



CITY OF
MITCHAM

Grant Funding Agreement

*By community
for
community*

www.mitchamcouncil.sa.gov.au/grants

Congratulations! You have been awarded a grant from City of Mitcham's Grants Program!

Prior to grant monies being transferred, please read through this Grant Funding Agreement thoroughly. If you are in agreeance with the terms and conditions stated below, please sign and return this document, **along with your tax invoice** for the amount awarded to you.

<p>Permits, Licenses and or Approvals</p>	<p>The success of your grant application does not constitute 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 got ahead without them. Some examples are</p> <ul style="list-style-type: none"> • <i>Development Approvals – Construction or modification on Council property</i> • <i>Erection of banner or moveable sign on Council land</i> • <i>If holding an event on Council Land, approval needs to be sought and a Special Use License needs to be completed. Please visit "Planning an Event" to view a copy of the application form and to gain further information on the process.</i> • <i>Erection of trading tables</i> <p>Should you not receive approvals resulting in your project not being able to progress, all grant funds must be returned to Council</p>
<p>Public Liability Insurance</p>	<p>Please provide the Certificate of Currency for your current Public Liability Insurance (minimum value \$20 million) where required</p>
<p>Risk Management</p>	<p>If you are hosting an event, project or activity that requires a risk management doc to be completed, please forward a copy to Council 6 weeks prior to your event.</p>
<p>Sharing your Project with the Broader Community</p>	<p>We would like to assist in promoting your project to the City of Mitcham community, please complete the Grant event details for promotional purposes and include a high-resolution image that can be used for promotional purposes. Please note that names, photos and or quotes included in this document may be printed in Council publications, including social media.</p>
<p>Acknowledgment of City of Mitcham's Contribution</p>	<p>Successful applicants will need to provide acknowledgment of Council's grant by including the following statement in any relevant publications or promotional materials "This project is proudly supported by the City of Mitcham's Grants Program" and where appropriate, prominently display a Council banner (supplied by Council) to demonstrate Council's support of the event, with photos provided of the banner on display at your event, or of the tag line listed above on your projects' documentation.</p> <p>The banner will need to be booked out, collected and returned to Council's Civic Centre – 131 Belair Road, Torrens Park.</p> <p>Please ensure you secure the use of the banner 4 weeks prior to your event by emailing grants@mitchamcouncil.sa.gov.au You will need to return the banner no later than 2 working days after your event.</p>

	<p>Included in your information package is the City of Mitcham logo in various formats, as well as the City of Mitcham Corporate Identity Style Standards. Prior to the dissemination of any collateral containing our logo, it is required that you gain approval from our Lead Corporate and Community Communications, Mrs J Lamond. Julie's email is Jlamond@mitchamcouncil.sa.gov.au or phone 8372 8871</p>
At your Event	<p>It is highly recommended that you begin your event with an Acknowledgment of Country. If it is a larger event, we suggest engaging an Aboriginal Elder to provide a Welcome to Country. If you would like contact details for Aboriginal Elders, please feel free to contact Council.</p> <p>We would also like you to minimise waste usage and encourage recycling at your event/project. In certain instances, there will be the requirement for single use plastics to ensure adherence to regulations, such as food delivery, but where possible we suggest utilising items that can be re-used, recycled or are compostable. It is also suggested that you request this of any suppliers you will be working with</p>
Evaluation Report Post Project Delivery	<p>There is the requirement that 3 months after the project has been delivered you complete the Evaluation Report including a financial statement 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</p>
Expiration of Grant Monies OR Expenditure of Funds	<p>All grant monies need to be expended on items as outlined in your grant application. This must occur within 12 months of receiving the funds or there is the need to return funds back to Council</p>
If you don't have an ABN	<p>If your organisation does not have an ABN, a 'Statement by a Supplier' form will need to be completed. This can be found on Council's website</p>
Auspecting by an Organisation	<p>If another organisation will be acting as your auspice, they will be required to sign this form on your behalf and return to Council</p>
Tax Invoice Requirements	<p>If you are GST registered, to comply with the Australian Taxation Office GST Legislation, your organisation is required to submit a Tax Invoice to the City of Mitcham for the amount you have been granted plus GST.</p> <p>If you are NOT GST registered, to comply with the Australian Taxation Office GST Legislation, your organisation is required to submit a Tax Invoice to the City of Mitcham for the amount you have been granted with No GST.</p> <p>Your tax invoice should be provided to Council within one month of receipt of the successful application advice.</p> <p>To assist in the efficient transfer of the grant monies to your organisation, the Tax Invoice needs to include you:</p>

	<ul style="list-style-type: none"> • Account Name • BSB Number • Account Number • Grant Reference Number • ABN (if applicable) • Value of your grant, including GST value (if applicable) <p>A template can be found on Council’s website to assist you with this process.</p> <p>Please forward your invoice to grants@mitchamcouncil.sa.gov.au If your invoice is not received within a month from the receipt of advice of your successful application, payment may not be able to be made. Upon receiving your invoice with all applicable information, the funds will be transferred in good faith to you / your organisation</p>
GST or no GST?	<p>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 website where you can calculate your GST https://gstcalculator.com.au/</p>

Declaration

In accepting grant monies, on behalf of the persons and/or group listed in this application indemnify the Council, its servants and agents from and against all actions, costs, claims, charges and expenses whatsoever which may be brought, made or claimed against them arising from or in relation to this project. The Council bears no responsibility for the management of the project prior to, during and after finalisation and makes clear that the financial contribution is for funding purposes only and therefore, I agree to all terms and conditions contained within the Grant Funding Agreement.

Name		Date	
Position			
Project Title		Grant Reference Number	
Value of Grant (\$, ex GST)			
Signature			
Date Event Banner Required, from		To	

Auspice Organisation Details <i>Complete if you have undertaken this arrangement</i>			
Auspice Organisation		Date	
Name		Position	
Signature			

Checklist

- Signed Funding Agreement – **REQUIRED**
- Statement by a Supplier Form – *applicable when an ABN is not supplied*
- Tax Invoice – **REQUIRED**
- What's On Form – *if applicable*
- Special use license application form to be submitted if an event is held on Council land – *if applicable*
- Certificate of Currency (minimum \$20 million) *if applicable*
- Booking of Event Banner *if applicable*

Thank you for contributing to a connected vibrant community within the City of Mitcham!!