



Maggy Ragless Memorial 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 **Maggy Ragless Memorial 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 Maggy Ragless Memorial 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 15 April each year (unless this date falls on the weekend or a public holiday).**
7. If you have any queries/comments regarding completing this application form please contact the Council on 8372 8888.

application form

MITCHAM

SECTION A: APPLICANT DETAILS	
Name of person, group or organisation undertaking the project	
Postal address	Postcode
Telephone number	
Email address	
Do you, your group organisation have an ABN?	Yes No
<i>If NO you, your organisation or group will be required to complete an Australian Tax Office – “Statement by a Supplier” form, which will be provided to successful applicants to complete.</i>	
If YES, please provide your ABN	

CONTACT PERSON FOR THIS PROJECT	
Name	
Daytime contact number	
Email address	

DESCRIPTION OF INDIVIDUAL, GROUP OR ORGANISATION	
In summary, what is the primary aim or motivation of the individual, group or organisation?	
Where are you, the group or organisation located?	
If the application is by a group or organisation, approximately how many members are currently involved in the group or organisation?	

TO BE ELIGIBLE TO APPLY for a Maggy Ragless Memorial Grant you must be able to answer YES to the following questions:	
<p>I, the group or organisation are one of the following:</p>	<p>Yes No</p> <p>Please tick one:</p> <ul style="list-style-type: none"> • Resident of the City of Mitcham • Business owner operating within the City of Mitcham • Educational institution located within the City of Mitcham • Student living or attending a school within the City of Mitcham • Community group operating within the City of Mitcham or whose activities primarily benefit City of Mitcham residents
<p>Is this grant for research or project? It must not be for privately owned collections, repairs or improvements to buildings, labour costs or salaries, reimbursement for projects already completed or monies already spent, or regularly maintenance or ongoing operation costs?</p>	<p>Yes No</p>

SECTION B: DESCRIPTION OF THE RESEARCH OR PROJECT	
<p>Research or project title:</p>	
<p>Amount applied for (up to \$2,000)</p>	<p>\$</p>
<p>Please describe in more detail what the objectives of the research or project are</p>	
Please indicate how the project meets the following essential criteria:	
<p><i>The research or a project is about people, places or events which relate to the local history of the City of Mitcham?</i></p> <p><i>If yes, describe how?</i></p>	<p>Yes No</p>

<p>The research or project addresses knowledge gaps in the City of Mitcham’s history? <i>If yes, describe how.</i></p>	<p>Yes No</p>
<p>The research or project will be publically accessible. <i>If yes, describe how.</i></p>	<p>Yes No</p>
<p>Desired Criteria</p>	
<p>Please indicate which desired criteria the research or project meets</p>	<p>The research or a project proposes innovative historical or heritage themes:</p> <p>Uses proactive or innovative ways of presenting the material to inform, engage and involve the community</p> <p>Has the potential to engage new audiences in local history and encourages and supports people to become more involved in their local community</p> <p>Is local history which celebrates community spirit, diversity and achievements.</p>
<p>Please provide further information on how the research or project will meet the above desired criteria</p>	

<p>Could your research or project proceed if you, your group or organisation only received partial funding? If YES, how?</p>	<p>Yes No</p>
<p>How did you hear about Council's Maggy Ragless Memorial Grant?</p>	<p>Messenger Press Community News Council's Website Other (please specify)</p>
<p>Any further information which you think is relevant to your application? <i>You may wish to attach further information – please ensure it is unbound and A4 to enable it to be photocopied.</i></p>	
<p>And finally</p> <p>Have you included all of the supporting documentation where required?</p> <p>Have you answered all of the questions?</p>	<p>Yes No</p> <p>Yes No</p>

SECTION C: PROJECT BUDGET & DECLARATION

INCOME:

What contributions will you, the group or organisation be making to the total cost of the research or project, what contribution are you requesting from the Maggy Ragless Memorial Grant scheme, and will you, the group or organisation 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 _____ (name of group or organisation, if applicable) declare that, if this application for funding is successful, I will forward to the City of Mitcham a written assessment of the project (as described in Other Terms and Conditions in the Fact Sheet) after the monies provided been expended.

In accepting a grant for the research or project _____ I, the group / 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: _____