Redacted]

Item Code	Qty	Description	Regular Price	Quote Price	Total Quote Price
549150001	2	SPACEMASTER BABYLON 2 Piece Shelf Insert (521Hx440Wx15D) Ready To Assemble (Ctns:1) 10 Year Guarantee	\$39.00	\$39.00	\$78.00
<i>Medium Robe with 2 Mirrored Doors. (2280Hx1218Wx586D) Ready To Assemble (Ctns:4) - 553590001</i>					
494410001	2	SPACEMASTER Mirror Door. Aluminium Frame and Tempered Mirror Glass Insert. (2136Hx609Wx25D) Fully Assembled (Ctns:1) 10 Year Guarantee	\$107.54	\$107.54	\$215.08
549240001	1	SPACEMASTER BABYLON Medium Robe Frame. Full width Hat Shelf, 2 x Half width hanging rails. (2280Hx1218Wx593D) Ready To Assemble (Ctns:2) 10 Year Guarantee	\$283.92	\$283.92	\$283.92
					\$499.00
<i>Large Robe with 2 Panel Doors and 1 Mirrored Door (2280Hx1805Wx586D) Ready To Assemble (Ctns:5) - 554760001</i>					
494410001	1	SPACEMASTER Mirror Door. Aluminium Frame and Tempered Mirror Glass Insert. (2136Hx609Wx25D) Fully Assembled (Ctns:1) 10 Year Guarantee	\$121.65	\$121.65	\$121.65
494400001	2	SPACEMASTER Panel Door. Aluminium Frame and Plaster Board Panel Construction. (2136Hx609Wx25D) Ready To Assemble (Ctns:1) 10 Year Guarantee	\$95.90	\$95.90	\$191.80
549250001	1	SPACEMASTER BABYLON Large Robe Frame. Includes 3x Half width Hanging Rails and a Full Width Hat Shelf. (2280Hx1805Wx586D) Ready To Assemble (Ctns:2) 10 Year Guarantee	\$385.55	\$385.55	\$385.55
					\$699.00
<b>Sub Total:</b>					\$1276.00 ?
<b>Delivery:</b>					\$88.00
					\$1364.00
<b>Quote Total:</b>					\$1364.00
<b>Includes GST:</b>					\$124.00

Quote price valid until 20 Jan 2020 (unless otherwise stated)

[Redacted Signature Area]

# QUOTATION

**Additional Notes:**

Purchase today and get 50 Months Interest Free\*

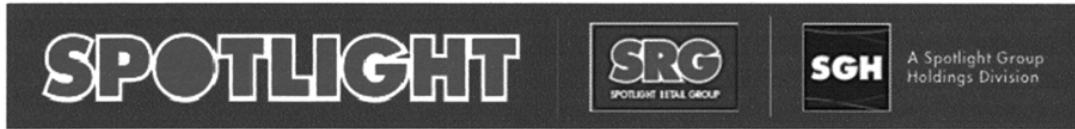
\*Based on Finance with Gem Visa. Approved Applicants only. Terms and Conditions apply. Ask our friendly staff in store for more details.

\$ 499. -	
699. -	
<hr/>	
1,198	wardrobes
88 -	delivery
174 -	GST
<hr/>	
1,410	



### Gepps Cross Spotlight

P +61 (0) 8 83002200  
F +61 (0) 8 83002299  
[119\\_geppscross@spotlight.com.au](mailto:119_geppscross@spotlight.com.au)  
Home HQ, Tenancy 11  
750 Main North Road  
Gepps Cross, SA, 5094, Australia  
[spotlight.com.au](http://spotlight.com.au)



Virus-free. [www.avq.com](http://www.avq.com)

[REDACTED]

---

**From:** Sampaguita DanceGroup [REDACTED]  
**Sent:** Wednesday, January 15, 2020 1:56 PM  
**To:** [REDACTED]  
**Subject:** Fwd: Fabric quote 2

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** 15 January 2020 at 11:42:54 am ACDT  
**To:** [REDACTED]  
**Subject:** Fabric quote 2

To Lucita Monteodorisio,  
Below is the quote for the fabric, interfacing, dress zip, thread, sequins and beads.

