



CITY OF
MITCHAM

My Mitcham Community Grant APPLICATION FORM

*By community
for
community*

1. Please ensure you have read the Grants Policy and the My Mitcham Community Grant Guidelines to establish if you are eligible prior to proceeding. If you are unsure, please contact Council's Grants Officer on 8372 8129 to discuss further.
2. To assist in completing this application form, please refer to the Grant FAQ's sheet.
3. Please provide responses to all the questions within this application form and provide supporting documentation where required. Your application will not be considered if you do not provide this.
4. The numbers in brackets within the application form advise the weight attributed to each of your responses.
5. If applying for more than one project, please provide separate application forms for each and indicate your preference if only one could be selected.
6. Any attachments **NEED TO BE A4 pages**. **Please do not staple or bind** your application. There is a limit of **5 A4 pages** for your supporting documentation.
7. **Applications close at 5.00 pm on the last business day of February and August each year** (unless it is an election year; the August round will be offered in July in an election year).

If you have any queries regarding completing this application form,
please contact Council's Grants Officer on 8372 8129.

APPLICANT DETAILS	
Name of Group	
Contact Person	
Contact's Position	
Email Address	
Telephone Number	

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? (<i>Physical address</i>)	
Number of members currently involved in the group or organisation?	

DESCRIPTION OF THE PROJECT	
Project Title	
Brief Overview of the Project <i>Suggested 100 words or less</i>	
Grant amount requested (ex GST) <i>Please include quotes</i>	\$
Please describe how your project aligns with City of Mitcham's 'Mitcham 2030' goals and themes (25%) <ul style="list-style-type: none"> • Accessible, Healthy & Connected Community • Sustainable City • Dynamic & Prosperous Places • Excellence in Leadership 	
Where will the project take place? What benefits will it bring to community members of the City of Mitcham? (15%)	

<p>How did you determine this project was needed? What evidence do you have to support its development? (10%)</p> <p><i>Collaboration with other organisations is encouraged with support letters well received</i></p>	
<p>What outcome(s) are you seeking to achieve? How will you measure your outcomes? (10%)</p>	
<p>Please provide details of how you plan to deliver the project to achieve the outcome(s) you have outlined, including consideration of risk (15%)</p>	
<p>Who is the target group for your project and how will you engage them? (10%)</p>	

<p>Please include details of any support you currently receive or have received from Council in the last 12 months in \$ figures. (5%)</p> <p><i>This includes recurrent grants, rate reimbursements, in kind traffic support, etc</i></p>	

<p>Could your project proceed if you only receive partial funding? If yes, how?</p>	<p>Yes</p>	<p>No</p>
<p>How did you hear about the City of Mitcham Grants Program?</p>		

<p>FINANCIALS</p>	
<p><i>The clarity of your financial statement, value contributed (\$ and in kind) from your organisation and other funding bodies accounts for 10% of the assessment criteria as outlined in the Grant Guidelines</i></p>	
<p>FINANCIALS – INCOME</p>	
<p>Funding Source</p>	<p>Amount</p>
<p>Requested from Council</p>	<p>\$</p>
<p>Your organisations' cash contribution</p>	<p>\$</p>
<p>Your organisations' in kind contributions (in \$ value) <i>Please provide details below</i></p>	<p>\$</p>
<p>In kind hours</p>	
<p>Other Government funding – Federal or State <i>(that has been approved, please include evidence of this with your application)</i></p>	<p>\$</p>
<p>Any other cash sponsorships / partnerships <i>(that has been approved, please include evidence of this with your application)</i></p>	<p>\$</p>
<p>Total Project Financial Income</p>	<p>\$</p>

<p>FINANCIALS – EXPENDITURE – Attach QUOTES</p>	
<p>Please outline how ALL FUNDS will be spent? (e.g. purchase of equipment, marketing collateral, infrastructure hires, performance fees, etc?)</p>	
<p>Item</p>	<p>Amount</p>
	<p>\$</p>
	<p>\$</p>
	<p>\$</p>
	<p>\$</p>
	<p>\$</p>
<p>Project Expenditure Total</p>	<p>\$</p>

In submitting this application, I certify to the best of my knowledge that the statements made within this application are true. I have read the City of Mitcham’s Grants Policy and the My Mitcham Community Grant Guidelines. I understand that should this application be approved by the City of Mitcham, I would be required to accept the conditions of the grant in accordance with Council’s **Grant Funding Agreement** and adhere to all requirements within.

Please submit your grant application and all required attachments to grants@mitchamcouncil.sa.gov.au

via post to

PO Box 21 Mitcham Shopping Centre TORRENS PARK SA 5062

or you can hand deliver it to

Council's Civic Centre

131 Belair Road TORRENS PARK