

## GUIDELINES for AUSPICING

### What is auspicing?

In a funding context, auspicing is when another organisation manages grant funding on your behalf because your organisation does not have an official not-for-profit legal status.

To be eligible to apply for funding your organisation needs to be one of the following legal not-for-profit entities or auspiced by an organisation that is:

- A legal not-for-profit organisation as defined by the [Australian Taxation Office \(ATO\)](#) and [Australian Charities and Not-For-Profits Commission \(ACNC\)](#) which are:
  - An incorporated association
  - A company limited by guarantee
  - A non-trading/non-distributing co-operative
  - An Indigenous corporation
- Comply with all requirements of the State, Commonwealth, ATO and ACNC
- Have an active ABN
- Have a bank account in the name of the legal entity.

An auspicing organisation will be responsible for:

- the receipt, banking and administration of all moneys
- project monitoring and completion
- ensuring the applicant acquits the funding on time
- sign off on the acquittal form

An auspicing organisation may also provide the following support to the applicant:

- provide insurance for the project
- provide mentoring for the auspiced group

An auspicing organisation may charge a small fee for the above services. An auspice fee is not an eligible expense.

It is the responsibility of the group being auspiced to ensure that a clear agreement is reached before applying for funding. An Auspicing Agreement form (overleaf) must be filled out and included with the application of any auspiced group.

### Why should my organisation auspice/sponsor another group's funding application?

By auspicing, you may be helping out a new and developing local community group if they are planning a worthwhile project. It is a great way of ensuring that important projects get off the ground. It can help your own group to build long term partnerships.

**Checklist** (tick when done)

<input type="checkbox"/>	Applicant - Forward this form to the auspicing body.
<input type="checkbox"/>	Auspice - Fill in and return this form to the applicant.
<input type="checkbox"/>	Applicant - Attach this form to your application.

## Auspice Agreement

*(Edit text below to create your Auspice Agreement)*

We, <b>type here</b>	<i>(auspice organisation's name)</i>
of, <b>type here</b>	<i>(auspice postal address)</i>
operating under ABN, <b>type here</b>	<i>(auspice ABN number)</i>
agree to auspice <b>type here</b>	<i>(applicant's organisation's name)</i>
for their project to <b>type here</b>	<i>(project title or description)</i>

We understand we will be responsible for these **compulsory obligations:** *(use tick boxes)*

- Receipt, bank and administer all monies
- Monitor the project and ensure timely completion
- Complete the financial acquittal and ensure funding is acquitted on time.

We will also provide the following **optional support** to the applicant *(tick only relevant items)*

- Provide insurance for the project
- Provide mentoring for the auspiced group

**Auspice Fee** *(tick & complete only relevant items)*

- We will not charge an auspicing fee
- We will charge an auspicing fee. The fee is : \_\_\_\_\_ % of amount granted or \$ \_\_\_\_\_

### Auspice Signature of Auspice Agreement

*(Auspicing organisation must complete this signature panel.)*

Email address of auspicing contact:	
Contact telephone:	
Full name of auspicing contact person:	
Signature of auspice:	
Position in organisation:	
Date signed:	