

Grants and Awards Policy

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1. Preamble

The City of Mitcham's Grants Program enables residents, community groups, and organisations to access funding for projects, programs, and events that align with the 'Mitcham 2030' Strategic Management Plan. The program fosters community wellbeing, connection, and sustainable development, supporting a vibrant and inclusive city.

By community, for community.

2. Purpose

This policy sets out the principles and framework for all grants and awards offered by the City of Mitcham. It ensures transparency, accountability, and alignment with Council's strategic objectives. Detailed information on each specific grant and award can be found in their relevant guidelines.

3. Scope

This policy applies to all individuals, groups and organisations seeking to apply for, or participate in, a City of Mitcham grant or award.

The policy covers the following community grants and awards offered by the City of Mitcham:

Grants

- My Mitcham Community Grant
- Quick Response Grant
- Community Facilities Grant
- Maggy Ragless Memorial Grant

Awards

- Civic Participation and Leadership Award
- South Australian Business Chamber Early-Stage Entrepreneurs Program

4. Definitions

Applicant: An individual, group or organisation that applies for, or otherwise seeks to participate in, a City of Mitcham grant or award.

Auspice: An arrangement where an organisation agrees to support another individual, group or organisation to apply for and manage a grant. The auspicing organisation receives the grant funding and enters into the Funding Agreement with the City of Mitcham

Award: A form of recognition or benefit offered by the City of Mitcham to acknowledge achievement, contribution or participation.

Funding Agreement: A formal agreement between the City of Mitcham and a grant applicant that sets out the approved use of funds, conditions of funding, reporting requirements and other obligations associated with the grant.

Grant: Funding provided by an organisation to another organisation or individual through an application and assessment process for an agreed purpose, usually to support the delivery of a particular project.

Grants Committee: Council establishes the Committee for the purpose of allocating funds to eligible local residents, community groups and organisations. See the Grants Committee Terms of Reference for the Committee's delegation.

5. Principles

5.1. Mitcham 2030

Mitcham 2030 is the City of Mitcham's strategic management plan that will guide what we do over the coming years. Our goals are as follows:

- Goal 1: Accessible, healthy and connected community
- Goal 2: Sustainable city
- Goal 3: Dynamic and prosperous places
- Goal 4: Excellence in leadership

For more information on our strategic management plan, visit our webpage: [Mitcham 2030](#).

5.2. By Community, for Community

The City of Mitcham's grants and awards framework is founded on the principle of *by community, for community*. Grants and awards empower people and organisations to lead local activities, events and initiatives that bring the community together, strengthen connections and foster a sense of belonging.

By supporting community-led projects, Council creates opportunities for people of all ages and backgrounds to connect, participate and contribute, enhancing social wellbeing and community empowerment.

Through this approach, community-driven ideas are enabled to deliver meaningful outcomes for the broader City of Mitcham community.

6. Policy Statement

6.1. Grant Eligibility Criteria

Who is eligible to apply

Applications may be accepted from any individual, group or organisation where the proposed project, program or activity will take place in, or deliver a clear benefit to, the City of Mitcham community.

Who is not eligible to apply

- Applicants previously funded who have not adhered to the requirements outlined in the Funding Agreement.
- Individuals or organisations with any outstanding debt to the City of Mitcham.

- Public or private schools, except where the application is from a community group operating within a school setting, provided they can demonstrate that:
 - The project is initiated, managed and organised by the group rather than directed by the school.
 - Funding is not available from the school's governing body.
- Council Members and employees of the City of Mitcham are not eligible to apply or be listed on any grant application.

The eligibility criteria to each specific grant program can be found in the relevant guidelines.

6.2. Grant Conditions of Funding

These criteria relate to all grants within City of Mitcham's Grants Program.

