

Congratulations! Your grant application has been submitted

What's next?



All grant related documents can be found at
[mitchamcouncil.sa.gov.au/our-services/grants/
grant-faqs-and-forms](http://mitchamcouncil.sa.gov.au/our-services/grants/grant-faqs-and-forms)

1300 133 466
grants@mitchamcouncil.sa.gov.au



CITY OF MITCHAM

Follow these six steps



01 Receive approval of your grant

After you've submitted your application, we will let you know the outcome within the relevant processing timeframe. Processing times for each grant can be found on the City of Mitcham website.

02 Read, understand and submit your funding agreement



Take some time to read through the funding agreement. You have one month from the date of approval to submit your agreement. Once you have submitted the agreement, we will process your grant payment.



03 Planning an event? Provide additional information

If your grant is for an event, please complete the Event Details for Promotional Purposes form. This allows our marketing team to promote your event and includes information about booking our grants banner.



04 Complete your project within 12 months

After receiving approval, you have 12 months to deliver your project. If circumstances change or you are unable to deliver your project, please contact the City of Mitcham Grants team or submit a Variation Request form.

05 Deliver your project



This is the exciting part, delivering your project! Remember to acknowledge the City of Mitcham when promoting or sharing your project with the community.



06 Complete the grant evaluation report and financial statement

Within three months of delivering your project, you'll need to submit a completed evaluation report, financial statement and copies of all receipts. We'd love to see photos included too. If these documents aren't provided, an invoice may be issued for the return of the grant funding.

mitchamcouncil.sa.gov.au/grants