

Discretionary Fund Application Form

Office use only			
Form ID	1006	Last updated	April 2024
TRIM Ref.	2022/658645	Business unit	Office of the CEO

The Northern Beaches Council Discretionary Fund provides the opportunity for the Mayor and Councillors to respond to requests for financial assistance from individuals and community groups, community organisations and small local businesses involved in community projects.

The Northern Beaches Council Discretionary Fund Policy recognises that some activities and events arise which do not fall within the guidelines for other Northern Beaches Council funding programs but are still deserving of support by Council.

To be eligible for financial assistance, you must be an individual, community group, community organisation or local business involved in a community project who either resides on the Northern Beaches or your initiatives and services will benefit the local Northern Beaches community.

To apply, please complete this form and provide any further information to support your application and send to the Office of the Mayor or forward to an Elected representative of the Northern Beaches Council.

If you have any questions regarding eligibility, please contact the Office of the Mayor on 1300 434 434.

Please refer to the [Northern Beaches Council Discretionary Fund Policy](#) for further information.

Eligibility Criteria

1. Applicants must be individuals, community groups, community organisations or small local businesses involved in community projects who either reside on the Northern Beaches or their initiatives and services will benefit the local Northern Beaches community.
2. Community groups and community organisations who make an application do not have to be incorporated.
3. Applicants will only be eligible to receive funding once within a financial year and funds must be utilised within the financial year in which they are allocated.
4. Applicants cannot apply for funding if they have applied for funding or received funding under any other Northern Beaches Council funding program during the same financial year for the same or similar activity.
5. Individuals can apply for funding to assist with opportunities for education and information exchange, attend as a representative at regional, national and/or international events and activities that will further develop their education or sporting endeavours at a representative level.
 - a. If an applicant is a member of a team and subsequent requests are received from other team members that incur combined assistance over \$1,000 maximum payment under the Policy, an amount of \$1,000 will be made to the team and not the individual applicants.
 - b. Funding for interstate and national representation is limited to \$250 per applicant and \$500 per applicant for international representation.
 - c. If an applicant who is selected to attend representative events as part of a team who for financial hardship reasons wishes to apply as an individual and not as part of the team's application, evidence will need to be provided demonstrating financial hardship for an application to be considered separately.
6. The Applicant must complete the Northern Beaches Discretionary Fund Application Form demonstrating their eligibility for funding under the Northern Beaches Council Discretionary Fund.
7. The Applicant must identify the amount of funding required where possible and clearly outline the purpose for which the funding is required.
8. Applicants cannot apply for funding if it is for the purpose of funding projects / programs aimed to support or promote political parties and/or candidates.

Part 1: Details

Name of individual or organisation			
Address			
Contact First Name		Surname	
Contact Email			
Amount requested (max. \$1000 per application)			
Brief statement of the purpose for which the funding is requested			
Eligible purposes include, but are not limited to -			
<ul style="list-style-type: none">• an initiative/activity or service that will benefit the local Northern Beaches community.• to assist an individual with opportunities for education and information exchange.• for an individual to be a representative at regional, national and/or international events and activities.• that will further develop their education or sporting endeavours.			

Part 2: Supporting Documentation

Supporting Documentation attached	Yes
Supporting documentation is required for applicants applying for funding to represent at regional, national and/or international events, attendance at education programs and activities or for personal/medical reasons.	
Further comments in support of application (describe how the funds will benefit either yourself, or group of people or the general community)	

Name			
Signature		Date	

Part 3: Internal Office use only

Amount requested	\$	Amount recommended	\$
Amount remaining in the Budget	\$		
Comments			

Certified that this application has been assessed against the eligibility criteria set out in the Northern Beaches Council Discretionary Fund Policy and that funds are available within the current Budget

Name			
Signature		Date	

Approved by the Mayor

Name			
Signature		Date	

Approved by the Deputy Mayor or Councillor

Name			
Signature		Date	

Approved by the CEO

Name			
Signature		Date	