Pulse charmeuse satin @ \$14.99 pm  
32m x 14.99  
= \$ 479.68

Forfuse fusible interfacing medium 100cm @ \$3.25 pm  
4m x 3.25  
= \$ 13.00

G/mann polyster thread 250m @ \$8.00  
8 x 8.00  
= \$ 64.00

Brich dress nylon zip, 46cm @ \$2.25  
8 x 2.25  
= \$ 18.00

Sequins cut cup 15g, AB, 5mm @ \$3.25  
8 x 3.25  
\$ 26.00

Glss sml seed BD 25g, gloss, 1.8mm @ \$3.25  
8 x 3.25  
= \$ 26.00

Nargis from Furnishings

[REDACTED]

1

<b>ITEM</b>	7.2.6
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	10 February 2020
<b>HEADING</b>	03/2020: Adelaide Bangladeshi Cultural Club Inc. - Community Grants Program Application
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	3.3 Be a connected city where all people have opportunities to participate. 3.4 Be a proud, accessible and welcoming community. 4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The Adelaide Bangladeshi Cultural Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for information.

**RECOMMENDATION**

1. The information be received and noted that the 03/2020: Adelaide Bangladeshi Cultural Club Inc. Application is deemed ineligible for Community Grants Program funding in accordance with section 8.2 of the Guidelines and Eligibility Criteria.

**ATTACHMENTS**

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

1. 03/2020: Adelaide Bangladeshi Cultural Club Inc. - Application
2. 03/2020: Adelaide Bangladeshi Cultural Club Inc. - Additional Information

**1. BACKGROUND**

- 1.1 Adelaide Bangladeshi Cultural Club Inc. received \$2,500 Community Grants Program funding in December 2017 to assist with the purchase of musical instruments for ethnic school and community activities.
- 1.2 The Adelaide Bangladeshi Cultural Club Inc. Application is deemed ineligible for Community Grants Program funding in accordance with section 8. of the Guidelines and Eligibility Criteria.

**2. REPORT**

- 2.1 The Adelaide Bangladeshi Cultural Club Inc. Application was received for the February 2020 round is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 8.2 Funding will not be considered for:
  - 2.1.1 Organisations that have outstanding acquittals and associated documents for any previous Community Grants Program funding.

- 2.2 The Adelaide Bangladeshi Cultural Club Inc. was issued with a reminder in October 2018 regarding the outstanding accountability and reporting requirements for the funding received 4 December 2017. Further correspondence ensued on 26 November 2018 and 22 January 2020.
- 2.3 Staff has subsequently met with a representative of Adelaide Bangladeshi Cultural Club Inc. to assist with meeting the accountability and reporting acquittal requirements which, at the time of writing this report, remains outstanding.
- 2.4 Furthermore, the 03/2020: Adelaide Bangladeshi Cultural Club Inc. Application would not have been recommended funding for the event as the City of Salisbury has not received a 'Reserve Hire Application' for the use of Mobarra Park on 16 February 2020 (nor for any other date).
- 2.5 As the event is expecting around 2,000 individuals, the completed reserve hire application form should be received no later than three months prior to the event. On that basis, the 03/2020: Adelaide Bangladeshi Cultural Club Inc. Application will not meet the deadline for submission of the Application for the event seeking grant funding.
- 2.6 Adelaide Bangladeshi Cultural Club Inc. has been advised that the Application is ineligible.

### 3. CONCLUSION / PROPOSAL

- 3.1 The Adelaide Bangladeshi Cultural Club Inc. Application is deemed ineligible for Community Grants Program funding in accordance with the Guidelines and Eligibility Criteria section 8.2 due to the outstanding acquittal for funding received in December 2017. Furthermore, the Application will not meet the deadline for submission nor has the City of Salisbury received a Reserve Hire Application from Adelaide Bangladeshi Cultural Club Inc. for the event that they are seeking grant funding.
- 3.2 The Adelaide Bangladeshi Cultural Club Inc. Application is submitted for information as per section 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:

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

### CO-ORDINATION

Officer: EXECUTIVE GROUP  
Date: 03/02/2020

**From:** Masudur Rahman [REDACTED]  
**Sent:** Wednesday, 15 January 2020 2:02:15 PM  
**To:** City of Salisbury  
**Subject:** Community Grant Application: ABACC for Food & Cultural Festival 2020

