V3 4-6-2021

The HCSA is keen to encourage community use of the space and facilities that the HCSA leases from the Regional Council of Goyder. If your idea involves one of these spaces, you will need the endorsement of the HCSA. We have developed this template to help you understand what the HCSA will need to know in order to approve or support your idea.

Please complete this template and bring it along to the HCSA meeting when you present your idea. There are some things that we must know before we can make a decision (insurance is one of these). If you haven’t got all the information, that’s OK, we are keen to discuss your idea and help to fill in the gaps, but we can’t make a decision until we have all the necessary information.

## Outcome (aim of the proposal)

What are you trying to achieve? Who will benefit? Why is this necessary?

## Your idea

Describe your project/idea.

## Who’s driving this?

Tell us about you, or your group. Who’s involved? How are you going to make this work?

## What do you need from the HCSA?

The HCSA has its own projects, as set out in the Strategic Plan, so we’re expecting you to run your project. However, you need to consider:

* If you’re using leased space/facilities, you need the HCSA’s permission.
* Insurances: is your idea covered by the HCSA policies, or do you need extra insurances and how are you going to organise this?
* Liquor and other licences.
* COVID-safe practices.
* If it’s a big event, you’ll need a risk management plan (the HCSA can help with this).
* If you’re considering activities for children or vulnerable people, you’ll need DHS clearances.

What do you need from the HCSA?

## Cleaning and repair

You will be responsible for maintaining the facilities in good condition. Please describe the cleaning and repair implications of your project – and how you are going to address these.

## Grants and funding

You’ll need to cover the cost of your project. If you need a grant, we’re happy to help you write it. It’s likely that you’ll need an incorporated body to auspice your grant and the HCSA can do that, provided we are comfortable that all risks can be managed.

What is the value/cost of your project: $­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_

How are you going to raise these funds?

What will you do with surplus funds?

## Your contact details

Please provide phone and email contact details for your project.