



CITY OF  
MITCHAM

# Community Facilities Grant APPLICATION FORM

*By community  
for  
community*

1. Please ensure you have read the Grants Policy and Community Facilities Grant Guidelines to establish if you are eligible prior to proceeding. If you are unsure, please contact Council's Property Officer on 8372 8888 to discuss further.
2. To assist in completing this application form, please refer to the Grants 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 value 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 will be received on an ongoing basis.** There is no close date with the grant remaining open until the funding pool has been fully expended.

If you have any queries regarding completing this application form

please contact Council's Property Officer on 8372 8888

or via email [mitcham@mitchamcouncil.sa.gov.au](mailto:mitcham@mitchamcouncil.sa.gov.au)

APPLICANT DETAILS	
Name of Group	
Contact Name	
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 attach quote(s)</i>	\$
Please describe how your project aligns with City of Mitcham's 'Mitcham 2030' goals and themes (25%) <ul style="list-style-type: none"> <li>• <i>Accessible, Healthy &amp; Connected Community</i></li> <li>• <i>Sustainable City</i></li> <li>• <i>Dynamic &amp; Prosperous Places</i></li> <li>• <i>Excellence in Leadership</i></li> </ul>	
What benefits will your project bring to residents of the City of Mitcham? (15%)	

<p>What benefits will your project bring to residents of the City of Mitcham (continued)? (15%)</p>	
<p>Anticipated Start and Finish Dates</p>	
<p>How did you determine this project was needed? What evidence do you have to support its developments? (10%)</p>	
<p>Demonstrate that the capital improvements are for a facility, grounds of a facility or both (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>Please include details of any support you currently receive or have received from Council in the last 12 months in \$ figures. (5%) <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>How did you hear about the City of Mitcham Grants Program?</p>	

FINANCIALS	
<i>The clarity of your financial statement, value 50% or more contributed from your organisation and other funding bodies accounts for 20% of the assessment criteria as outlined in the Grant Guidelines</i>	
FINANCIALS – INCOME	
Funding Source	Amount
Requested from Council	\$
Your organisations' cash contribution	\$
Your organisations' in kind contributions (in \$ value) <i>Please provide details below</i>	\$
In kind hours	
Other Government funding – Federal or State <i>(that has been approved, please include evidence of this with your application)</i>	\$
Any other cash sponsorships / partnerships <i>(that has been approved, please include evidence of this with your application)</i>	\$
<b>Total Project Financial Income</b>	<b>\$</b>

FINANCIALS – EXPENDITURE – Attach QUOTES	
<b>Please outline how ALL FUNDS will be spent?</b>	
Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
<b>Project Expenditure Total</b>	<b>\$</b>

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 Community Facilities 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](mailto:grants@mitchamcouncil.sa.gov.au) via post to  
 PO Box 21 Mitcham Shopping Centre TORRENS PARK SA 5062 or can be hand delivered  
 to Council's Civic Centre at 131 Belair Road TORRENS PARK