



CITY OF  
MITCHAM

# Quick Response Grant APPLICATION FORM

*By community  
for  
community*

1. Please ensure you have read the Grants Policy and the Quick Response Grant 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. To assist in completing this application form, please refer to the Grant FAQ's sheet.
3. Please provide responses to all the questions within this application form and provide supporting documentation where required, such as quotes. Your application will not be considered if you do not provide this.
4. If applying for more than one project, please provide separate application forms for each and indicate your preference if only one could be selected.
5. 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.
6. **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 the Council's Grants Officer on 8372 8129

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

| APPLICANT DETAILS          |  |
|----------------------------|--|
| Name of Group / Individual |  |
| Contact Person             |  |
| 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<br><i>Suggested 100 words or less</i>   |    |
| Grant amount requested (ex GST)<br><i>Please include quotes</i>   | \$ |
| Please describe how your project aligns with City of Mitcham's 'Mitcham 2030' goals and themes <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> |    |

|  |  |
|--|--|
|  |  |
| <b>What benefits will it bring to community members of the City of Mitcham?</b>          |  |
| <b>What outcome(s) are you seeking to achieve? How will you measure your outcomes?</b>   |  |
| <b>Could your project proceed if you only received partial funding?<br/>If yes, how?</b> |  |
| <b>How did you hear about the City of Mitcham Grants Program?</b>                        |  |

| FINANCIALS – INCOME   |           |
|---|-----------|
| Funding Source  | Amount    |
| Requested from Council  | \$        |
| Your organisations' cash contribution   | \$        |
| Your organisations' in kind contributions (in \$ value)<br><i>Please provide details below</i>  | \$        |
| In kind hours   |           |
| Other Government funding – Federal or State<br><i>(that has been approved, please include evidence of this with your application)</i> | \$        |
| Any other cash sponsorships / partnerships<br><i>(that has been approved, please provide evidence of this with your application)</i>  | \$        |
| <b>Total Project Financial Income</b>   | <b>\$</b> |

| FINANCIALS – EXPENDITURE - Attach QUOTES  |           |
|---|-----------|
| Please outline how ALL FUNDS will be spent (e.g. purchase of equipment, marketing collateral, infrastructure hires, performance fees, etc). |           |
| 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 Quick Response 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, along with any 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 hand deliver to Council's Civic Centre 131 Belair Road TORRENS PARK