- All applications must be received via the online form via our grant management software. If this is not possible, please discuss alternative options with the Grants team.
- All successful applicants will be required to agree and adhere to a Funding Agreement.
- Grant funding does not constitute approval for any other permits, licences, insurances or development requirements, which remain the responsibility of the applicant.
- The City of Mitcham may impose other special conditions on any successful applications.
- All funds are required to be spent within 12 months of approval. Any unspent funds after this period must be returned to the City of Mitcham.
- Any proposed changes to an approved project, program or activity must be approved by the City of Mitcham prior to implementation.
- The provision of a grant does not imply any ongoing funding commitment or obligation by the City of Mitcham.
- Grant funding is provided at the discretion of the City of Mitcham, and subject to delegated authority and Council decision-making processes.
- Applicants may submit multiple applications within the same financial year, provided each application relates to a different project with a clearly distinct purpose and/or outcome.
- Applicants who are not able to manage grant funding directly may apply under an appropriate auspice arrangement.

Further information can be found in the Grant Funding Agreement.

Grant funding will not be provided for:

- Costs already incurred and/or projects that have commenced or completed prior to grant approval.
- Services, facilities or land which are considered to be primarily the responsibility of the State or Federal Government.
- Regular maintenance or operational costs.

- Normal ongoing administrative costs or salaries.
- Political activities.
- Interstate or overseas travel.
- Academic research or conference costs.

6.3. Awards

The City of Mitcham offers awards to recognise, encourage and support individuals, groups and organisations that demonstrate leadership, innovation or a significant contribution to the community.

Eligibility criteria, nomination or participation requirements, and assessment processes for awards are specific to each award or initiative and are outlined in the relevant award guidelines.

The provision of an award is at the discretion of the City of Mitcham and subject to delegated authority and Council decision-making processes. Award decisions are final.

6.4. Governance

This process relates to all Grants and Awards:

- The allocation of grants and awards is subject to available funding and Council priorities.
- Opportunities to apply will be advertised by the City of Mitcham via avenues such as:
 - Mitcham Community News
 - City of Mitcham website
 - Social Media
- Council Members will be advised of the various initiatives that are funded through the grants program, with the opportunity to attend where appropriate.
- Names, photos and/or details from applications may be made public.
- The provision of a grant or award within the City of Mitcham Grants Program remains at the absolute discretion of the City of Mitcham, and where applicable the Grants Committee and full Council Chamber.
- Employees or Committee Members assessing applications must declare any material, actual, or perceived conflict of interest and act in accordance with the Conflict of Interest Guidelines.
- On the recommendation of the Grants Committee, Council may consider funding applications that do not strictly meet policy or guideline requirements, where this is supported by a clear rationale and approved in accordance with Council's delegations.
- Any concerns, complaints or disputes raised will be managed according to the City of Mitcham's Complaints Procedure.

7. Policy Review

This Policy will be subject to review every four (4) years or sooner at the discretion of the relevant General Manager.

The CEO has delegated authority to endorse any amendments to the Policy that do not vary the intent of the policy.

8. Version History

Version	Author(s) Position	Changes	Date
1	Manager Community Development	New Policy	June 2017
1.2	Governance Officer	Refer to Full Council Resolution 12 November 2019 Item 9.4	12 November 2019
1.3	Governance Officer	Refer Full Council resolution 14 April 2020 Item 9.5	14 April 2020
1.4	Manager Community Development and Libraries	Refer Full Council resolution 22 June 2021 Item 9.2	22 June 2021
2	Manager Community Connection	Policy review and update	14 July 2026

9. Document Control

Responsible Department	Community Connection		
Delegations Contained within Policy	YES		
Classification	Financial Management		
Applicable legislation	Local Government Act 1999		
Related Policies & Corporate Documents	This policy replaces: - Grants Policy - Community Development Grants Policy - Individual Achievement Grants Policy Related Policies and Corporate Documents - Civic Participation and Leadership Aware Guidelines & Application Form - Community Facilities Grant Guidelines & Application Form - Maggy Ragless Memorial Grant Guidelines & Application Form - My Mitcham Community Grant Guidelines & Application Form - Quick Response Grant Guidelines & Application Form - Grants Committee Terms of Reference - Grant Funding Agreement		
Additional references			
Endorsed by Council	14/07/2026	Item No:	10.2

Effective Date	14/07/2026	Next Review Date:	14/07/2030
ECM No.	4857265		

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