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Policy Number:	C8
Relevant Delegation:	Not Applicable
Adoption Details:	Original C3 & C4 adopted 22 February 2016
Last Review Details:	Original C3 & C4 reviewed 27 April 2021
Current Review:	25 March 2025

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#### **POLICY OBJECTIVE:**

This policy establishes a transparent and accountable framework for the allocation of funding by the Shire of York to support community initiatives, tourism events, and economic development projects that provide measurable benefits to the local region. The policy ensures a fair, consistent, and accountable distribution of public funds; safeguards alignment with the Shire's strategic objectives; and provides clarity on eligibility, application processes, assessment criteria, and funding obligations.

#### **POLICY SCOPE:**

This policy applies to applications for funding from the Shire of York. Council may approve funding and sponsorship outside this policy by resolution.

#### **POLICY STATEMENT:**

#### **INTRODUCTION**

The Shire has a strategic objective to support initiatives that enhance community participation, improve wellbeing and connection, promote cultural diversity, empower residents to contribute positively to their community, support economic development and foster business growth.

The Council recognises that providing financial support is an important mechanism for encouraging community based not-for-profit organisations or commercial entities to invest their time and resources.

This policy sets out the parameters for Council assistance, processes and accountability requirements.

#### **PRINCIPLES**

- a) Applications for funding should clearly demonstrate an alignment to the social, economic, environmental and/or civic objectives of the Shire as outlined in the Shire's [Strategic Community Plan 2020 - 2030](#).
  - b) Assistance which involves in-kind support and/or waiver of fees has a value and is a cost to the Shire, such as: a time resource (labour), wear and tear on assets, or a loss of revenue.
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As such, the financial benefit to community groups and projects of this in-kind support needs to be understood and factored into decisions over time.

- c) Funding will be on a case-by-case basis with levels determined by the overall level of funding available in any one year for dispersal.
- d) A level of economic benefit must be identified and delivered to receive funding for Tourism Growth applications designed to attract visitors from outside of the local area.
- e) On-going funding will be determined, in part, by analysis and feedback, including identified economic benefits derived from the project or event, as part of the acquittal process.
- f) Self-funding capability in the medium and longer term, and growth of the project/event activity is desirable, but extent of funding over time will be on a case-by-case basis.
- g) All projects and events must be held in the Shire of York, unless a direct regional benefit is demonstrated.

## PROVISIONS

### 1. FUNDING CATEGORIES

Funding is available under the following categories:

#### 1.1 Outstanding Representation Sponsorship (ORS) (\$200 - \$500)

- a) Support for individuals who have been selected to represent in cultural or sporting activities at a regional, state or national level.

#### 1.2 Community Funding (*Events/projects benefiting local residents incl. environment and heritage*)

- a) Minor Community Funding (up to \$2,000): Small community projects or events with a clear local benefit.
- b) Major Community Funding (\$2,001 - \$10,000): Larger community initiatives that enhance services, events, or infrastructure.

#### 1.3 Economic Development Funding (up to \$2,000)

- a) Initiatives that stimulate economic activity, or enhance the investment appeal of the Shire.
- b) Assist with marketing campaigns, industry events, and regional development programs.
- c) Projects driving local business growth & investment.

#### 1.4 Tourism Growth Funding (*Events/projects that attract visitors/generate economic impact*)

- a) Designed to enhance the Shire's profile to a wider audience, and support local businesses through increased visitor spending.
  - b) Must demonstrate measurable economic benefits beyond revenue for the applicant.
  - c) Minor Tourism Growth Funding (up to \$10,000): Projects/events attracting visitors to York
  - d) Major Tourism Growth Funding (\$10,000 and over): Larger events demonstrating a greater economic impact.
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## **2. GENERAL ELIGIBILITY CRITERIA**

### 2.1 To be eligible, applicants must:

- a) Be a legal entity (e.g., not-for-profit, incorporated association, business, or registered organisation).
- b) Demonstrate financial viability and capacity to deliver the project.
- c) Show clear alignment with the Shire's strategic objectives.
- d) Provide evidence of other funding sources or self-contribution where applicable.
- e) Have an ABN or a nominated Auspice organisation (ORS applications may be exempt)

