



# DONATIONS PROGRAMME 2012/2013 APPLICATION FOR FINANCIAL ASSISTANCE

*Completed Application Forms must be returned no later than 5.00 pm*

**31 August 2012**

*Return to: Manager, Community Development*

*Community Services Branch*

*Donations Programme*

*Hornsby Shire Council PO Box 37 HORNSBY NSW 1630*

*Telephone: (02) 9847 6889*

*FOR OFFICE USE ONLY*

Folder Number: **F2010/00047**

Please Register As:

Application for Financial

Assistance – 2012/2013 –

[Organisation's Name in Full]

## Section 4: Additional Information

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### Section 1: INFORMATION REGARDING THE COMMUNITY GROUP OR ORGANISATION

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#### 1. Community group or organisation's details

Please note, to avoid duplication, the details provided below will become your organisation's principle contact for all correspondence relating to the Donations Programme.

Name community group or organisation: AUTISM COMMUNITY NETWORK

Name that cheque should be made out to if successful: AUTISM COMMUNITY NETWORK

Postal address: PO BOX 188 RIVERWOOD NSW 2210

Contact person: STEVE DRAKOULIS

Position: PRESIDENT Telephone No: 0431 724 229

E-mail address: autismcommunity@yahoo.com

#### 2. Purpose of community group or organisation

Our purpose is to bring the autism community of Sydney together for mutual support and information. We do this through the provision of a website, e-newsletter and social activities designed to link our members to each other as well as to local services, facilities and resources.

#### 3. Brief history of group (Where started, when etc)

We began as one support group by a parent in 2010, and are now a registered charity providing 11 support or social skills groups throughout Sydney. We are made up entirely of volunteers, all parents of children diagnosed with autism spectrum disorders.

#### 4. Geographic area and population served

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#### 5. Is the community group or organisation

Please tick appropriate box

*A registered charity?*

Yes  No

*A registered co-operative?*

Yes  No

*A company?*

Yes  No

*Incorporated under the Associations Incorporations Act 1984?*

Yes  No

*Other (please specify)?*

Yes  No

If none of the above, please provide details of an organisation willing to act as an auspice for your application:

Name of Auspice Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number and E-Mail Address: \_\_\_\_\_

## Section 4: Additional Information

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(Continued)

### 6. Who is eligible:-

*To receive the services of your community group or organisation?*

Any parent or carer of a child (of any age) diagnosed with an autism spectrum disorder.

Any adult who is on the autism spectrum.

*To become a member of your community group or organisation?*

Any parent or carer of a child (of any age) diagnosed with an autism spectrum disorder.

Any adult who is on the autism spectrum.

Any service provider (such as teachers, counselors, relevant government services (we have members from 3 ADHC offices))

### 7. Paid Staff Members

Staff Member (s)	Hours of Work (Weekly)	Position Description (Brief)
Nil		

The ACN is run entirely by volunteers. Our founder (Steve Drakoulis) is paid only when community centres or grants provide funding for a group. He is a qualified trainer who is contracted to run those groups.

### 8. Volunteers

Volunteer (s)	Hours of Work (Weekly)	Tasks Performed (Brief)
Steve Drakoulis	40	President: manages the organisation
Bernardo Vizcaino	4	Vice President: supports the President, takes on different assignments
Hana Melligi	5	Treasurer: manages the financial responsibilities of the ACN
Stephanie Harries	2	Secretary: manages records and reports
Warren Thompson	5	Funding coordinator: identifies funding and fundraising opportunities
We also have a team of other volunteers who take on projects and tasks as required to support the running of the organisation. They vary, depending on availability to around a dozen members.		

## Section 4: Additional Information

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## Section 2: FUNDING CATEGORIES

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Please tick one (1) box only to nominate the Funding Category that your community group or organisation wishes to be considered for funding

- |    |                                     |                                     |
|----|-------------------------------------|-------------------------------------|
| 1. | Support Healthy, Active Communities | <input type="checkbox"/>            |
| 2. | Create a Sense of Belonging         | <input checked="" type="checkbox"/> |
| 3. | Meet Our Diverse Community Needs    | <input type="checkbox"/>            |

## Section 3: FUNDING DETAILS

1. Amount requested: \$3,220

2. Is the project still viable if your community group or organisation receives less than the requested amount? Yes  No

3. Is your community group or organisation requesting funds for?

*A new innovative programme/service*

Yes  No

*Recurrent funding for existing programme/service*

Yes  No

*One off funding for existing programme/service*

Yes  No

4. Does your programme/service relate to priorities identified in Council's Social Plan?

Yes  No

Identify which priority:

Create A Sense Of Belonging

How will your programme/service attempt to meet the goals laid out for that specific priority:

One of the key issues families with children on the autism spectrum face is social isolation. As our children's behaviour is often challenging, and with no obvious physical sign of disability, the public is often quick to judge them. Parents tend to withdraw which is a negative for the own mental health as well as their children's.