Regards

Md Masudur Rahman  
President  
Adelaide Bangladeshi Cultural Club Inc.  
[REDACTED]

file:///C:/Users/khatun/OneDrive/Desktop/Booming/Technology#/2020s/Data/Welcome/Forms/5 21/01/2020



# 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*

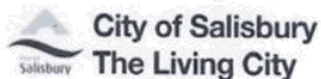


# Community Grants Program

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

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

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

Community Grant Application - Page 2 of 13



Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Adelaide Bangladeshi Cultural Club Incorporated		
Address:	[REDACTED]		
Suburb:	Parafield Gardens Postcode: 5107		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr <input checked="" type="radio"/> Md Masudur RAHMAN		
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:	Other: Md Masudur Rahman		
Title (role with the group/organisation):	President		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	Executive Committee members		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input checked="" type="checkbox"/>            (go to question c)         </td> <td style="text-align: center;"> <b>No</b>  <input type="checkbox"/>            (go to question b)         </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:			
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input type="checkbox"/>            (go to question c)         </td> <td style="text-align: center;"> <b>No</b>  <input type="checkbox"/>            (go to question c)         </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)		
<b>Parent Organisation</b> Name:			
ASIC Registration Number:			

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/>  <i>(go to question e &amp; f)</i>	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>Adelaide Bangladeshi Cultural Club</i>  <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED]	Branch Location: [REDACTED]
<b>6. REFEREE INFORMATION</b>		
<i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	<i>Prof. Dr Sayed Mahfuz Aziz</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 <small>(If Yes - Please Quote ABN:)</small>  <b>1 1 7 1 8 2 8 9 9 7 8</b> ----- <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input 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*

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:	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>
<i>Sound System Hire</i>	3850
<i>Costumes Purchase for Kids</i>	1550
<i>Costumes for Adults performer</i>	1200
<i>Stage decoration</i>	490
<i>Marquees, Hire Table Chair, Decoration</i>	3825
<i>Transport</i>	750
<i>Advertisement</i>	1250
<i>Banner</i>	250
<b>TOTAL (including GST):</b>	<b>\$ 0 \$13,165.00</b>

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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Food &amp; Cultural Festival</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>Sunday 16/02/2020</i>
Total cost of Project/Event	<i>\$ 0 \$13,165.00</i>
Amount of Community Grant Funding Requested	<i>5000</i>
Is there any other information that you may feel is relevant to your application?	
<input 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 type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <small>(go to Group/Organisation information)</small>
When was the Grant funding received (month & year):	November 2017
What amount of Grant funding was provided:	2500
When was the previous Grant acquitted (month & year):	February 2018
<b>Group/Organisation Information</b>	
Group/Organisation Name	Adelaide Bangladeshi Cultural Club Incorporated (ABACC)
Group/Organisation Description	Community group , teaches cultural activites and organise events
Group/Organisation Registered Address	Number/Street: [REDACTED] Suburb: Parafield Gardens <span style="float: right;">Postcode: 5107</span>
Is the Club Incorporated?	Yes
Number of Members	250
% of Membership that reside in the City of Salisbury	70 %
<b>Project/Event Details</b>	
Project/Event Name	Food & Cultural Festival
Project/Event Summary	
Date(s) of Project/Event	SUNDAY 16/02/2020
Location of Project/Event:	Number/Street: Mawson Lakes Boulevard and Garden Tce Suburb: Mawson lakes <span style="float: right;">Postcode: 5095</span>
How will the Project/Event benefit the residents of the City of Salisbury?	As we based on locally and our most members are from this council area. Also the event is open to all so the event will benefit locals a lot.
How many individuals will benefit from the Project/Event?	2000 targeted
% of project/event participants that reside in the City of Salisbury	80 %
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	Local banners, leaflet distributions, facebbok, youtube etc



Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p><i>1400 years old Bengali culture has its root in Bengali music, Bengali cinema and Bengali literature. The delicious Bengali cuisine also forms an important constituent of the state's cultural heritage. The purpose of the Festival to showcase these thousands years old in South Australia ignorer to add value to the multicultural nation.</i></p> <p><i>-Promote Local Artists who have talents and expertise to exercise and explore their skills and knowledge</i>  <i>-Connect Bengali Culture with other local communities and their cultures.</i>  <i>-Promote new Small and Medium Enterprises (SME) to explore their businesses among Local people through this Multicultural Event. We will invite entrepreneurs to have their stalls to sell and display their new ventures.</i>  <i>-Engage new migrants by supporting their children by promoting their talents and expertise</i></p> <p><i>Planned activities:</i></p> <p><i>Other nationalities to perform their own cultural shows under one umbrella. Local people will get scope to learn more deeply the different culture and their traditions.</i>  <i>Besides cultural show we will put few stalls for Food and Dresses for different nations. New small and medium entrepreneurs will be offered those stalls to sell and promote their business and goods. This will help them to grow their business and get a good market through this event.</i></p> <p><i>The event will be whole day till night. Live cultural shows will cover music, dance, drama etc. At the same time people can taste the flavour of Bengali foods and dresses along with other countries'.</i></p> <p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.  <input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>-Cultural Diversification: There are many talents come from different parts of the globe but they can not explore due to insufficient floor and mentors. ABACC has opened the door for those latent talents. We bring them under our association to get better mentor. Their devotion and diversifications of cultural expertise encourage us to organise big and wider cultural events where they can display their Arts. So we are doing such events since long for effective and efficient cultural diversification in Australia.</i></p> <p><i>-Community engagement: Community engagement helps people and their families to make a better family life. We have exercised different family issues such as conjugal life, domestic violence, child development which the migrants facing here. At the same tike we discovered that community engagements through cultural activities helps a lot to reduce those troubles. They can use their free time in cultural practice and community support .</i></p> <p><i>-Reduce risk of cultural shocks: when a new migrant migrate to Australia his/her main concern is cultural shock. Through the event they can engage themselves and get involve with other nationalities which will help them overcome</i></p>



Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>Invite and involve other community groups to perform their own cultural activities. Provide stalls to other nationalities to sell and promote their new businesses</i></p> <p><i>As we mentioned earlier we already have good direct connection with Indian, Nepalese communities. They are already working with us deeply.</i></p> <p><i>This time we will invite other nationalities by direct negotiations with their community leaders. We will keep some slots for them. They will have their own performances at the Festival .</i></p> <p><i>In this event we planned to include Australian communities too such as Aboriginal community people. We are working with them to give them few slots at the Event to display their heritage and traditional shows.</i></p> <p><i>We also working with some local Musicians and Dancers. They will perform with us directly and also will play their own songs and dances. They getting vividly motivated.</i></p> <p><i>Local school students are being offered to showcase some of their favourite performances.</i></p> <p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Project or Event Management
<p><u><i>Ongoing Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u><i>One-off Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>-Banners, leaflets, posters: we will disseminate hand leaflets to people at mass gathering places such as Shopping malls, community events day, religious gatherings days. Posters will be places in most shows, community boards, business entry notice boards ect. Some banner will also be placed at most important intersections.</i></p> <p><i>Our volunteers will do these like they did before.</i></p> <p><i>-Facebook and youtube advertisements: ABACC have its own youtube and facebook page where we have few thousands followers/subscribers. We will do massive promotion on these.</i></p> <p><i>-We will officially invite all local business owners to come and support</i></p> <p><i>-We will officially invite all other community organisations to come and participate</i></p> <p><i>Besides these we will engage other nationalities prior the event to work with us for the event. We have already involved Indian community people and Nepalese people. They are becoming our members day by day. Thus they are inviting their own community people to ABACC. This is really giving a good opportunity to promote our activities and the proposed event effectively.</i></p> <p><i>We have already getting use support from other nationalities. They will work directly and indirectly . Their children are preparing themselves for cultural performances.</i></p>

**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.

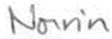
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.

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 ABACC Incorporated (Group/Organisation)

Md Masudur Rahman / President and Nourin Ferdous / Finance Secretary  
(Name/Position) (Name/Position)

  
(Signature 1)

  
(Signature 2)

**From: Professor Mahfuz Aziz**  
**University of South Australia**  
**Phone: ( [REDACTED] ) (office); Mobile: [REDACTED]**  
**Em [REDACTED]**  
**URL: [REDACTED]**

Date: 15 May 2019

**To Whom It May Concern**

This is to certify that Adelaide- Bangladeshi Cultural Club (ABACC) is an incorporated association under the Association Incorporated Act 1985. I have come to know ABACC since its establishment and have closely observed the diverse range of cultural and community activities it actively promotes. Indeed, it is devoted to promote art and culture, multiculturalism, volunteering and an active community life in Adelaide City and surrounding areas. As a patron, I can confirm the following contributions ABACC has been making within the broader South Australian community:

