

Mayoral 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 **Mayoral 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 Mayoral 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 may be submitted throughout the year.**
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 individual, group or organisation undertaking the project		
Postal address		Postcode
Telephone number		
Email address		
If the application is by a group or organisation, does your organisation have an ABN?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<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</i>		
If YES, please provide the 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 is the individual, 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?	
Which best describes the individual, group or organisation?	<p>Please tick one:</p> <ul style="list-style-type: none"> • Not for Profit Community organisation <input type="checkbox"/> (as defined by the Australian Taxation Office) • Incorporated, or <input type="checkbox"/> • Auspiced by an incorporated body <input type="checkbox"/> • Resident of the City of Mitcham <input type="checkbox"/>

TO BE ELIGIBLE TO APPLY for a Mayoral Grant you must be able to answer YES to the following questions:

Are you, the 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 <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please demonstrate this: _____ _____

<p>Is this grant for a new project and not for reimbursement for projects already completed or monies already spent?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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SECTION B: DESCRIPTION OF THE PROJECT

<p>Project Title:</p>	
<p>Amount requesting</p>	<p>\$</p>
<p>Please describe in more detail what the objectives of the project are</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Essential Criteria that the project must meet:</p>	
<p>The project must meet at least one of these essential criteria</p>	<p><i>Please indicate at least one criteria the project will achieve:</i></p> <p><input type="checkbox"/> Meets community need</p> <p><input type="checkbox"/> Aligns with the City of Mitcham Strategic Management Plan objectives (a copy of the Strategic Plan is available on the website)</p> <p><input type="checkbox"/> Will primarily benefit the City of Mitcham Community</p>
<p>Please provide further information on how the project will meet one or more of the above essential criteria</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>How will you, the group or organisation know if the project met its objectives?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>How did you, the group or organisation decide the project was needed and that there is a demand for the project?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>What percentage (approximately) of the Mitcham Community will benefit?</p>	<p>_____ %</p>
<p>Could the project proceed if only partial funding was received? <i>If YES, how?</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <hr/> <hr/> <hr/>
<p>In order for this application to be assessed, written quotations (where appropriate) will need to be provided. Have they been included with the application?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>How did you, the group or organisation hear about Council's Mayoral Grant Scheme?</p>	<p><input type="checkbox"/> Messenger Press <input type="checkbox"/> Community News <input type="checkbox"/> Council Website Other (please specify): _____</p>
<p>Any further information which may relevant to the application? <i>Any further information may be attach to this application – please ensure it is unbound and A4 to enable it to be photocopied.</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p>Is it likely that the project may involve the submission of applications for further Council permits or Development Applications prior to being implemented?</p> <p><i>Such projects may involve the following:</i></p> <ul style="list-style-type: none"> • 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 at http://www.mitchamcouncil.sa.gov.au/approval 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><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></p>
<p>And finally</p> <p>Have all of the supporting documentation been included, where required?</p> <p>Have all of the questions been answered?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

SECTION C: PROJECT BUDGET & DECLARATION
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INCOME:

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

Funding Source	Amount
Requested from Council	\$ _____
Other government funding (Federal or State)	\$ _____
You or your organisation's cash contribution	\$ _____
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 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 have been expended.

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