##

# Auspice Guidelines

## What is an auspiced grant?

An auspiced grant is a grant paid to a third party to administer on behalf of those undertaking the funded project or activity. This third party is known as the auspice body.
This arrangement is referred to as ‘auspicing.’

The auspice body may agree to merely receive a grant on behalf of those undertaking the funded project or activity, or they may also agree to manage other aspects of the project or activity.

The Office of Multicultural Interests may accept grant applications on behalf of a group through an eligible auspice body.

## Who can have a grant auspiced?

Unincorporated not-for-profit associations and community groups based in Western Australia, with or without an Australian Business Number (ABN), can arrange to have a grant auspiced by a third party organisation.

## Who can auspice a grant?

An incorporated association or not-for-profit organisation based in Western Australia with a current ABN, or a Western Australian local government can agree to auspice a grant on behalf of those undertaking the funded project or activity. There is no limit to the number of grants that an auspice body can elect to take responsibility for. Auspiced grants do not count towards the application submission limits when the auspice body applies for funding in its own right.

## Who is responsible for acquitting a grant?

Both the auspice body and those undertaking the funded project or activity are considered responsible for the acquittal of grants. Neither party will be eligible to submit further applications to the Office of Multicultural Interests or the Department of Local Government, Sport and Cultural Industries until a satisfactory acquittal report for the funded project or activity has been received.

## How can I have a grant auspiced?

If you wish to appoint an auspice body to take financial responsibility for your grant, it is your group’s responsibility to approach an eligible auspice body, negotiate the terms and conditions of your auspice arrangement, and maintain a working relationship with the auspice body over the period of your project and grant agreement.

If an agreed fee is to be charged by the auspice body for managing the successful grant, this fee must be included in the grant application budget as an expense.

The authorised officer of the auspice body will be required to sign the declaration agreeing to the conditions of the grant in the grant application form.

If successful, the grant agreement and payment will be issued to the auspice body and they will be responsible for leading primary communication with the Office of Multicultural Interests.

## Auspice Agreement form

This Auspice Agreement form provides an outline of the services and support the auspice body will contribute to the activity. To have a grant auspiced, this completed Auspice Agreement form must be submitted with your grant application. The form must be signed by the authorised officer of both the auspice body and the group undertaking the project or activity.

Both parties are welcome to independently establish their own formal agreement in addition to this form.

Contact the Grants Administrator on
(08) 6552 1619 or email **grants@omi.wa.gov.au** for further information and advice about auspiced grants.

# Auspice Agreement

## Application information

|  |  |
| --- | --- |
| Legal name of auspice body: | Click here to enter text. |
| Postal address of auspice body: | Click here to enter text. |
| Suburb: | Click here to enter text. | Postcode: | Click here to enter text. |
| ABN of auspice body: | Click here to enter text. |
| Is the auspice body registered for GST? | **Yes** [ ]  **No**  [ ]  |
| Is the auspice body an incorporated association or not-for-profit organisation based in WA, or a WA local government? | **Yes** [ ]  **No**  [ ]  |
| Name of group undertaking the project or activity: | Click here to enter text. |
| ABN of group undertaking the project or activity (if applicable): | Click here to enter text. |
| Project title: | Click here to enter text. |
| Grant program/category being applied to: | Click here to enter text. |
| Total project cost: | Click here to enter text. |
| Grant amount being requested: | Click here to enter text. |
| Grant administration fee (if applicable): | Click here to enter text. |

## Terms of the auspice arrangement

1. What services and support will be provided by the auspice body with regard to the management of funding received?

Click here to enter text.

1. What are the roles and responsibilities of those undertaking the management and acquittal of the grant?

Click here to enter text.

1. Who is responsible for insurance and other legal requirements of the project or activity?

Click here to enter text.

1. What fee, if any, is to be paid to the auspice body by those undertaking the project or activity?

Click here to enter text.

## Declaration

**Auspice body**

I declare that all the information provided is true and correct, and that if a grant is provided I will undertake the activity and responsibilities as stated:

|  |  |
| --- | --- |
| Authorised officer name: | Click here to enter text. |
| Authorised officer position: | Click here to enter text. |
| Authorised officer phone: | Click here to enter text. |
| Authorised officer email: | Click here to enter text. |
| Authorised officer signature: | Click here to enter text. |
| Date: | Click here to enter text. |

**Group undertaking the project or activity**

I declare that all the information provided is true and correct, and that if a grant is provided I will undertake the activity and responsibilities as stated:

|  |  |
| --- | --- |
| Authorised officer name: | Click here to enter text. |
| Authorised officer position: | Click here to enter text. |
| Authorised officer phone: | Click here to enter text. |
| Authorised officer email: | Click here to enter text. |
| Authorised officer signature: | Click here to enter text. |
| Date: | Click here to enter text. |