Community Development Grant

We wish to make the grant application process easy for you! To assist, please read the following carefully before you fill in your application form.

1. Please first read the detailed information describing if you are eligible and what funding categories are available on the *Community Development Grant Fact Sheet at* http://www.mitchamcouncil.sa.gov.au/grants

2. Please provide responses to all the questions within this application form, and provide supporting documentation where required. Your application may not be considered if you do not provide this.

3. Do you want to apply for more than one project? If so, please provide separate Application Forms for each project. Extra copies are available on the Council's website at http://www.mitchamcouncil.sa.gov.au/grants

4. If you would like a copy of the Community Development Grant Fact Sheet and Application Form posted to you, please contact the Council on 8372 8888.

    Please forward completed applications to:
      Community Development Grants
      City of Mitcham
      PO Box 21
      Mitcham Shopping Centre
      TORRENS PARK SA 5062
      Fax: 8372 8101
      Or email to mitcham@mitchamcouncil.sa.gov.au

5. Any attachments should be **A4 pages to enable photocopying – please do not staple or bind** your Application.

6. **Applications close at 5.00 pm on the last business day of March and September each year (unless it is an election year).**

7. If you have any queries/comments regarding completing this application form please contact the Council on 8372 8888.

application form

SECTION A: APPLICANT DETAILS

Name of group or organisation undertaking the project		
Organisation's postal address		**Postcode**
Telephone number		
Email address		
Does your organisation have an ABN	Yes ☐ No ☐	
*If **NO** a representative of the organisation will be required to complete an Australian Tax Office – "Statement by a Supplier" form, which will be provided to successful applicants to complete at a later date.*		
ABN		

CONTACT PERSON FOR THIS PROJECT

Name	
Daytime contact number	
Email address	

DESCRIPTION OF GROUP OR ORGANISATION

In summary, what is the primary aim or goal of the group or organisation?	
Where is the group or organisation located?	
Number of members currently involved in the group or organisation?	
TO BE ELIGIBLE TO APPLY for a Community Development Grant you must be able to answer YES to the following three questions:	
Is your group or organisation able to demonstrate that the activity for which you seek a grant provides a significant benefit to the City of Mitcham community?	Yes ☐ No ☐ If yes, please demonstrate this:
Is this grant for a new project and not for reimbursement for projects already completed or monies already spent?	Yes ☐ No ☐
Is your group one of the following?	***Please tick one:*** • Not for Profit Community organisation ☐ (as defined by the Australian Taxation Office) • Incorporated, or ☐ • Auspiced by an incorporated body ☐

SECTION B:	DESCRIPTION OF THE PROJECT
Project Title	
Amount requesting (up to $2,500)	$
There are 6 funding categories. Which category are you seeking funding under? *Refer to the 'Fact Sheet, 'Funding Categories', and choose the Category that best describes the aims of the project for which the grant is being sought (not the general focus of your group or organisation):*	*Please tick only one funding category that best describes the type of project:* ☐ **Community Physical and/or Mental Wellbeing** ☐ **Community Gardens or Garden Activities** ☐ **Community Art / Public Art** ☐ **Environmental Improvements** ☐ **Community Connections** ☐ **Community Events**
Please describe in more detail what the objectives of the project are	
Essential Criteria that your Project Must Meet:	
Your Project must meet at least one of these essential criteria	*Please indicate at least one criteria your project will achieve:* ☐ Builds and strengthens local networks and partnerships ☐ Nurtures community leadership ☐ Fosters community connections ☐ Enhances physical heath and/or emotional wellbeing ☐ Supports learning and skill development ☐ Enhances cultural understanding
Please provide further information on how your project will meet one or more of the above essential criteria	

Desired Criteria that is not Mandatory but is Encouraged:	

Once you have met at least one of the Essential Criteria above, priority for funding will then be given to projects that meet the following desired criteria.	*Please indicate if your project meets any of these desired criteria:*
	
	☐ Project supports new or innovative approaches that respond to emerging trends and community needs
	
	☐ Project targets vulnerable groups within the community *(indicate group(s):*
	    ☐ Youth
	    ☐ People who are physically/mentally disadvantaged
	    ☐ Aged
	    ☐ Socially isolated
	    ☐ Culturally diverse
	    ☐ Experiencing significant disadvantage
	
	☐ Your group or organisation has the capacity to contribute to the project (for example provide other funding, resources, labour, skills, materials etc)
	
	☐ Project does not duplicate an existing service or facility that you know of
	
	☐ Project has clearly defined, specific objectives and measurable outcomes.

Please provide further information on how your project will meet one or more of the above Desired Criteria:	
How will you know if the project met its objectives?	
How did you decide the project was needed and that there is a demand for the project?	
What percentage (approximately) of the Mitcham Community will benefit?	%

Could your project proceed if you only received partial funding? *If YES, how?*	Yes ☐ No ☐
In order for this application to be assessed, you will need to provide written quotations (where appropriate). Have you provided these?	Yes ☐ No ☐
How did you hear about Council's Community Development Grant scheme?	☐ Messenger Press ☐ Community News ☐ Council Website Other (please specify):
Any further information which you think is relevant to your application? *You may wish to attach further information – please ensure it is unbound and A4 to enable it to be photocopied.*	
Is it likely that your project may involve the submission of applications for further Council permits or Development Applications prior to being implemented? *Such projects may involve the following:* • *Construction or modification on Council property* • *Erection of banner or moveable sign* • *Events (including road events, street parties, marches, parades)* • *Erection of trading tables* • *Property Development - for details of what is classified as property development, refer to Council's website*	Yes ☐ No ☐ ***If YES, please note that in the event of your application being successful, funding will <u>not</u> be provided if the required approvals are not given.***
And finally Have you included all of the supporting documentation where required? Have you answered all of the questions?	 Yes ☐ No ☐ Yes ☐ No ☐

SECTION C: PROJECT BUDGET & DECLARATION

INCOME:

What contributions will your organisation be making to the total cost of the project, what contribution are you requesting from the Community Development Grants scheme, and will you be sourcing other funding?

Funding Source	Amount
Requested from Council	$
Your organisation's cash contribution	$
Other Government funding (Federal or State)	$
Any other cash sponsorships	$
Total Project Financial Income	**$**

Non-Financial / In-Kind Contributions (describe what they are):

EXPENDITURE

How the money will be spent (attach quotes if possible):

Item	Amount
	$
	$
	$
	$
	$
Total Project Expenditure	**$**

DECLARATION:

I, _____ on behalf of _____ declare that, if our application for funding is successful, I will forward to the City of Mitcham a written assessment of the project and a Statement of Expenditure signed by the Treasurer of the organisation after the monies provided been expended.

In accepting a grant for the project _____ our organisation agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to this project. The Council bears no responsibility for the management of the project prior to, during and after finalisation and makes clear that the financial contribution is for funding purposes only.

SIGNATURE: _____

POSITION: _____   DATE: