

The background features a stylized, abstract illustration. At the top, a sun is depicted with a semi-circular face and radiating rays in shades of pink, red, and orange. Below the sun, there are rolling hills in green and yellow. At the bottom, wavy lines represent water in shades of blue and teal. A dark blue horizontal band with rounded ends is positioned across the middle, containing the title text. Below this band, there are three horizontal bars in red, orange, and green. The overall design is modern and colorful.

SHIRE OF YORK FUNDING GUIDELINES

Updated August 2026

CONTENTS

Introduction	2
Funding Categories	3
Eligibility	4
Information Required	5
Application Process	6
Assessment Criteria	6
How to Approach Your Application	8
Successful Funding Management	9
Terms and Conditions	10
Acquittal and Project Completion	11
Frequently Asked Questions (FAQ)	12
More Information and Assistance	15

INTRODUCTION

The Shire of York recognises that providing financial support is an important mechanism for encouraging community-based organisations or commercial entities to invest their time and resources into initiatives that enhance our way of living.

THIS CONTRIBUTES TOWARDS:

**INCREASED
COMMUNITY
PARTICIPATION**

**IMPROVED
WELLBEING &
CONNECTION**

**PROMOTING
CULTURAL
DIVERSITY**

**SUPPORTING
ECONOMIC
DEVELOPMENT**

**FOSTERING
BUSINESS
GROWTH**

**INCREASING
TOURISM
IMPACT**

**These guidelines aim
to assist you in
submitting the best
application possible.**

We want you to succeed!



FUNDING CATEGORIES

The following categories are available for funding applications. Each category is designed to serve specific outcomes and offers different funding limits. Funding amounts over \$2,000 will only cover up to 60% of the overall project/event cost. If unsure which category to apply for, speak to the Shire representatives listed on the last page.

OUTSTANDING REPRESENTATION SPONSORSHIP (ORS)

Open all year

\$200 - \$500

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

CEO Sponsorship

Open all year

Up to \$1000

Supports small-scale initiatives, projects or activities that provide a community, economic or promotional benefit to the Shire.

TOURISM GROWTH

Open 1st November to 31st January each year

MINOR - Up to \$10,000 Events & projects attracting visitors to York

MAJOR - \$10,001 and over Larger events demonstrating greater economic impact

ECONOMIC DEVELOPMENT

Open 1st November to 31st January each year

Up to \$2,000

Initiatives that stimulate ongoing economic activity, or enhance the investment appeal of the Shire

COMMUNITY FUNDING

Open 1st November to 31st January each year

MINOR - Up to \$2,000 Small community projects or events with a clear local benefit

MAJOR - \$2,001 to \$10,000 Larger community initiatives that enhance services, events, or infrastructure



ELIGIBILITY

The following eligibility criteria will be applied to all applications.

To be **ELIGIBLE**, applicants must:

- Be a legal entity (e.g., not-for-profit, incorporated association, registered business or organisation).
- Demonstrate financial viability and capacity to deliver the project.
- Show clear alignment with the Shire's strategic objectives.
- Provide evidence of other funding sources or self-contribution where applicable.
- Have an ABN or a nominated Auspice organisation (ORS applications may be exempt)
- Have a nominated and monitored email address to receive electronic communications
- Outstanding Representation Sponsorship applications do not need to meet the above requirements. They will only need the invitation to compete and their personal contact details and an authorised adult contact (if applicant is under 18)

The following is **INELIGIBLE** for funding:

- On-going operational costs of the applicant organisation (e.g. salaries, administration costs).
- Consumables and general running expenses.
- Retrospective applications (projects already started or completed).
- Activities outside the Shire of York (unless a direct regional benefit is demonstrated).
- Events or projects that compete with existing funded initiatives.
- Applications from individuals (except for registered Sole Traders and Outstanding Representation Funding (ORS)).
- Individual requests for purchase of sports uniforms (team requests will be considered).
- Applications for support that do not show parallel efforts to contribute other funds.
- More than one application from the same source in the same funding round.
- Events focused solely on revenue raising for a community group or private business which provides no additional economic or community benefit.
- 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.
- Shire of York Councillors or employees
- The purchase of alcoholic beverages.

INFORMATION REQUIRED

The following information will be required to submit an application. The level of detail will depend on the type of funding requested. Outstanding Representation applications only require the invite to participate at nominated event, event information and various contact details.

ALL APPLICATIONS

- organisation details, including ABN and/or registration status (Not-for-profit, tax structure etc)
- committee or board information (if applicable)
- primary contact details
- project/event title
- detailed project/event details including start and finish dates
- details of how funding will be utilised specifically
- intended outcomes and how these achievements will be measured
- project/event location information
- target audience/community impacts
- expected attendee numbers (if applicable)
- alignment with the Shire of York Council Plan 2025-2035.
- how Shire of York support will be publicly recognised
- project/event budget including other financial contributions and costings
- environmental impact (if applicable)
- approvals required (if applicable)
- letters of support (if applicable)

TOURISM GROWTH APPLICATIONS

In addition to the “All Applications” information required, applications for Tourism Growth funding will also require:

- an event project plan with timelines.
- detailed visitor numbers (including an assessment of visitors from intrastate, interstate and international) with rationale for numbers.
- probity mechanisms for management of funds.
- previous experience in running events, if any.
- overall marketing plan for event promotion including outlining public acknowledgement of Council sponsorship.



HOLDING AN EVENT?

When holding an event in York, whether it is aimed at local participation or tourism attraction, please refer to the [York Public Events Guide](#) and view the Shire of York [Planning Your Event in York](#) page to ensure you are aware of all requirements. If after reading the guide, you are unsure what applies to your intended event, please discuss this and your Event Application Approval with the relevant Shire representative listed at the end of these guidelines. This is separate to any funding applications for events.

APPLICATION PROCESS

- All applications are to be made online through the Shire of York website [HERE](#)
- Printed applications will not be accepted.
- Using the lists from the previous “Information Required” page, collect as much information as possible before starting your application.
- Once you have started the application form online, you can **SAVE** and return to complete at a later time if required. A direct link will be sent to your nominated email address when you **SAVE AS DRAFT**. Your application will not be visible to Shire staff until you press **SUBMIT** upon full completion.
- Once received, your application will enter the funding approval process, including evaluation against the assessment criteria outlined below. You will be advised of the outcome.

ASSESSMENT CRITERIA



ALL APPLICATIONS

- the project outcomes and/or event occurs in the Shire of York.
- any benefits arising from the activity accrue to the Shire of York community and/or environment in some way.
- facilitates inclusion and equitable access to facilities, services, open spaces and activities.
- the quality and depth of information provided in the application form presents a clear and detailed overview of the intent and expected outcomes if funding is successful
- the proposal has been well thought through and the application for support is well ahead of any final decision to proceed.
- Applications that demonstrate consideration and alignment with the Shire of York [Access and Inclusion Plan \(AIP\) 2024-2029](#) will be viewed favourably.

SELECTING THE RIGHT FUNDING CATEGORIES

When considering funding from the Shire of York, applicants should select the funding stream that best aligns with their project, event or initiative. Consider the intended outcomes and benefits, the amount of funding required, and whether the primary benefit is to the local community, tourism and visitation, or economic development.

Community and Tourism funding rounds are open annually from 1 November to 31 January. Applicants should review the eligibility and purpose of each funding stream before applying. If you are unsure which funding stream best suits your proposal, please contact the relevant Shire representative listed at the end of these guidelines.

OUTSTANDING REPRESENTATION SPONSORSHIP (ORS) APPLICATIONS

ORS applications require less information compared to standard funding. In addition to applicant particulars and details of the opportunity to represent, please provide:

- a 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 a state, national or international level. \$200 is available to represent at a state, national event and \$500 is available to represent at an International event. For further clarification, please contact the Shire.
- No formal acquittal is required.

CEO SPONSORSHIP APPLICATIONS

CEO Sponsorship provides funding of up to \$1,000 to support or co-support small-scale projects, activities, initiatives or opportunities that provide a community, economic, tourism or promotional benefit to the Shire of York. It requires less information compared to standard funding.

Supports or co-supports small-scale initiatives, activities and opportunities that:

- provide a positive benefit to the local community.
- support local events, activities or community participation.
- contribute to tourism, visitation or promotion of the Shire of York.
- support local businesses or small-scale economic development initiatives.
- encourage community connection, participation and wellbeing.
- provide an opportunity to promote York or enhance the Shire's profile.
- respond to minor or time-sensitive opportunities that may fall outside formal funding rounds.

COMMUNITY FUNDING (MINOR AND MAJOR) APPLICATIONS

In addition to the criteria listed under *All Applications*, the Council will take the following into consideration when assessing Community Funding applications (where applicable):

- encourages general involvement in local endeavours including sport and cultural activities.
- improves collaboration and coordination of community support and services.
- assists a community group to expand their ability to provide support for individual and community health and wellbeing.
- increases community knowledge and understanding of their local natural and built environments.
- focuses on protection and restoration of the Shire's natural environment, including the Avon River, and the protection and restoration of the built environment.
- events designed for local residents which increase a sense of belonging, and of being socially connected to the community. They are events not developed to leverage tourism or economic development but have a strong community focus.
- requests to procure professional assistance for community groups to develop submissions for significant external grants (seed funding).

ECONOMIC DEVELOPMENT FUNDING

In addition to the criteria listed under *All Applications*, the Council will take the following into consideration when assessing Economic Development applications (where applicable):

- demonstrates the positive economic impact of the project beyond the applicant's increased revenue
- brings increased professional, industry and regional development opportunities
- enhances investment appeal of the district and drives local business growth

TOURISM GROWTH FUNDING

In addition to the criteria listed under *All Applications*, the Council will take the following into consideration when assessing Tourism Growth applications (where applicable):

- potential to attract visitors to the town through tourism ventures or events
- encourage overnight stays.
- proven record of experience running similar events.
- demonstrated positive economic impact
- links to wider heritage and natural environment opportunities where relevant.
- opportunities to work with and include the wider Shire of York community
- the extent to which the event complements the overall event calendar.

HOW TO APPROACH YOUR APPLICATION



SUCCESSFUL APPLICATIONS



APPROVED BY COUNCIL
AND FUNDING AGREEMENT
ACCEPTED BY RECIPIENT

RECEIVE 80% OF FUNDS
RECIPIENT DELIVERS
APPROVED PROJECT
AND/OR EVENT

SUBMIT ACQUITTAL
REPORT WITH SUPPORTING
DOCUMENTATION
RECEIVE FINAL PAYMENT
WHEN ACQUITTAL
APPROVED

UNSUCCESSFUL APPLICATIONS



APPLICANT RECEIVES
UNSUCCESSFUL
NOTIFICATION

DISCUSS THE OUTCOME
WITH YOUR SHIRE
REPRESENTATIVE IF
DESIRED

EXPLORE YOUR NEXT
FUNDING OPTIONS

Outstanding
Representation
payments are made
in full

STUCK?

- HEAD TO THE SHIRE OF YORK WEBSITE - [HERE](#)
- GET IN TOUCH WITH THE RELEVANT SHIRE REPRESENTATIVE - DETAILS ON LAST PAGE

SUCCESSFUL FUNDING MANAGEMENT

Funding Acceptance and Agreement

All successful applicants will be required to sign a formal acceptance of funding.

Depending on the level of funding granted, a separate funding agreement may also be required.

Signing these documents enters your organisation into a legally binding agreement with the Shire of York.

If your organisation has a Board or Committee, ensure their agreement to accept the funding has been recorded in your meeting minutes prior to receiving your first payment. A copy will be requested. It is recommended you do this before applying to confirm your committee's support.

Payment Arrangements

All funding, with the exception of ORS, will be paid as 80% initial payment and the remaining 20% upon acceptance of a completed acquittal report

All payments will be made electronically to the nominated bank account provided in the funding acceptance form.

Allocate Roles and Responsibilities

Designating roles and responsibilities early in the project, and allocating dates for deliverables, will help share the accountability throughout your team or organisation.

Doing this early will reduce the level of stress that may arise as impending dates approach.

Record Keeping

To assist your reporting requirements at the completion of your project, maintain clear and detailed recording of financials (including invoices or receipts), in-kind specifics, public acknowledgement of Shire support and important milestones as your project progresses. This includes photos that will support your project delivery success.

Maintaining this data as you go will make compiling the completion and acquittal report a smooth process.

GST Requirements

All successful applicants must have an ABN or be auspiced by an organisation with an ABN

Applicants that are registered for GST must provide completed details before they can be paid

GST registered applicants are required to report the funding GST on their BAS. Applicants who are not registered for GST will not be required to take any further action.