- It promotes strong neighborhoods and community get together where people can meet and become familiar with each other. This familiarity fosters tolerance and understanding of diversity. It allows relationships to develop and creates opportunities for local cooperation within the community;
- ABACC practices and promotes a diverse range of cultural activities including music, dance, band songs, drama, fashion show, and dance and music schools for kids;
- It encourages residents and community groups to be engaged in local place making (neighbourhood development) activities and strengthen reconciliation practices;
- ABACC delivers inclusive responses to meet the needs of isolated and marginalised groups, provide access to learning, services and ideas of multiculturalism

To the best of my knowledge, ABACC enjoys high level of support and engagement from various organizations. I support ABACC in its mission and am happy to discuss its activities further as I have witnessed them.

I take this opportunity to thank you for supporting the activities of ABACC.

Yours sincerely,



Mahfuz Aziz

**QUOTE**

Adelaide Bangladeshi Cultural Club Inc

Date  
12 Jan 2020Expiry  
2 Feb 2020Quote Number  
QU-0062Reference  
INV-0155ABN  
[REDACTED]

Description	Quantity	Unit Price	Discount	GST	Amount AUD
Supply Sound system	1.00	1,200.00		10%	1,200.00
Supply Band Mic pack	1.00	250.00		10%	250.00
Supply Radio Mics	2.00	100.00		10%	200.00
Supply 7m x 5m stage	1.00	1,500.00		10%	1,500.00
Supply operator for event	1.00	350.00		10%	350.00
Supply Truss for Back drop with curtains	1.00	200.00	100.00%		0.00
Supply some Lights for stage	4.00	25.00	100.00%		0.00
Delivery of above	1.00	50.00	100.00%		0.00
Pick up of above	1.00	50.00	100.00%		0.00
		Subtotal (includes a discount of 400.00)			3,500.00
		TOTAL GST 10%			350.00
		TOTAL AUD			3,850.00



# INVOICE

Adelaide Bangladeshi Cultural Club Incorporated  
 [Redacted]  
 Parafield Gardens  
 SA5107  
 Supply & Install to : Mobara Park, Mawson Lakes, SA5095  
 Event Date: 16/02/2020

**Invoice #** ABCC001  
**Invoice Date** 02/01/2020  
**Due Date** 03/02/2020

Item	Description	Unit Price	Quantity	Amount
Product	Stage Decoration	1275.00	1.00	1,275.00
Product	Marquee supply, Install & Pack up	75.00	20.00	1,500.00
Product	Table	10.00	30.00	300.00
Product	Chairs	5.00	150.00	750.00
<b>NOTES:</b> This is Quotation Only				
<b>Subtotal</b>				3,825.00
<b>Total</b>				3,825.00
<b>Amount Paid</b>				0.00
<b>Balance Due</b>				\$3,825.00



**SOUTH AUSTRALIA**  
Associations Incorporation Act 1985  
Section 20(1)

Incorporation Number: **A41851**

## **Certificate of Incorporation**

This is to certify that

**ADELAIDE BANGLADESHI CULTURAL CLUB  
INCORPORATED**

is, on and from the eighteenth day of July 2013  
incorporated under the Associations Incorporation Act 1985.

Given under the seal of the Corporate Affairs Commission at Adelaide on this  
eighteenth day of July 2013

  
Commissioner of Corporate Affairs 

Certificate



7 May 2019

Md Masudur Rahman  
Adelaide Bangladeshi Cultural Club Inc  
[Redacted]  
Parafield Gardens SA 5107



Dear Sir/Madam,

**Certificate of Currency**

<b>INSURANCE CLASS</b>	Public & Products Liability	
<b>INSURED NAME</b>	Adelaide Bangladeshi Cultural Club Inc	
<b>POLICY EXPIRY DATE</b>	28 March 2020	
<b>SITUATION</b>	Worldwide excluding USA & Canada	
<b>INTEREST</b>	Legal liability to third parties for Injury and/or Damage to Property caused by an occurrence in connection with the Insured's business	
<b>LIMIT OF LIABILITY</b>	\$20,000,000	
<b>DEDUCTIBLE / EXCESS</b>	\$100 for Property Damage claims only.	
<b>INSURER</b>	<b>PROPORTION</b>	<b>POLICY NUMBER</b>
QBE Insurance (Australia) Ltd	100.000%	AT A172000 PLB

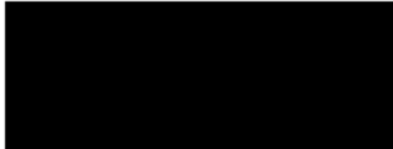
**SPECIAL PROVISIONS** NOTING: The main function of the Club is to operate a languages school (ABACC SCHOOL) on weekends with cultural activities specific to the Bangladeshi community.