### 2.2 Funding will NOT be provided for:

- a) On-going operational costs of the applicant organisation (e.g. salaries, administration costs).
- b) Consumables and general running expenses.
- c) Retrospective applications (projects already completed).
- d) Activities outside the Shire of York (unless a direct regional benefit is demonstrated).
- e) Events or projects that compete with existing funded initiatives.
- f) Applications from individuals (except for Outstanding Representation Funding (ORS)).
- g) Individual requests for purchase of sports uniforms (team requests will be considered).
- h) Applications for support that do not show parallel efforts to raise other funds.
- i) More than one application from the same source in the same funding round.
- j) Events focused solely on fund raising or revenue raising for a community group or private business which provides no additional economic or community benefit (as defined in this policy).
- k) Events which compete with existing community or tourism events. This does not preclude similar kinds of events being held but they must not be held at a time or in a way that undermines the viability of existing events.
- l) Shire of York Councillors or employees

## **3. BUDGET AND TIMEFRAMES FOR FUNDING**

### 3.1 The Council will allocate funding within its Annual Budget to support these requests.

### 3.2 The Funding budget will be used for:

- a) allocation of direct financial support.
  - b) re-imburement of Council labour costs and payment of any 'use fee' for any Council equipment where in-kind value is provided by the Council.
  - c) if the fund is exhausted before the end of the financial year, this will be notified to the community and applications will be closed for the remaining period.
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- 3.3 Should there be a remaining amount at the end of the financial year, the Council may resolve to either:
- a) carry over that funding to the following financial year.
  - b) allocate that funding to an agreed community project or initiative.
- 3.4 Applications for Community Funding (Minor and Major categories); and Economic Development Funding will be accepted in the designated funding rounds, typically April and September of each year. Each round is open from the first of the relevant month and closes on the last day of that month. The rounds will be advertised for a minimum four-week period during each round.
- 3.5 Applications for Tourism Growth Funding and Outstanding Representation Sponsorship may be made to the Shire at any time. Preference is that applications are made, where possible, before March in any calendar year to enable Council consideration in context of its annual budget setting processes.
- 3.6 Applications received will be considered at the next available Ordinary Council meeting. Allow for these processing time frames when assessing the delivery date of the project or event.

#### **4. APPLICATIONS PROCESS**

- 4.1 Applicants will be required to complete the online funding application form provided on the Shire of York Funding webpage. Selecting the most appropriate funding type and amount will dictate the level of detail and information required for each application.
- 4.2 Applications that demonstrate consideration and alignment with the *Shire of York Access and Inclusion Plan (AIP) 2024-2029* will be viewed favourably.
- 4.3 Applicants will be encouraged to attend the relevant Council meeting where their application is being considered. There is an opportunity for applicants to present to Council before the funding decision is finalised.
- 4.4 Should an application be received, and the application is more relevant to another Council budgeted funding pool than the one applied for, the applicant will be contacted to discuss the reassignment to that funding pool application process before the application period closes.

#### **5. DURATION OF ASSISTANCE**

- 5.1 The majority of funding will be for a single project which will be completed in an identified period. In exceptional circumstances the Council may consider support for a project for a maximum period of three years where it considers the project presents major benefits to the
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community and it is consistent with strategic direction. Consideration must include the cost vs benefit of effectively reducing the available funding pool for other recipients over this period.

- 5.2 Should Council see significant benefit to the community of maintaining support for a project or activity on an on-going basis, it may resolve to consider inclusion as a Multi - Year Funding Agreement to the Annual Budget process. Consideration does not imply approval.

## **6. LOBBYING OF COUNCILLORS AND SHIRE OFFICERS**

- 6.1 Applicants for funding (or their representatives) must not seek to influence their application through lobbying of Shire of York Councillors or Shire officers.
- 6.2 If an Applicant, whether personally or by an agent, canvasses any of the Shire's Councillors or Shire officers with a view to influencing the outcome of the application made by it or by any other Applicant, then regardless of whether the canvassing had or may have had any influence on the outcome of such application, the Shire may at its discretion omit the application from further consideration.
- 6.3 Applicants are encouraged to contact the nominated Shire Funding Representative outlined in the Funding Guidelines prior to application. Assistance to applicants can be provided in this way prior to submitting applications.