Variations to agreement

If a change to your agreed project arises, you must seek a formal variation from Council before reassigning Shire of York funding to a different outcome.

Variations will be presented to Council at the next Ordinary Council Meeting (OCM) for approval.

Presentation of a variation does not automatically mean approval and Council reserves the right not to accept a variation.

TERMS AND CONDITIONS

If successful in obtaining funding, applicants will be subject to the following conditions in addition to any project specific terms and conditions included in the funding agreement.

- The Funding must be used solely for the project and/or event as detailed in the signed funding agreement form.
- First payment will be made on receipt of all required documentation.
- The recipient must complete the project/event by the date nominated in the signed funding agreement form.
- The Shire of York funding must be publicly acknowledged on all promotional material, media and/or by appropriate signage.
- The recipient must notify the Shire immediately if the project/event is terminated or altered in any way.
- Any variation to the approved funding must be submitted in writing for approval. Variations are subject to Council approval and Council reserves the right to deny any variations.
- If the project/event is terminated, the Shire will request the refund of whole or part of the funding previously paid to the recipient.
- If any funding conditions are breached or the project/event is not proceeding satisfactorily, Council may choose to withhold payment or require repayment of a determined amount.
- The Shire reserves the right to publicise benefits accruing as a result of the provision of funding.
- The Shire has the right to issue a mutually agreed media release regarding the project/event.
- The Shire will include the successful recipient's name and funding amount in its Annual Report.
- The recipient must comply with all relevant Local Laws, Federal, and State legislation.
- The recipient must engage suitably qualified trades persons to complete works requiring certification, where applicable.
- The recipient shall ensure their funded project/event and all contractors/employees have appropriate insurance coverage.
- After signing the funding agreement, neither the Shire nor the recipient will at any time disparage the other party or make any statement or publication, whether oral or in writing, which does or is likely to bring the other party into disrepute or ridicule, or otherwise adversely affect its reputation.

ACQUITTAL AND PROJECT COMPLETION

On completion of the project/event, all funding recipients will be required to complete an acquittal and completion report. The level of detail required will be commensurate with the amount of funding provided.

A template with the information applicable to your project will be provided with your acceptance of funding at the beginning of the project. Use this information to gather the required supporting documentation throughout your project, as it will assist you when completing the final report.

The acquittal report will include, but not be limited to, the following:

- a detailed description of the project/event and its outcomes, including local and non-local participation.
- an outline of any project/event amendments that have occurred during delivery including approved variations if applicable.
- any lessons learnt during project delivery.
- if a tourism growth event, assessed visitor numbers, their place of origin, and estimated economic impact, including how these numbers were obtained.
- feedback from those impacted by the project and/or event attendees
- a final income and expenditure report of the project/event.
- where audited financials cannot be supplied, proof of expenditure will be sufficient
- photos and other supporting images or plans



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.

One annual funding round, opening 1 November and closing 31 January.

- Tourism Growth Funding
- Community Funding (Minor and Major)
- Economic Development Funding

Open all year

- Outstanding Representation Sponsorship
- Delegation of CEO Sponsorship (Up to \$1000)

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 access the Shire of York Council Plan 2025-2035. 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.

Records

records@york.wa.gov.au

Rebecca Atkinson – Temporary Executive Manager Community 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.

FREQUENTLY ASKED QUESTIONS

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.

MORE INFORMATION AND ASSISTANCE

Before submitting a funding application, please contact the relevant Shire officer to discuss your application and confirm the best funding category and round to submit to.

CONTACT:

Records

records@york.wa.gov.au

(08) 9641 0500

CONTACT:

**Temporary Executive Manager Community and
Economic Development**

Rebecca Atkinson

rebecca.atkinson@york.wa.gov.au

HELPFUL LINKS TO ASSIST YOUR APPLICATION

Shire of York Funding and Sponsorship page

<https://www.york.wa.gov.au/community/our-community/community-sponsorship.aspx>

Shire of York Planning Your Event in York page

<https://www.york.wa.gov.au/community/our-community/planning-your-event-in-york.aspx>

Access and Inclusion Plan 2024-2029

https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/ACCESS_INCLUSION_PLAN_2024-2029.pdf

Shire of York Council Plan (CP) 2025 – 2035

https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/FINAL_Council_Plan_April_2025.pdf