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of

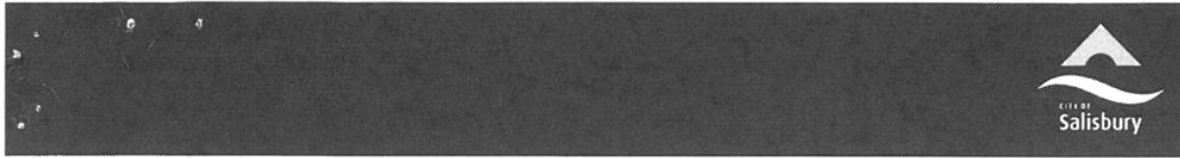
Page: 2

information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours sincerely,





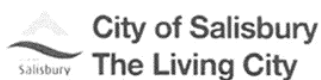


# Community Grants Program

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information			
<b>1. GROUP / ORGANISATION DETAILS</b>			
Name:	Adelaide Bangladeshi Cultural Club Incorporated		
Address:	[REDACTED]		
Suburb:	Parafield Gardens Postcode: 5107		
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>			
Name:	Mr <input checked="" type="radio"/> Md Masudur RAHMAN		
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:	Other: Md Masudur Rahman		
Title (role with the group/organisation):	President		
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>			
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	Executive Committee members		
<b>Is your organisation:</b>			
a) Incorporated:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input checked="" type="checkbox"/>            (go to question c)         </td> <td style="text-align: center;"> <b>No</b>  <input type="checkbox"/>            (go to question b)         </td> </tr> </table>	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)		
ASIC Registration Number:	A41851		
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"> <b>Yes</b>  <input type="checkbox"/>            (go to question c)         </td> <td style="text-align: center;"> <b>No</b>  <input checked="" type="checkbox"/>            (go to question c)         </td> </tr> </table>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)
<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input checked="" type="checkbox"/> (go to question c)		
<b>Parent Organisation</b>			
Name:			
ASIC Registration Number:			

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

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

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

Community Grant Application - Page 4 of 13

<b>GST Declaration</b>		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN:)</small>  <b>1 1 7 1 8 2 8 9 9 7 8</b> - - - - - <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input 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.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input checked="" type="checkbox"/></span> <small>(enter '0' dollar amounts below)</small>
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	0
Organisation's contribution:	2165
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	<i>Local Business entities: 3500</i>
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	<i>Member donations: 2500</i>
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0 8165</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>In Kind donation from members contribution: \$8165. Labour hour: Volunteers are working to train children to perform. This hours are approx. 250 hrs. Transporttation support, food support.</i>
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
<i>Sound System Hire</i>	3850
<i>Csotumes Purchase for Kids</i>	1550
<i>Costumes for Adults performer</i>	1200
<i>Stage decoration</i>	490
<i>Marquees, Hire Table Chair, Decoration</i>	3825
<i>Transport</i>	750
<i>Advertisement</i>	1250
<i>Banner</i>	250
<b>TOTAL (including GST):</b>	<b>\$ 0 \$13,165.00</b>

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Food &amp; Cultural Festival</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>Sunday 16/02/2020</i>
Total cost of Project/Event	<i>\$ 0 \$13,165.00</i>
Amount of Community Grant Funding Requested	<i>5000</i>
Is there any other information that you may feel is relevant to your application?	<input 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 type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