## **7. REJECTED APPLICATIONS**

- 7.1 If an application is rejected, the Council will:
- a) provide feedback to the applicant if requested.
  - b) redirect the application, if the recipient agrees, to another Council funding pool if it is deemed more appropriate for the application.
- 7.2 If the application relates to a matter that might be better considered for budgeted resourcing and the Council directs that it be considered as part of review and budgeting processes, this will be followed up with the applicant. Consideration as part of the budgeting process does not imply approval.

## **8. ACQUITTAL**

- 8.1 The recipient of funding will be required to provide a written acquittal report to the Shire within three months of completing the project or event, including for each year if it is part of multi-year funding approval. An acquittal report template will be provided to the recipient when the offer of funding is accepted.
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- 8.2 An income and expenditure statement, for the funded project only, is required in the acquittal and does not include information pertaining to the whole organisation. Supporting documentation, such as receipts and/or invoices, shall be included.
- 8.3 Outstanding Representation Sponsorship funding recipients are exempt from submitting a full acquittal report. A condensed version template will be supplied for submission post-representation.
- 8.4 Acquittal reports will be presented to Council for review and acceptance.
- 8.5 The Council reserves the right to withdraw funding where there has been any failure to comply with requirements set out in the funding agreement including the failure to submit a completed acquittal within the required timeframes.

### RELEVANT LEGISLATION:

Local Government Act 1995

### PENALTIES:

Not applicable.

### KEY TERMS/DEFINITIONS:

Term	Meaning
Policy	This Shire of York Council policy titled 'Funding: Grants & Sponsorship'.
Recipients	An individual or organisation that receives a contribution in cash and/or in kind from Council.
Sponsorship or Funding	An arrangement under which Council provides a contribution in cash and/or in kind to a recipient for the provision of a service, program, event, activity or endeavour that may contribute to the economic, social, environmental or cultural development of the Shire.
Tourism Growth	Events or activities which have been designed with the intent of attracting visitors to the Shire or town of York and can show an economic benefit beyond revenue generation for the applicant/s.
Outstanding Representation Funding	Support for individuals who have been selected to represent in cultural or sporting activities at a state, national or international level.
Economic benefit	(a) direct financial spend in the Shire or York by visitors attending a tourism event which exceeds the level of spend that would normally be expected to occur if that event did not take place.  (b) local jobs created by the event in the short, medium or long term.  (c) any multiplier effect derived from the spend occurring under (a) or (b).

	<p>(d) improved profile or marketing of the Shire or the town which can be shown to increase the likelihood of visitors beyond the event itself.</p> <p>(e) a financial contribution from the event revenue to the advancement of community projects within the Shire (exceeds by at least two-fold any funding provided by the Shire for the event).</p>
Economic Development	The improvement of the Shire of York's economic landscape through job creation, increased revenue of local businesses, increased tourism spending with local providers, enhanced infrastructure or increased business opportunities within the district.

Responsible Officer: Executive Manager Corporate and Community Services

Contact Officer: Manager Tourism and Economic Development  
 Manager Community and Place

Relevant Legislation: Local Government Act 1995

Associated Documents: Funding Guidelines 2025/26  
 Funding Application Form 2025/26  
 Funding Acquittal Report 2025/26  
 Funding Arrangement Acceptance Form 2025/26  
 Funding Assessment Form 2025/26  
 Council Policy C5 Public Events in York

Review History:

Review History				
<b>Council Adoption</b>	<b>Date</b>	25 March 2025	<b>Resolution No.</b>	060325
<b>Reviewed</b>	<b>Date</b>		<b>Resolution No.</b>	
<b>Reviewed</b>	<b>Date</b>		<b>Resolution No.</b>	
<b>Reviewed</b>	<b>Date</b>		<b>Resolution No.</b>	

Former Policy No: C3

<b>Last Reviewed</b>	<b>Date</b>	27 April 2021	<b>Resolution No.</b>	050421
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Former Policy No: C4

<b>Last Reviewed</b>	<b>Date</b>	27 April 2021	<b>Resolution No.</b>	050421
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