



CITY OF
MITCHAM

Grant Frequently Asked Question's

*By community
for
community*

www.mitchamcouncil.sa.gov.au/grants

To assist you in completing your grant application form, please find further details below.

1. When can I apply for funding?
2. Is an ABN required?
3. What is an auspicng arrangement?
4. Do I have to submit a special use licence form when hosting an event/activity/project on Council land?
5. Can we apply for funds to undertake maintenance for our equipment or building?
6. Can we purchase equipment with a grant?
7. Can we apply for fundraising monies?
8. What does 'in kind' mean?
9. Are schools eligible to apply for a grant?
10. Is GST paid on the grant?
11. Do we have to keep receipts of expenditure?
12. Are we eligible to apply if we have received council funding in the past?
13. Can we submit more than one application in the same year?
14. When will I need a permit or development application?
15. Is public liability insurance required?
16. We are serving food, what controls do we need to put in place?
17. Should I use local businesses to buy materials and engage services from?
18. Can Council help promote our activity/event?

1. When can I apply for funding?

For grants that have two funding rounds per year, applications will be accepted any time up until the close date. The close dates are at 5pm the last business day of August and February each year, except an election year where the August round will be offered in July of that year with applications closing on the last business day of July at 5pm.

For grants that are ongoing and don't have set rounds, please check Council's website to ensure all monies haven't been expended for the financial year prior to submitting your application.

City of Mitcham's Grant Program Summary

Grants	Annual Budget	Funding Rounds	Individual Allocation	Delegation
Civic Participation and Leadership Award	\$2,600	There is no close date for applications and the fund remains open until the funding pool has been fully expended	\$100 / \$50	Administration
Community Facilities Grant	\$43,000	There is no close date for applications and the fund remains open until the funding pool has been fully expended	Up to \$5,000 – matched funding	Administration

Grants	Annual Budget	Funding Rounds	Individual Allocation	Delegation
Maggy Ragless Memorial Grant	\$5,000	There is no close date for applications and the fund remains open until the funding pool has been fully expended	Up to \$2,000 for research projects Up to \$500 for groups and individuals	Administration
My Mitcham Community Grant	\$100,000	Closes 5pm last business day of August and February each year, except an election year where the August round will be offered in July, closing 5pm on the last business day of July.	No limit – matched funding	Grants Committee
Quick Response Grant	\$20,000	There is no close date for applications and the fund remains open until the funding pool has been fully expended	Up to \$500	Administration

2. Is an ABN required?

No, an ABN is not required. With the objective of our Grants Program being 'By community for community' the requirement of an ABN would eliminate many local people receiving a grant.

If the grant recipient does not have an ABN a Statement by a Supplier form needs to be completed to meet Council's financial requirements; this can be found on Council's website.

3. What is an auspicing arrangement?

If another organisation will be acting as your auspice, there is the need for them to complete the Auspice Form which can be found on Council's website. An auspice organisation will agree to take on the responsibility to acquit the grant on the behalf of your group. Ultimately, they agree to act as a "banker" for your grant.

4. Do I have to submit a special use licence form when hosting an event/activity/project on Council land?

Yes, the Special Use Licence Form will enable Council to advise of specific requirements for the site you are wanting to use, ensure there won't be any works occurring at the time you are looking to host your event, engage our traffic department should there be the need for road

closures, etc. Please visit Council's website for further information

<https://www.mitchamcouncil.sa.gov.au/discover/whatson/planning-an-event>

5. Can we apply for funds to undertake maintenance for our equipment or building?

The purpose of City of Mitcham's Grants Program is not for maintenance or ongoing operating costs.

6. Can we purchase equipment with a grant?

Grants may be used to fund minor equipment upgrades or replacement to assist with continuation of core business, provided this does not relate to a recurrent operational cost. Recurrent costs are items purchased on a frequent basis, eg purchase of cricket balls by a cricket club.

Grant funding may be used to fund minor equipment purchases if the equipment is a direct requirement of the event or project and this expenditure is detailed in the budget submitted as part of your application.

7. Can we apply for fundraising monies?

Applications that are made to simply seek a donation or sponsorship to support an organisation's general operating costs will not be funded.

You can apply for funding for an event which is generating funds for a not for profit organisation providing you can demonstrate the economic or community benefit this will generate for the City of Mitcham.

Any net profits generated from your event need to be clearly explained in your budget, even if you are holding it over for the following event or donating some or all of the funds to another group.

8. What does in kind mean?

In kind refers to items, materials, equipment or services, other than cash that are being donated or loaned for the purpose of the event. This refers to the cash value that the item or service would have cost if you had to pay for it.

For the purposes of City of Mitcham's Grants Program, the concept of in kind is explained below.

