

Auspice

Information Sheet



Auspice Arrangements

An auspice arrangement can be used when a community group or individual would like to submit a grant proposal but does not meet the eligibility criteria. To overcome this, they can partner with a group or organisation that does meet the criteria. The group that meets the criteria is known as the auspice organisation. Your community group is known as the grant recipient.

The auspice organisation is not considered to be the applicant and may apply for their own funding.

Eligibility Criteria

To be eligible for funding, applicants must:

- Be a not-for-profit organisation that is an incorporated body holding a current Australia Business Number (ABN) and that is not within the categories of ineligible applicants below. An applicant that is not an incorporated body but is otherwise eligible may arrange an auspice agreement with an eligible organisation that is willing and able to accept legal and financial responsibility for the project.
- Have no outstanding debts to Latrobe City Council.
- Hold appropriate public liability insurance.
- Physically operate and/or be registered within the municipality of Latrobe City.
- Be able to provide a satisfactory budget, including one quote for projects under \$5,000 and two quotes for projects over \$5,000.

Applicants can check if an organisation is registered using the Australian Business Register's ABN Lookup. To do this you will need your organisation's:

- Legal name.
- ABN (Australia Business Number).

Confirming an Auspice Agreement

You will need to confirm your auspice arrangement before submitting your grant application. You will need to provide:

- Contact details for the auspice.
- Evidence that they have agreed to fund your proposed grant activity or event.
- Other auspice business details are asked for too, such as:
 - ABN and/or Incorporation Number.
 - Certificate of Liability Insurance.
 - Evidence they are a not-for-profit entity.
 - Bank details.

Finding an Auspice Organisation

The Latrobe City Council Grants and SIAG Officers cannot assist you to find an auspice organisation. It is beneficial to find an auspice that aligns with your goals and values and whom you can have a good working relationship with. You could explore local community organisations who have a similar focus to your application.

Search the [Latrobe City Council Community Group Directory](#)

Responsibilities of the Auspice Organisation

During the grant application, the auspice organisation will be responsible for:

- Agreeing to the project scope and support they will provide to you.
- Providing a letter indicating that they accept full legal, insurance and financial accountability for the project.
- Working with the applicant on completing the funding application.

If your grant application is successful, the auspice organisation will be responsible for:

- Working with the applicant to agree to funding agreements.
- Receiving any funding.
- Partnering with the applicant to deliver the project. The support provided should be determined within the agreement and the level of support can vary from limited to high support depending on the partnership and project.
- Work with the applicant to submit acquittals upon completion of the project. This includes providing receipts for all purchases outlined in the expenditure breakdown.