



CITY OF
MITCHAM

Civic Participation and Leadership Award APPLICATION FORM

*By community
for
community*

1. Please ensure you have read the Grants Policy and the Civic Participation and Leadership Award Guidelines to establish if you are eligible prior to proceeding. If you are unsure, please contact Council's Grants Officer on 8372 8129 to discuss further.
2. Please provide responses to all the questions within this application form, along with a tax invoice addressed to the City of Mitcham, for the value of \$100, add GST if applicable.
3. There is the requirement that Council receives a bio on each award recipient, along with a photo to be used for marketing purposes. Please ensure you have permission from the family prior to forwarding to Council.
4. 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.
5. **Applications will be received on an ongoing basis.** Each primary and secondary school located in the City of Mitcham are eligible to receive this grant each financial year.

If you have any queries regarding this application form, please contact Council's Grants Officer on

8372 8129 or via email grants@mitchamcouncil.sa.gov.au

APPLICANT DETAILS	
Name of School	
School Address (must be located within the City of Mitcham)	
Contact Person	
Contact Person's Position	
Email Address	
Telephone Number	

AWARD DETAILS	
What award(s) will you be offering your student(s)?	
What criteria will you be setting for your award(s)?	
Who will be the decision makers for each award?	
When will your award(s) be presented to your student(s)?	
Grant amount requested	\$

PAYMENT DETAILS	
Please include a tax invoice with your application form	
Details required on your tax invoice: <i>(Template available on Councils website – Grants page if required)</i>	<ul style="list-style-type: none"> • Account Name • BSB Number • Account Number • ABN • Value of your grant, including GST value (if applicable)

ACKNOWLEDGMENT OF COUNCIL'S CONTRIBUTION
<p>There is the requirement for the City of Mitcham to be publicly acknowledged for the award funds. Once all the required paperwork has been received, the City of Mitcham logo will be forwarded through in various formats, as well as the City of Mitcham Corporate Identity Style Guidelines. Prior to the dissemination of any collateral containing our logo, it is required you gain approval from our Team Leader Marketing and Engagement - Corporate Affairs, Mrs Julie Lamond. Julie's email is jlamond@mitchamcouncil.sa.gov.au or via phone 8372 8871.</p>
<p>It would be a great opportunity for the Mayor and or an Elected Member from your Ward to be invited to present the award(s) at the school assembly. Please forward your invitation to the Mayoral Office care of the Executive Assistant, Ms Anee Yardley ayardley@mitchamcouncil.sa.gov.au</p>

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 the Civic Participation and Leadership Award Guidelines. I understand I am required to accept the conditions of the award in accordance with Council’s stipulations and adhere to all requirements within.

Name: _____

Position: _____

Date: _____

Signature: _____