

Grants Frequently Asked Questions

CITY OF MITCHAM

mitchamcouncil.sa.gov.au/grants

What grants does the City of Mitcham offer?

My Mitcham Community Grant

Best for: Community projects, programs and events benefitting the wider community
Applications: Opens twice annually, for the month of February and August (in council election years the August round is offered in July)
Individual allocation: No limit, funding requested must be matched by other funding sources
Annual budget: $101,500

Quick Response Grant

Best for: Small or quick projects that make a positive impact on the local community
Applications: Open until funding exhausted
Individual allocation: Up to $1,000
Annual budget: $30,000

Community Facilities Grant

Best for: Capital improvements to not-for-profit community facilities or grounds
Applications: Open until funding exhausted
Individual allocation: Up to $5,000, funding requested must be matched by other funding sources
Annual budget: $43,000

Maggy Ragless Memorial Grant

Best for: Local history and heritage projects
Applications: Open until funding exhausted
Individual allocation: Up to $2,000 for research projects and $3,000 for local history groups
Annual budget: $5,000

Please refer to the grants guidelines and the Grants and Awards Policy for more information on conditions and eligibility.

What is an auspice arrangement?

To ‘auspice’ means to provide support, sponsorship or guidance to a person or organisation. The organisation that auspices a person or group receives the funding and enters into an agreement about undertaking the project.

If you wish to apply for a grant under an auspice agreement, please reach out to our Grants team for further information.

Is an ABN required?

No, an ABN is not required. Our grants program objective is "by community, for community". We want to ensure our grants are as accessible as possible to everyone in the City of Mitcham.

Can I start my project before submitting my application?

Grant applications need to be submitted and assessed **before** your project begins. We recommend reviewing the relevant grant guidelines for assessment timeframes and planning your project accordingly.

What do I need to do if my project is taking place on Council land?

Grant funding doesn't automatically approve the use of, or modifications on Council land. If your project is happening on Council land, you may need extra permits or approvals before you start. It's a good idea to check early so your project runs smoothly.

Construction or modification on Council property
If the project includes construction or modification on Council land, please refer to our Planning, Building & Land Division Approvals webpage or contact the Development Services team on 1300 133 466.

Events and activities
Refer to our Planning an Event webpage, if your project involves any of the following:

- organising an activity or event on Council land
- filming in the area
- temporarily closing a road for a street party, march, parade or other event
- running a temporary food stall

For questions about obtaining a Special Use Licence, please contact us on 1300 133 466.

Do I include GST?

Grants received from the City of Mitcham do not attract GST. Please ensure all expenses listed in your application are inclusive of GST, where applicable. When completing your application, please request the amount of funding you would like to receive should your application be successful.

What is an in-kind contribution?

An in-kind contribution is support for your project that is **not cash**. It's usually the value of things like time, skills, materials, equipment, or venue hire that are donated to help deliver your project.

When completing your application's financial overview, you can include the estimated cash value of the item or service (what it would have cost if you had paid for it).
We use the following guide for time donated:

- Volunteering hours: $30 per hour
- Skilled or specialised services: $45 per hour

Skilled or specialised services must be provided by someone with appropriate experience or credentials. For example, a tradesman completing works must have their tickets or certification, or an instructor delivering a class must have the required training or clearances.

Do I need to include quotes in my application?

We require quotes for any items valued at $500 or more. This can be attached as a formal quote or, where appropriate, a screenshot of the items with their price - eg. an online shopping cart.

Do I need to provide receipts?

Yes, when finalising your grant, you are required to complete a financial statement, which includes copies of **paid** receipts or tax invoices. We do also accept images of bank transactions, if required.

How long will it take to receive my grant money?

If your application is successful, you will be required to submit a Funding Agreement. Once this is returned, it will be sent to our Finance team, who aim to process payments within 21 days.

Can I apply for more than one grant?

Yes, you are welcome to apply for more than one grant, so long as each application is for a different project and you have no overdue acquittals or reporting requirements.

Previous or current funding you have received from the City of Mitcham may be considered as part of the assessment process.

Do I need public liability insurance or clearances for my project?

Depending on your project, you may need things like public liability insurance, risk management planning or Department of Human Services (DHS) clearances.

It's your responsibility to check what's required and make sure these are in place before your project begins. You may be asked for evidence if these are needed for venue bookings, permits, licences or other approvals.

Can you help me promote my event?

Yes, we would love to assist you in promoting your event! If your application is successful, you will be asked to complete a form that we will pass on to our Marketing team.

If your application is not successful, but your event is still happening in the City of Mitcham and you would like us to promote it, you are welcome to complete an Event Registration form.

What happens if my project changes after approval?

If your project scope or expenses change after approval, please contact us. You must notify us of any proposed changes and receive approval before proceeding. Changes that have not been approved may result in you being required to return some or all of the grant funding.

What if I need more help?

We are more than happy to help you with any questions you may have regarding our grants program or application process.

You can submit a general enquiry via our online form here, email grants@mitchamcouncil.sa.gov.au or call 1300 133 466 and ask to speak with someone from our Grants team.