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 checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	November 2017
What amount of Grant funding was provided:	2500
When was the previous Grant acquitted (month & year):	February 2018
<b>Group/Organisation Information</b>	
Group/Organisation Name	Adelaide Bangladeshi Cultural Club Incorporated (ABACC)
Group/Organisation Description	Community group , teaches cultural activites and organise events
Group/Organisation Registered Address	Number/Street: [REDACTED] Suburb: Parafield Gardens <span style="float: right;">Postcode: 5107</span>
Is the Club Incorporated?	Yes
Number of Members	250
% of Membership that reside in the City of Salisbury	75 %
<b>Project/Event Details</b>	
Project/Event Name	Food & Cultural Festival
Project/Event Summary	To display cultural and heritage expertise in City of Salisbury
Date(s) of Project/Event	SUNDAY 16/02/2020
Location of Project/Event:	Number/Street: Mobara Park, 14 Garden Tce Suburb: Mawson lakes <span style="float: right;">Postcode: 5095</span>
How will the Project/Event benefit the residents of the City of Salisbury?	As we based on locally and our most members are from this council area. Also the event is open to all so the event will benefit locals a lot.
How many individuals will benefit from the Project/Event?	2000
% of project/event participants that reside in the City of Salisbury	80 %
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	Local banners, leaflet distributions, facebbok, youtube ads etc

*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>Provide a description of the proposed project or event:</p> <p><i>1400 years old Bengali culture has its root in Bengali music, Bengali cinema and Bengali literature. The delicious Bengali cuisine also forms an important constituent of the state's cultural heritage. The purpose of the Festival to showcase these thousands years old in South Australia ignorer to add value to the multicultural nation.</i></p> <p><i>-Promote Local Artists who have talents and expertise to exercise and explore their skills and knowledge</i>  <i>-Connect Bengali Culture with other local communities and their cultures.</i>  <i>-Promote new Small and Medium Enterprises (SME) to explore their businesses among Local people through this Multicultural Event. We will invite entrepreneurs to have their stalls to sell and display their new ventures.</i>  <i>-Engage new migrants by supporting their children by promoting their talents and expertise</i></p> <p><i>Planned activities:</i></p> <p><i>Other nationalities to perform their own cultural shows under one umbrella. Local people will get scope to learn more deeply the different culture and their traditions.</i>  <i>Besides cultural show we will put few stalls for Food and Dresses for different nations. New small and medium entrepreneurs will be offered those stalls to sell and promote their business and goods. This will help them to grow their business and get a good market through this event.</i></p> <p><i>The event will be whole day till night. Live cultural shows will cover music, dance, drama etc. At the same time people can taste the flavour of Bengali foods and dresses along with other countries'.</i></p> <p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Benefits and Outcomes of the Project or Event
<p>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</p> <p><i>-Cultural Diversification: There are many talents come from different parts of the globe but they can not explore due to insufficient floor and mentors. ABACC has opened the door for those latent talents. We bring them under our association to get better mentor. Their devotion and diversifications of cultural expertise encourage us to organise big and wider cultural events where they can display their Arts. So we are doing such events since long for effective and efficient cultural diversification in Australia.</i></p> <p><i>-Community engagement: Community engagement helps people and their families to make a better family life. We have exercised different family issues such as conjugal life, domestic violence, child development which the migrants facing here. At the same tike we discovered that community engagements through cultural activities helps a lot to reduce those troubles. They can use their free time in cultural practice and community support .</i></p> <p><i>-Reduce risk of cultural shocks: when a new migrant migrate to Australia his/her main concern is cultural shock. Through the event they can engage themselves and get involve with other nationalities which will help them to cope.</i></p>



