

FREQUENTLY ASKED QUESTIONS

1. Can I get Shire of York funding outside the advertised rounds and dates?

The type of funding you're applying for will depict when you can submit an application.

Open in the months of April and September ONLY

- Community Funding
- Economic Development Funding

Open all year

- Tourism Growth Funding
- Outstanding Representation Sponsorship

No applications will be accepted outside the advertised open dates for each round. The system will automatically close at the advertised time and Shire staff cannot override this.

2. Can I submit a physical application form or does it have to be online?

All applications must be submitted via the online application form found on the Shire website Funding and Sponsorship page. If you need access to a computer, please contact the York CRC.

3. Can I save my application and come back to it later?

Yes you can. Once you have started an application and provided your contact details, including the email of the preferred contact person, you can click the "SAVE AS DRAFT" button at the bottom of the form. This will close the form and send a link to your nominated email address. When you are ready to continue your application, click this link and it will open your application.

4. Can the Shire see my application before I click SUBMIT?

No. Until you click SUBMIT, the Shire cannot see your application. Be sure to click SUBMIT once you have provided all the necessary documentation and BEFORE the closing date and time of that round.

Late applications cannot be accepted.

5. How do I know if my project/event aligns with the Shire's strategic plan?

You can find the Shire of York Strategic Community Plan here. Select the goal/s that most reflect the intent and outcome of your project/event.

6. Can I have a list of the information I need to have ready before starting my application?

You can find all the information about applying for funding in the Shire of York Funding Guidelines here. If you would like only the list of information required, click here or see page 5 of these Funding Guidelines.

7. Do Outstanding Representation recipients have the same application and reporting requirements as other funding categories?

No. Outstanding Representation applicants do not need to provide as much detail as other categories when applying for sponsorship. Providing the official request to participate, personal contact details, including a nominated adult if under 18, and some context of the event.

FREQUENTLY ASKED QUESTIONS

8. How do I get help with my application?

Contact the relevant Shire Officer for help PRIOR to submission.

FOR: *Community Funding and Outstanding Representation Sponsorship*

Sam Good – Manager Community and Place

sam.good@york.wa.gov.au

0409 906 302

FOR: *Tourism Growth Funding and Economic Development Funding*

Rebecca Atkinson – Manager Tourism and Economic Development

rebecca.atkinson@york.wa.gov.au

9. What qualifies for the Outstanding Representation Sponsorship (ORS) funding?

To be eligible for ORS funding, you must be able to provide formal invitation to participate from an official body/organisation, offering you the opportunity to compete in your chosen field. It must be a recognised event at either state, national or international level.

Applications for ORS can be made at any time of the year. Please apply as soon as you are able.

Please allow time for your submission to be presented at the next Ordinary Council Meeting (OCM) for approval and subsequent processing.

10. What type of project or event could apply for Tourism Growth funding?

Tourism Growth funding is designed to build the economic impact of tourism events and other projects. Applications must demonstrate how the project or event will attract additional visitors to the York district and produce a positive economic impact wider than just increased revenue for the organiser.

11. How does a tourism project or event produce “economic outcomes”?

Tourism projects/events produce economic outcomes by:

- Stimulating the local economy through community and business partnerships and involvement and/or;
- Increases tourist visitation or length of stay from visitors outside the district and/or;
- Generates positive state-wide, national or international media coverage for the event and the Shire.

12. Do I have to submit an Event Application Approval if I receive funding to hold an event?

Yes. Obtaining funding from the Shire of York to assist in holding an event does not remove the requirement to submit an Event Application Approval form. Please refer to the [York Public Events Guide](#) for a comprehensive overview of your requirements.

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13. Do I need to contribute funds towards the project?

Whilst contributing cash or in-kind towards your project is looked upon favourably, the amount required as co-contribution depends on your funding amount.

- \$2,000 or under – Up to 100% of project can be covered by funding
- \$2,001 and over – Up to 60% of project can be covered by funding

Your co-contribution can be:

- In-kind
- Cash
- Funding from other sources

14. What does “In-Kind” mean?

In-kind is a term used to describe various goods, services or labour not involving the exchange of money but would normally cost you in monetary terms. Examples of this are:

- Volunteer labour (maximum reportable contribution is 20% of the total cost of the project)
 - > In-kind labour charged at maximum \$25/hr
 - > Records of in-kind labour should be maintained throughout and be provided at acquittal
- Donated materials
- Provision of skills i.e. registered tradespeople donating time and skills. A copy of a quote outlining the cost of the services donated is required if using as part of your formal co-contribution in your application and final acquittal.

15. Can I use the funding amount for something other than what I outlined in my application?

No. The funding must be used **ONLY** for what is outlined in your application and signed funding agreement. If something changes in your project/event and it will affect how you planned to utilise the Shire of York funding, you must contact the relevant Shire officers (see FAQ #4 or page 15) as soon as possible. Any changes to the use of Shire funding must be formally approved and often requires resubmission to Council for variation.

16. What is an acquittal report? Do I have to do one?

An acquittal report is produced by the funding recipient at the end of a project or event. It provides a detailed report on the outcomes of the project and provides evidence of financial income and expenditure.

All funding recipients need to provide a post project/event acquittal report. The amount of information required will depend on the funding type and amount provided. A template detailing the required information will be provided upon signing the funding agreement. It is advised you compile this information as you progress through the project to assist your acquittal report process at the end.

17. Can I appeal the decision if my funding application is not successful?

No. The Council's decision on funding allocation is final. Feedback is available on request. Please contact the relevant Shire officer listed at FAQ #4 or on page 15 if you would like to receive this.