



CITY OF
MITCHAM

My Mitcham Community Grant GUIDELINES

*By community
for
community*

www.mitchamcouncil.sa.gov.au/grants

Objective

Through its Grants Program the City of Mitcham provides the opportunity for local residents, community groups and organisations to receive funding to support the development of projects, programs and events, which align with City of Mitcham's 'Mitcham 2030' strategic objectives.

Guidelines for My Mitcham Community Grant

Annual Budget \$100,000 matched funding

Funding Rounds City of Mitcham offers these grants twice a year with applications closing on the last business day of February and August at 5pm, except in an election year. In an election year, the August Round is offered in July with applications closing on the last business day of July at 5pm.

Decision Makers City of Mitcham's Grants Committee

Eligibility Criteria For full eligibility criteria and funding conditions please read the Grants Policy

Council will provide grant funding to match another funding source

Community Centre Programs must be held within a City of Mitcham Community Centre / Library / Building

Applications Applications must be received on Councils' application form or online form and include applicable attachments such as quotes to be considered

Late applications will not be considered

Assessment Process Once submitted, a panel of Council staff will assess the suitability of your application relative to:

- The eligibility criteria
- The assessment criteria (see below)

Eligible applications will then be presented to the relevant committee/group for assessment

Approval is subject to annual budgetary limitations; there is the possibility your grant could be partially funded if there are a large amount of applications

All applicants will be notified in writing of their outcome

Council will advise applicants of the outcome up to 12 weeks after applications close

Evaluation Report There is the requirement that 3 months after the project has been delivered you complete the Evaluation Report and return it to Council, within this document there is the requirement for you to itemise your income and expenditure and provide receipts of expenditure

Assessment Criteria

No.	Consideration	Weighting
1	The application demonstrates a clear alignment to City of Mitcham 2030	25%
2	The application outlines the benefit to community members of the City of Mitcham	15%
3	The application demonstrates evidence and or clear reason for why the initiative has been developed	10%
4	The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s	10%
5	The application outlines a plan for delivery including consideration of risk	15%
6	The application contains a plan for engaging the target audience	10%
7	The applicant has recently received funding for a grant or currently receives ongoing funding from the City of Mitcham	5%
8	The application outlines their funding contribution, in kind support or partner contributions (financial and in kind)	10%
	Total	100%

Evaluation Report and Financial Statement

There is the requirement that 3 months after the project has been delivered you complete the Evaluation Report and return it to Council; within this document there is the requirement for you to itemise your income and expenditure and provide receipts of expenditure.