In kind contributions that are made by the applicant. These can include, but are not limited to:

- Donation of materials
- Provision of a venue (where hire fees are waived or discounted)
- Provision of volunteer hours to help with your event or project. Volunteer hours are valued at \$30 per hour
- Specialised services, which are services provided by an appropriately credentialed person to support the staging of your event, or delivery of your project are valued at \$45 per hour. An example of this may be an electrician or event manager who is assisting within their specialised service area. I
- It is the responsibility of the applicant to ensure that a person is appropriately credentialed for any tasks they carry out relating to the event or project.

Ensure to include the in-kind value contribution within your budget on your application form.

9. Are schools eligible to apply for a grant?

Schools are not eligible to apply, however incorporated community groups based within a school setting are eligible to apply provided they can demonstrate that:

- The project/event/activity is initiated, managed and organised by local community members who are assisted rather than directed by a governing education body
- Funding is not available from a governing education body for the project

10. Is GST paid on the grant?

GST will only apply to a grant if the organisation is registered with the Australian Tax Office for GST. In these cases, 10 per cent will be added to the grant for GST. Here is a link to a great website to calculate your GST <https://gstcalculator.com.au/>

11. Do we have to keep receipts of expenditure?

Yes, you need to provide copies of your receipts of expenditure with your Evaluation Report, with an **itemised statement of income and expenditure and correlating receipts / finalised tax invoices confirming payment**. Please don't send through the receipts individually without creating the statement of expenditure and income that includes the original value of your grant and the items you have expended your grant funds on.

12. Are we eligible to apply if we have received Council funding in the past?

If you have received funding in previous years and have met the reporting obligations in line with the funding agreement, then yes, you can apply for funding again. If you have grant funds that are yet to be spent there is the requirement to demonstrate that the project has a delivery plan and the date this will proceed.

There is the requirement for you to include any previous or current funding you receive from Council in all grant applications. This will be taken into consideration when the Grants Committee are assessing applications on a whole and is part of the assessment criteria. The lead in the decision-making process is the benefit your project will bring to the City of Mitcham community.

You **cannot** apply for funding for the same project twice.

13. Can we submit more than one application in the same year?

Yes, you can submit more than one application in the same year for different projects. There is the requirement for you to include any previous or current funding you receive from Council in all grant applications. This will be taken into consideration when the Grants Committee are assessing applications on a whole and is part of the assessment criteria. The lead in the decision-making process is the benefit your project will bring to the City of Mitcham community.

14. When will I need a permit or development application?

The success of your grant application does not constitute development approval, refusal or support for the proposed project or program. All applications must be lodged with the relevant agency for any legislated approvals to be gained and must not go ahead without them. Some examples are

- *Development Approvals – Construction or modification on Council property*
- *Erection of banner or moveable sign*
- *Events (including road events/closures, street parties, marches, parades)*

- *Erection of trading tables*

It is preferable that you apply for your approvals prior to submitting your grant application, or at

the very least, have engaged in conversations with the relevant Council department to gain insight to the likelihood if you will receive approval. Please include these details in your grant application.

Should you not receive approvals resulting in your project not progressing, all grant funds must be returned to Council. Please visit Council's website for further information

<https://www.mitchamcouncil.sa.gov.au/discover/whatson/planning-an-event>

15. Is public liability insurance required?

Yes, the majority of grants will require public liability insurance from both the applicant and/or auspicing body, to cover an activity or event. Council requires grant recipients to have insurance due to the risk of being sued for negligence being unpredictable and potentially very costly. Public liability insurance will protect the organisation and committee members against the financial risk of being found liable to a third-party claim.

It is the responsibility of the applicant to ensure that a person and/or organisation are appropriately credentialed for any tasks they carry out relating to the event or project. It is a condition of funding for all grants that the grant recipient will ensure that the City of Mitcham is indemnified against all actions, costs, claims, charges and expenses whatsoever in relation to the event.

It is important to note that organisations may not have an event or activity covered under their general public liability insurance and will need to obtain separate cover for a particular event.

16. We are serving food, what controls do we need to put in place?

You will need to submit a Temporary Food Notification Form to our Environmental Health Officers. Once submitted they will be able to provide information about any further requirements you will need to implement at your event such as hand washing stations. Please visit Council's website for further information about serving food at your event, project or activity.

<https://www.mitchamcouncil.sa.gov.au/discover/whatson/planning-an-event>

17. Should I use local businesses to buy materials and engage services from?

Yes, where possible it is encouraged to use local service providers and businesses from within the City of Mitcham.

18. Can Council help promote our activity, event or project?

Yes, we would love to assist you in promoting your activity, event or project. Please complete the Grants – What's On document that can be found on Council's website

<https://www.mitchamcouncil.sa.gov.au/community/grants/grant-faqs-and-forms>

We will promote your activity on our website and potentially through other social media channels and our Mitcham Community News. Please include a high-resolution image that we can use for promotional purposes also.