Mingle Community Support Fund

APPLICATION FORM

What is the CSF?

The Mingle Community Support Fund invests in local people, groups, projects, and businesses, with the aim of supporting the community through ideas, activities, initiatives and investments.

It aims to encourage residents, associations, and institutions to leverage local assets (resources, place, culture, skills and interests, community capacity) by actively participating in their community.

The fund offers financial and non-financial support to Mingle communities (for example; training and facilities access).

The objectives of this fund align with the objectives of the Mingle Program and its support with kickstarting community. Applications are assessed on this basis.

Please email the completed form to the Suburban Land Agency via mingle@act.gov.au. Please call our team on 6205 0600 if you have any questions at all throughout the process. We would be happy to support you with this application.

Application conditions

- Applicants can be individuals or a locally owned business, council, community group or non-profit organisation.
- Assistance is offered to individuals (or groups) that are local to a current Mingle suburb.
- Support type/funding amounts vary according to application.
- Support may be sought in some of the following ways: materials, projects, activities, training and/or investments that benefit the suburb.
- Applications are accepted year-round.
- A successful application will be seen to benefit the wider community (your suburb); either immediately, or in the near future and must align with the Mingle's engagement objectives.

How to 'put your best foot forward'?

We want you to submit fun, creative and complete ideas for consideration. For any questions or if you are unsure of how to submit your idea, please contact the Mingle team.

Be bold and get creative! Good luck.

The Mingle Team
mingle@act.gov.au

APPLICANT CONTACT DETAILS

Full Name

Email

Phone/Mobile

Address in full

Organisation (if applicable)

APPLICATION SUMMARY

TYPE

Please indicate what type of support you are applying for:

☐ *Financial*   ☐ *Non-financial*   ☐ *Both*

OVERVIEW

A brief outline of support you are seeking for this application. Are you seeking financial support to host an event or activity? Or are you seeking support for training, purchasing of goods or investment purposes? Are you wanting to borrow equipment, or perhaps seek online or activity/event design support from our team?

_____
_____
_____

COMMUNTIY BENEFITS

How would this support benefit you, your neighbours or build relationships in your community?

_____
_____
_____

THE DETAILS

Provide as much information as possible.

1 - ABOUT THE ACTIVITY/INITIATIVE

Is this activity/initiative:

☐Ongoing   ☐One-off
- Proposed date / time (or ongoing preferred occurrence e.g. monthly): _____

- Proposed location: _____
- Target audience (families, seniors, people with particular interest, etc):

  _____

- Will you charge people money to be involved / join?　　　　☐ Yes　☐ No
  If yes, how much, and where will this money go (please note that we cannot support ideas that promote personal profit/incoming monies for you to keep). Please include full details of charity / not for profit if your activity is a fundraiser.

  _____
  _____

- Have you sought or received other sponsorship / support (financial or other) for this?
  ☐No　☐Yes　(if　yes,　please　indicate　how　much　and　from　where)
  _____

2 - ABOUT THE SUPPORT

For non–financial support, please detail request.

This might include (but is not limited to):

- Creative content – e.g. helping to create and print posters, flyers, online marketing
- Physical items or equipment – e.g. borrowing Mingle equipment for events or activities (tables, flags, safety equipment, kids activities)
- Promotion –marketing your activity / event via Mingle Facebook and emails to residents.
- Learn new skills – Training in event management, marketing or risk management for example

If you are unsure of what support you need to consider, or need some additional guidance, we suggest you contact the Mingle team before submitting your application.

_____
_____
_____
_____
_____
_____
_____

For financial support, please detail request.

This can include, but is not limited to:

- Catering
- Entertainment
- Materials
- Equipment
- Suppliers

- Insurance
- Marketing
- Photography
- Design work
- Set up costs

- Printing and distribution
- Insurance
- Travel
- Training

Please list the breakdown of potential costs **incl GST** (if you are unsure of what costs you need to consider, or need some additional guidance, we suggest you contact the Mingle team before submitting your application). Please provide as many costs as are known at time of application. It is best to be as specific as possible, detailing the exact items, if known. You may add additional page/s and supporting quotes as required.

Item	Notes/links / supplier	Cost estimate (inc GST)

TERMS

By applying you understand that as part of approving the request, Mingle may request the following:

- Mingle team members to attend the event or activity
- Photographs of the event / activity for Mingle's records or marketing purposes (with permissions)
- Use your activity / event for promotion of the fund and with our residents (through our website, newsletter story, or other printed or electronic means)
- Seek a testimonial from you about your experience in coordinating / delivering the activity

☐ I agree to the above terms

SIGNED BY APPLICANT: **Name: _____ Date: _____**

Organisation (if applicable): _____

Lastly, please note:
1. All applications will be responded to within 14 days. Please allow this time for processing.
2. Please contact the team if you do not receive an acknowledgement / auto response email within 48 hours of application.
3. Mingle may contact you to clarify your request and seek further information as required.
4. If support is approved, written confirmation will be provided, and any relevant terms and conditions discussed and clearly outlined to you (the applicant).
5. Additional terms and conditions associated with funds release and expenditure apply. Discussed on an individual basis.

FOR OFFICE USE ONLY

Application received	date:		by:	
Reviewed	date:		by:	

Approved	date:		by:	
Response provided	date:		by:	

==APPLICATION COMPLETE AND CLOSED==

Signed by Mingle staff member: _____ Date: _____