Our support group enables them to meet other families who understand them and allow them to realize there is a community around them who will support them. We have seen a number of friendships already develop among these

## Section 4: Additional Information

families in our network.

The meetings help provide information about local services in the area, funding available to their children, respite services, social groups and programs in the community and more. These enable families to let go of the isolation they experience and engage more productively with their community. We also use the network to assist families from CALD backgrounds connect with others within their own community who understand their cultural as well as autism specific needs.

Accordingly, the S.H.A.R.E. program run by Autism Community Network meets the following criteria from the council's priorities.

### Key theme

- Enhancing social and community wellbeing

### Aim

- Develop and maintain places where people feel a sense of belonging that meets cultural and social needs through a variety of networks, groups, services and facilities

### Priority

- Build social capital

### Population Outcomes

- Council supports healthy communities
- Council promotes and works towards creating a sense of belonging in the community
- Council meets the diverse needs of the community

### Goals

- Reasons for social isolation are addressed
- Services are networked and work effectively in partnership

## 5. Purpose for which monies are requested?

1. Outreach to newly diagnosed families in Hornsby council area through local doctors, schools, community centres and peak bodies (ASPECT, Carer's NSW etc)
2. Fortnightly support group for parents and carers to connect and break the isolation of autism
3. Production of communication tools (e-newsletter, flyers, information sheets, etc)

## 6. What evidence is there of community need for your community group or organisation and how residents of the Shire of Hornsby benefit from your community group or organisation's activities or services?

- Our organization has over 260 families in our support network. 34 of those are from within the Hornsby Council area while others from neighbouring areas also regularly travel to attend this support group.
- Our fortnightly support group consistently draws high numbers who rely on the information and communication provided to alleviate the stress and isolation they have previously felt.
- The group also allows them to connect with other local families for mutual support and friendship, as well as social opportunities for their children.
- They engage with families from all over Sydney through the structures we've put in place (a Parent Forum, and Common Ground groups)
- Since this group was started in November 2011, it has proven the most successful in terms of regular attendance among all 11 support groups run by our organisation. This is a direct reflection of the community's need for such a service.

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### 7. Other Sources of Funding

Grant Applied For	Funding Source	Amount Applied For	Success (Yes/No)	Amount Received
Nil				

### 8. Has Council given your community group or organisation a donation within the past five years?

Yes  No

*If YES*

Financial year	\$Amount funded	Purpose for which funds were allocated
2011/2012		
2010/2011		
2009/2010		
2008/2009		
2007/2008		

### 9. If your community group or organisation was funded in Council's 2011/2012 Donations Programme has the feedback form been completed and returned?

N/A Yes  No

*If NO, please contact Council for a Feedback Form and submit form to Council prior to 31 August 2012.*

### 10. What outcomes does your community group or organisation expect to achieve over the next twelve months? (e.g. number of clients, home visits, etc.)

- Increased awareness of this service in the local community
- High numbers of families in attendance
- Establish a social skills group for children or young adults
- Increase confidence in carers ability to help their children
- Connect with more families from CALD backgrounds

### 11. Should your community group or organisation be successful in attaining funding from Council please indicate how your community group or organisation will acknowledge Council's donation

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1. Our monthly newsletter will featured the council's contribution on our *Acknowledgement of Support* page.
2. We will include this information on the same page we have on our website.
3. The newsletter also lists each support group available with its operational details – this will be promoted as group provided by Hornsby Council.
4. Participants will be made aware that this group is made possible for them through the support of their council

### 12. How did your community group or organisation find out about Hornsby Shire Council's Donations Programme?

- Word of mouth
- Newspaper advertisement
- Council staff
- Community meeting
- Applied previously
- Council's website
- Other (please specify)

**The Warringah Disability newsletter**


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**Please Note:** *The information your organisation provides will be viewed by Council staff and Councillors who form a panel to assess the applications.*

### PLEASE ATTACH:

1. A copy of your organisation's most recent audited financial statement for twelve (12) months showing income and expenditure including funds from all sources. We are still a new organization, less than 12 months registered. **We are providing our Organisational template which includes records of all funding we have secured to date.**
2. The most recent Annual Report or the Chairperson's and Treasurer's reports from your last Annual General Meeting. **Organisation was registered in October 2012, we have not yet held an AGM. We have attached however a profile of the organization.**
3. Project Budget. See Attachment 1 - Page 6. - **COMPLETED**
4. Project Plan. See Attachment 2 - Page 7. - **COMPLETED**
5. A copy of your organisation's constitution. - **ATTACHED**

Applicant's name: Steve Drakoulis

Applicant's signature: 

Position: President

Date: 30 August 2012

## Attachment 1: PROJECT BUDGET

Summarise your proposed project expenditure, showing expenses for task, activity or materials in the space provided below.

**Note:** Funds received through Council's Donations Programme are not to be used to cover costs associated with salaries, capital upgrades, workers compensation insurance, public liability insurance or rent.

