Accepting an Auspice Arrangement

If you are an auspice organisation, you must read the information below and sign this form to show that you understand the terms of entering into an auspice arrangement.

**This form must be submitted as an attachment to your grant application.**

## Auspice arrangements

If your organisation is not incorporated, you must arrange for an incorporated organisation to manage the grant funds and take financial and legal responsibility for the project prior to submitting your application.

Role of the auspice

The auspice organisation is responsible for signing the funding agreement, and manages the funds on behalf of the applicant organisation. By signing the funding agreement, the auspice organisation:

* remains bound by and must act in accordance with its terms and conditions; and
* is ultimately responsible for and accountable to the Department of Premier and Cabinet for the proper use and acquittal of funding.

The Department may, in its absolute discretion, elect to deal with the auspice organisation (in lieu of, or in addition to, the funding applicant) in respect of any aspect of the funding agreement.

When an auspice arrangement is set up, it is important to have a written auspicing agreement so that all parties understand their role and responsibilities in the auspice relationship. An auspicing agreement must be drafted with care because the auspice organisation is taking legal and financial responsibility for the auspiced project.

Every auspicing relationship will be different and for the auspice organisation there may be risks and extra administrative burdens. The auspice organisation needs to be prepared for this, and have in place a solid auspicing agreement and appropriate insurance, risk management protocols and other guidelines (such as policies around releasing grant funds to the auspicee in instalments as the project progresses) to reduce risks as much as possible.

The auspice organisation may also be responsible for any GST requirements around grant expenditure as grants paid by the Department are exclusive of GST.

The Department recommends seeking the advice of the Australian Tax Office in relation to this.

## Auspice Approval

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert name) acting as the authorised representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert auspice organisation) have read and understand the responsibilities of entering into an auspice arrangement with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of organisation) for the project titled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of project)

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| **Authorised auspice representative position:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Authorised auspice representative signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |