

Special Community Event or Special Project 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 **Special Community Event or Special Project Grant Fact Sheet** at <http://www.mitcamcouncil.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.mitcamcouncil.sa.gov.au/grants>.
4. If you would like a copy of the Special Community Event or Special Project 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 mitcam@mitcamcouncil.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 in **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

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 <input type="checkbox"/> No <input type="checkbox"/>
<i>If NOT 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?	
TO BE ELIGIBLE TO APPLY for a Special Community Event or Special Project 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 <input type="checkbox"/> No <input type="checkbox"/> If yes, please demonstrate this: _____
Is this grant for a new event or project and not for reimbursement for projects already completed or monies already spent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your group or organisation one of the following?	Please tick one: <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"/>

SECTION B: DESCRIPTION OF THE PROJECT	
Project Title:	
Amount applied for (up to \$10,000)	\$
Project funding category	<p><i>Please tick one only:</i></p> <p><input type="checkbox"/> Special Community Event <i>(Please attach a copy of Public Liability Insurance cover for your organisation. If you do not have insurance, please let us know.)</i></p> <p><input type="checkbox"/> Special Project</p>
Please describe in more detail what the objectives of the event or project are	
Essential Criteria that your Event or Project Must Meet:	
If you are applying for a Special Community Event grant	<p><i>Please indicate at least one criteria your event will achieve. Further information should be provided in the section below:</i></p> <p><input type="checkbox"/> Strengthen a sense of community, belonging and civic pride</p> <p><input type="checkbox"/> Encourage residents to participate in their community</p> <p><input type="checkbox"/> Support social and cultural diversity</p> <p><input type="checkbox"/> Promote City of Mitcham business</p> <p><input type="checkbox"/> Enhance the City of Mitcham as a desirable destination</p>
Please provide further information on how your event will meet the above essential criteria	

<p>If you are applying for a Special Community Project grant</p>	<p><i>Please indicate at least one criteria your project will achieve. Further information should be provided in the section below:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Builds and strengthens local networks and partnerships <input type="checkbox"/> Nurtures community leadership <input type="checkbox"/> Fosters community connections <input type="checkbox"/> Enhances physical and emotional wellbeing <input type="checkbox"/> Supports learning and skill development <input type="checkbox"/> Enhances cultural understanding
<p>Please provide further information on how your project will meet the above essential criteria</p>	
<p>How will you know if the event or project met its objectives?</p>	
<p>How did you decide the event or project was needed and that there is a demand for the event or project?</p>	
<p>What percentage (approximately) of the Mitcham Community will benefit?</p>	<p>_____ %</p>

<p>Could your event or project proceed if you only received partial funding? <i>If YES, how?</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>In order for this application to be assessed, you will need to provide written quotations (where appropriate). Have you provided these?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>How did you hear about Council's Special Community Event or Special Project 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 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>Is it likely that your event or project may involve the submission of applications for further Council permits or Development Applications prior to being implemented? <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 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>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.</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 <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

SECTION C: PROJECT BUDGET & DECLARATION

INCOME:

What contributions will your organisation be making to the total cost of the event or project, what contribution are you requesting from the Special Community Events or Special Project Grant 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 _____ (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: _____