



**Special Community Event  
or  
Special Project Grant**

**grants fact sheet**

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<b>Description:</b>	The Special Community Events or Special Projects Grants scheme enables Council to consider one-off funding assistance for special community events and special community projects. These are events or projects that will bring something innovative, unique or particularly noteworthy and typically require a larger budget than that sought through Community Development Grants.
<b>Annual Budget:</b>	\$10,000
<b>Individual Allocations:</b>	As determined by the Community Development Grants Committee
<b>Funding Rounds:</b>	30 March and 30 September
<b>Decision Maker:</b>	Community Development Grants Committee
<b>Funding Categories</b>	<ul style="list-style-type: none"><li>• Special Community Events</li><li>• Special Community Projects</li></ul>
<b>Eligibility Criteria:</b>	Eligible individuals, groups and organisations must: <ul style="list-style-type: none"><li>• Be a not-for-profit community organisation, as defined by the Australian Taxation Office; or</li><li>• Be incorporated or auspiced by an incorporated body</li><li>• In the case of an individual, be a resident in the City of Mitcham</li><li>• In the case of a group or an organisation, be located in the City of Mitcham, or be able to demonstrate that the activity for which they seek a grant provides a significant benefit to the City of Mitcham community</li><li>• Have satisfactorily acquitted previous grants from the City of Mitcham.</li></ul>
<b>Ineligibility Criteria:</b>	Individuals, groups or organisations that exhibit one or more of the following are ineligible to apply for funding: <ul style="list-style-type: none"><li>• The grant will be used for regular maintenance or operational costs, or normal ongoing operational costs such as lease costs, existing and ongoing salaries, auditing, rent and other administrative expenses, fundraising or sponsorship, individual, commercial or political activities, training or education in government or private institutions, interstate or overseas travel, academic research or conference costs</li><li>• Reimbursement for projects already completed or monies already spent</li><li>• Funding of the same project more than once in a financial year or calendar year</li><li>• Where there are outstanding acquittals from a previous Community Development Grant from the City of Mitcham</li><li>• Services which are considered to be primarily the responsibility of the State or Federal Governments</li><li>• Where responses are not provided to all questions on the application form</li><li>• Where applications do not include supporting documentation where required.</li></ul>

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**Essential Selection Criteria:**

Applicants must demonstrate how their proposed project, program or activity:

- Falls into the category of either Special Community Event or a Special Community Project
- Is special or innovative
- Will primarily benefit residents of the City of Mitcham and the Mitcham community

For **Special Community Events**, demonstrate how they meet at least one of the following criteria:

- Strengthen a sense of community, belonging and civic pride
- Encourage residents to participate in their community
- Support social and cultural diversity
- Promote City of Mitcham businesses
- Enhance the City of Mitcham as a desirable destination

For **Special Community Projects**, demonstrate how they meet at least one of the following criteria:

- Builds and strengthens local networks and partnerships
- Nurtures community leadership
- Fosters community connections
- Enhances physical and emotional wellbeing
- Supports learning and skill development
- Enhances cultural understanding

**Desired Selection Criteria:**

Nil

**Assessment Process:**

- Applicants will receive a letter acknowledging receipt of their application within two weeks of the application being received.
- A nominated Council officer will assess applications against the eligibility requirements and selection criteria and make preliminary recommendations
- All applications, together with the recommendations of the nominated Council officer, will be presented to the Community Development Grants Committee at a meeting held approximately four weeks following the closing date of the funding round.
- The members of the Community Development Grants Committee will review the applications and officer recommendations and make a decision on which applications will be approved and for what amount of funding.
- Applications will be approved depending on their level of compliance firstly with the Essential Selection Criteria, with the funds available, and with the number of applications received.
- Decisions regarding the allocation or non-allocation of funding made by the Community Development Grants Committee are considered final.
- The Committee reserves the right to part-fund an application.

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- Subsequent to the final decision by the Committee, applicants will receive written notification about the success or otherwise of their grant application.
- Where the assessment of the Community Development Grants Committee results in a less than total allocation of budget, any surplus budget remaining may be reallocated based on the recommendations of the Community Development Grants Committee.

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