Discretionary Fund Application Form

Office use only			
Form ID	1006	Last updated	April 2026
TRIM Ref.	2022/658645	Business unit	Office of the COO

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.

The Policy identifies the key responsibilities of authorisation and accountability for the Mayor, Deputy Mayor, Councillors and Council staff and ensures transparency in the expenditure and reporting of funds allocated.

To apply, please complete the Northern Beaches Council Discretionary Fund Application Form and provide any supporting information. Send your application to the Office of the Mayor or forward it 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. Applications will be considered which focus on the physical, intellectual, creative, safety, and/or social welfare of residents on the Northern Beaches.
3. Applications should primarily be for activities which take place on the Northern Beaches and benefit the Northern Beaches Community.
4. Community groups and community organisations who make an application do not have to be incorporated.
5. 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.
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			
Contact phone number			
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 -

- an initiative/activity or service that will benefit the local Northern Beaches community.
- initiative/activity or service that will focus on the physical, intellectual, creative, safety, and/or social welfare of residents on the Northern Beaches.

Part 2: Supporting documentation

Supporting documentation attached	◯ Yes

Please provide any further details that will support your application (eg where the initiative/activity or service will be held, dates, estimated attendance)

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 COO			
Name			
Signature		Date	