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

Community Grant Application - Page 10 of 13

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>Invite and involve other community groups to perform their own cultural activities. Provide stalls to other nationalities to sell and promote their new businesses</i></p> <p><i>As we mentioned earlier we already have good direct connection with Indian, Nepalese communities. They are already working with us deeply.</i></p> <p><i>This time we will invite other nationalities by direct negotiations with their community leaders. We will keep some slots for them. They will have their own performances at the Festival .</i></p> <p><i>In this event we planned to include Australian communities too such as Aboriginal community people. We are working with them to give them few slots at the Event to display their heritage and traditional shows.</i></p> <p><i>We also working with some local Musicians and Dancers. They will perform with us directly and also will play their own songs and dances. They getting vividly motivated.</i></p> <p><i>Local school students are being offered to showcase some of their favourite performances.</i></p> <p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Project or Event Management
<p><u><i>Ongoing Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u><i>One-off Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>-Banners, leaflets, posters: we will disseminate hand leaflets to people at mass gathering places such as Shopping malls, community events day, religious gatherings days. Posters will be places in most shows, community boards, business entry notice boards ect. Some banner will also be placed at most important intersections.</i></p> <p><i>Our volunteers will do these like they did before.</i></p> <p><i>-Facebook and youtube advertisements: ABACC have its own youtube and facebook page where we have few thousands followers/subscribers. We will do massive promotion on these.</i></p> <p><i>-We will officially invite all local business owners to come and support</i></p> <p><i>-We will officially invite all other community organisations to come and participate</i></p> <p><i>Besides these we will engage other nationalities prior the event to work with us for the event. We have already involved Indian community people and Nepalese people. They are becoming our members day by day. Thus they are inviting their own community people to ABACC. This is really giving a good opportunity to promote our activities and the proposed event effectively.</i></p> <p><i>We have already getting use support from other nationalities. They will work directly and indirectly . Their children are preparing themselves for cultural performances.</i></p>

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

Application Declaration		
<i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i>		
Please read, tick the S1 and S2 boxes and sign:		
S1	S2	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I acknowledge that I am authorised to make this application on behalf of the Organisation.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I acknowledge that the information provided in this application is true and correct.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.		
On behalf of <u>ABACC Incorporated</u> (Group/Organisation)		
Md Masudur Rahman / President <small>(Name/Position)</small>	and	Nourin Ferdous / Finance Secretary <small>(Name/Position)</small>
 <small>(Signature 1)</small>		 <small>(Signature 2)</small>
<u>14.01.2020</u> <small>(Date)</small>		<u>14.01.2020</u> <small>(Date)</small>
Contact (phone number): <span style="background-color: black; color: black;">XXXXXXXXXX</span>		Contact (phone number): <span style="background-color: black; color: black;">XXXXXXXXXX</span>

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

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

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## Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

Adelaide Bangladeshi Cultural Club

(Group/Organisation)

Md Masudur Rahman/President

(Name/Position)

(Signature)

14.01.2020

(Date)

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

	[REDACTED]
Multicultural Festival 2019 Participation	[REDACTED]
ABACC Bank Account Signatory Update	[REDACTED]
Ethnic School Children's Day	[REDACTED]
ABACC School Excursion	[REDACTED]
Grant Application	i. Unanimously agreed to apply for grant for Bengali New Year Celebration 1428 (2020) to Department of Human Services. ii. Unanimously agreed to apply for grant for Food & Cultural Festival 2020 to City of Salisbury.
Summer camping	[REDACTED]
Miscellaneous	N/A





## ADELAIDE BANGLADESHI CULTURAL CLUB

Parafield Gardens, SA-5107, Australia

music &amp; dance

art &amp; culture

language

Sunday 20 October 2019 5:00pm-7:00pm		EC MEETING MINUTES: MEETING No: EC 6 MT 03 Venue: 19 Owen Street, Plympton, SA-5038	
SUBJECT		NAME OF EC MEMBERS & POSITION	
Meeting Called by:		MR MD MASUDUR RAHMAN, President	
Type of Meeting		General EC Meeting	
Meeting Chaired By		MR MD MASUDUR RAHMAN, President	
Attendees	MR MD MASUDUR RAHMAN, President		
	MS NOURIN FERDOUS, Finance Secretary		
	MS KHURSHIDA SHABNAM, Cultural Secretary		
	MR MD TOUHIDUL ISLAM, Program Coordinator		
	MR SHUBHENDU BIKASH GIRI, Art & Creative Secretary		
	MR MOHAMMAD AMJAD KHAN, Joint General Secretary		
	MS TANIZA HOSSAIN, School Coordinator		
	MR AHMED MOSTAFA, Grant and Fund Dev. Secretary		
MR FAYSAL HAFIZ, Public Relation Secretary			
Apologies		None	
Absentees		MR MOHAMMAD RUHUL AMIN, Vice-President, MR MAHABUBUL ALAM, General Secretary	
Previous Minutes: Distributed to all EC members and Passed unanimously			
Purpose		Confirm previous minutes are a true and accurate record of the last meeting	
Agenda/Discussion Points		Decision Taken	
Bengali Festival 2019			

Incorporation Number: A41851

a non-profit community organization  
web: www.abacc.org.auABN: 117 182 89 978  
contact: +61