<b>Task, Activity or Materials</b>	<b>Organisation's Contribution \$</b>	<b>Funds Requested \$</b>	<b>Project Total \$</b>
Salaries (Contractor)	\$2600	<i>Not Funded</i>	\$2600
Salary overheads (holidays, super, etc)	-	<i>Not Funded</i>	-
Capital upgrades/infrastructure	-	<i>Not Funded</i>	-
Worker's compensation insurance	-	<i>Not Funded</i>	-
Public liability insurance	\$146	<i>Not Funded</i>	\$146
Rent	-	<i>Not Funded</i>	-
Venue hire	\$1300	\$750	\$2050
Travel expenses	-	\$637	\$637
Motor vehicle expenses	\$130	<i>Not Funded</i>	\$130
Electricity	-	<i>Not Funded</i>	-
Telephone	-	\$36	\$36
Printing / Photocopying / Postage		\$300	\$300
Stationery		\$200	\$200
Publicity / Advertising	\$650		\$650
Equipment (please list) <input type="checkbox"/> laptop – for use in presentations and talks to group. Cost includes software and security program.		\$1297	\$1297
Other			
In Kind Contribution (please list) <input type="checkbox"/> Hornsby RSL is providing room hire as an in-kind donation. They are only charging for the cleaning fee. <input type="checkbox"/> All other costs listed as provided by our organization as In Kind – we are doing them in our own time or at our cost			
Income <ul style="list-style-type: none"> <li>• Membership Fees</li> <li>• Fundraising</li> <li>• Grants</li> <li>• Other</li> </ul>	+\$1000		
<b>Total</b>	<b>\$4,826</b>	<b>\$3,220</b>	<b>\$8,046</b>



## Attachment 2: PROJECT PLAN

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Summarise your proposed project plan in the space provided below.

Note: Successful applicants will be notified and funds made available after November 2012 for spending by 30 June 2013.

<b>PROJECT NAME</b>	S.H.A.R.E. ( Supporting Hornsby Autism – Resources and Empowerment )
<b>DESCRIPTION OF ACTIVITY/EVENT</b>	A fortnightly support group for parents and carers of children with autism spectrum disorders.
<b>TIMEFRAME</b>	11 September 2012 to 10 September 2013.
<b>BUDGET</b>	Total cost = \$8,168 ACN & In-kind community contribution = \$3,450 Donation requested from Hornsby Council = \$4,718
<b>OUTCOME</b>	Build resilience in the community  Connect families with service providers and others who can support them  Educate parents on matters relating to the welfare of their children with autism and give them access to services
<b>OUTPUT</b>	Support group to run every second Tuesday for a period of 24 fortnights.

11<sup>th</sup> September 2012 to 10<sup>th</sup> September 2012 = 24 fortnights

6<sup>th</sup> November 2012 to 18<sup>th</sup> June 2013 = 13 fortnights

2012	11/9	25/9	9/10	23/10	6/11	20/11	4/12	Break	
2013	29/1	12/2	26/2	12/3	26/3	9/4	23/4	7/5	21/5
4/6	18/6	2/7	16/7	30/7	13/8	27/8	10/9		

**Salaries:** The ACN engages qualified contractors to run our groups, usually our President in his capacity as a Trainer / sole trader. Steve Drakoulis will continue to run this group at no charge, as it is important that this group continues to meet the needs of the community.

\$50/hr x 4 hrs per meeting x 13 meetings = \$2600

(2 hrs for facilitate, 2 hours planning and follow ups)

**Public Liability Insurance:** ACN has \$10 million cover through ANSVAR Insurance. Cost per annum is \$1461. Calculated for this project at 10%

**Venue Hire** Hornsby RSL are providing an in kind donation for the room hire.

At \$100 per meeting x 24 meetings, this is a total of \$2400.

They do however, ask us to pay a \$50 cleaning fee each time, something we cannot afford to do ourselves. This is a total of \$1200.

**Travel:** 70c / km x 70km round trip

= \$49.00 per meeting

X 13 meetings = \$637

The facilitator (our founder Steve Drakoulis who is well respected in the autism community travels from our base in the St.George area to run these groups.

**Motor Vehicle Expenses:** The facilitator will absorb the costs associated using his own vehicle to travel to the group.

**Telephone:** We have calculated this as 10% of total monthly phone plan, (\$60/month) asking for \$36 to be donated towards helping coordinate the running of this group.

#### **Printing / Photocopying / Postage**

There is considerable printing and copying of materials required, as we provide resources and information to parents at every meeting. We also post out any material they may need.

\$300

**Stationery:** an amount of \$200 for the 12 months will allow us to account for stationery needs relating to the operation of this group.

**Publicity / Advertising:** The ACN (and our President as a volunteer) will carry out this as an in kind donation. 13 meetings, 1 hour for each, @ \$50/hr = \$650

**Equipment:** As we endeavor to run talks and presentations as part of the support group whenever required, we have factored in the cost of a laptop unit with MS Office software and security program preloaded.

**Income:** The ACN plans to run a fundraising BBQ through Bunnings in Thornleigh during 2013 to raise funds to support this group.