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](https://www.ato.gov.au/Non-profit/Getting-started/In-detail/Registration/Overview-of-legal-structures/) (ATO) and [Australian Charities and Not-For-Profits Commission](https://www.acnc.gov.au/for-charities/start-charity/not-profit) (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)

|  |  |
| --- | --- |
|  | Applicant - Forward this form to the auspicing body. |
|  | Auspice - Fill in and return this form to the applicant. |
|  | Applicant - Attach this form to your application. |

**Auspice Agreement**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| We, | | **type here** | | | | *(auspice organisation’s name)* |
| of, | **type here** | | | | | *(auspice postal address)* |
| operating under ABN, | | | | | **type here** | *(auspice ABN number)* |
| agree to auspice | | | **type here** | | | *(applicant’s organisation’s name)* |
| for their project to | | | | **type here** | | *(project title or description)* |

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: |  |