

# Community Facilities 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 to establish if you, your group or organisation are eligible on the **Community Facilities 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 Facilities 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](mailto: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 can be received at any time throughout the year except during caretaker period.**
7. If you have any queries regarding completing this application form please contact the Council on 8372 8888.

# application form

# MITCHAM

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
<i>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.</i>	
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?	
<b>TO BE ELIGIBLE TO APPLY for a Community Facilities Grant you must be able to answer YES to the following questions:</b>	
Is your group or organisation one of the following?	<p><b>Please tick one:</b></p> <ul style="list-style-type: none"> <li>• Not for Profit Community organisation (as defined by the Australian Taxation Office)</li> <li>• Incorporated, or</li> <li>• Auspiced by an incorporated body</li> </ul>
Is your group or organisation able to demonstrate that the capital improvement for which you seek a grant provides a significant benefit to the City of Mitcham community?	<p>Yes          No</p> <p>If yes, please demonstrate this:</p>
Is this grant for a new capital improvement and not for reimbursement for improvements already completed or monies already spent?	<p>Yes          No</p>

<b>SECTION B: DESCRIPTION OF THE PROJECT</b>	
<b>Project Title:</b>	
<b>Amount requesting</b>	<b>\$</b>
<b>Please describe the capital improvement in further detail</b>	
<b>Essential Criteria that your Project Must Meet:</b>	
<b>Your capital improvement must meet at least one of these essential criteria.</b>	<p><b><i>Please indicate at least one criteria your capital improvement will achieve:</i></b></p> <ul style="list-style-type: none"> <li>Build and strengthen local networks and partnerships</li> <li>Nurture community leadership</li> <li>Foster community connections</li> <li>Enhance physical health and/or emotional wellbeing</li> <li>Support learning and skill development</li> <li>Enhance cultural understanding</li> </ul>
<b>Please provide further information on how your capital improvement will meet one or more of the above essential criteria:</b>	
<b>Does this proposed capital improvement align with Council’s Strategic Management Plan and Council’s Sports Facility Strategy?</b>	<p>Yes                      No</p>

Assessment Process on Proposed Capital Improvement	
How will you know if the capital improvement met its objectives?	
How did you decide the capital improvement was needed and that there is a demand for the improvement?	
What percentage (approximately) of the Mitcham Community will benefit?	_____ %
<p>Could your capital improvement proceed if you only received partial funding?</p> <p><i>If YES, how?</i></p>	Yes      No
<p>In order for this application to be assessed, you will need to provide written quotations (where appropriate). Have you provided these?</p>	Yes      No
How did you hear about Council's Community Development Grant Scheme?	<p>Messenger Press</p> <p>Mitcham Community News</p> <p>Council Website</p> <p>Other (please specify)</p>
<p>Any further information which you think is relevant to your application?</p> <p><i>You may wish to attach further information – please ensure it is unbound and A4 to enable it to be photocopied.</i></p>	

<p><b>Is it likely that your capital improvement may involve the submission of applications for further Council permits or Development Applications prior to being implemented?</b></p> <p><i>Such projects may involve the following:</i></p> <ul style="list-style-type: none"> <li>• Construction or modification on Council property</li> <li>• Erection of banner or moveable sign</li> <li>• Events (including road events, street parties, marches, parades)</li> <li>• Erection of trading tables</li> <li>• Property Development - for details of what is classified as property development, refer to Council's website</li> </ul>	<p>Yes      No</p> <p><b><i>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.</i></b></p>
<p><b>And finally</b></p> <p><b>Have you included all of the supporting documentation where required?</b></p> <p><b>Have you answered all of the questions?</b></p>	<p>Yes                  No</p> <p>Yes                  No</p>

**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?

<b>Funding Source</b>	<b>Amount</b>
Requested from Council	\$ _____
Other government funding (Federal or State)	\$ _____
Your organisation’s cash contribution	\$ _____
Any other cash sponsorships	\$ _____
<b>Total Project Financial Income</b>	<b>\$ _____</b>

Non-financial / in-kind contributions (describe what they are):

**EXPENDITURE**

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

<b>Item</b>	<b>Amount</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Project Expenditure</b>	<b>\$ _____</b>

**DECLARATION:**

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ (name of Organisation) 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: \_\_\_\_\_