

# Community Grants Auspice Agreement

July 2023



This Auspice Agreement may be used by unincorporated groups or organisations without an ABN that are applying for funds through the Northern Grampians Shire Council Grants Program.

An auspice agreement formalises the arrangement between an unincorporated group or organisation without an ABN (the **auspicee**) and an incorporated group or organisation with an ABN (the **auspicator**).

It confirms the auspice support being provided by another organisation including the financial responsibilities of the funded project and providing insurance coverage for the project if required.

Unincorporated applicants are responsible for finding an auspicator before starting the application process.

## Auspicee Details:

Auspicee Organisation:	
Project name:	
Project description:	

## Auspicator details:

Auspicator Organisation:	
Auspicator postal address:	
Incorporated Number or Registered Charity number:	
ABN:	

## Grant Funding Conditions

- Any change to the original submission must be approved by Northern Grampians Shire Council in writing.
- All works to be undertaken must obtain relevant permits and approvals prior to commencement.
- Groups/organisations are required to participate in media and communications opportunities that promote the council's Minor Grants Program, as requested.
- Any programs or activities undertaken with funding under this program must acknowledge the support and sponsorship of the Northern Grampians Shire Council.

- Successful applicants will be provided with the Northern Grampians Shire Council corporate logo. Use of the logo must be approved by the Northern Grampians Shire Council Media and Communications Team.
- Groups/organisations are required to meet relevant government legislation requirements (e.g., Occupational Health & Safety Issues, Risk Management, Equal Opportunity, Workcover, Privacy).
- Groups/organisations are required to ensure volunteers are registered with the group/organisation and adequately covered by insurance.
- A grant acquittal must be submitted to council via the applicant's Smarty Grants account one month after completion of the project. The acquittal is to include details of the success of the project, photos of the completed project and evidence of expenditure.
- Council officers are available to assist applicants with the final acquittal. Applicants will be ineligible for further grants if the evaluation process is incomplete.

## Declaration

We, the **Auspikor**, agree to be responsible for the above-mentioned project on behalf of the Auspicee.

This includes an agreement to:

- Monitor the implementation of the project to ensure it is adhering to the overall funding agreement.
- Monitor the project and ensure it meets the required timelines.
- Invoice NGSC for funds and administer all funds allocated to the project.
- Complete the financial acquittal process for the funded project.
- Provide the insurance cover for the project if required.

**Auspikor contact person:**

**Position:**

**Email:**

**Phone:**

**Signature:**

**Date:**

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We, the **Auspicee** agree to:

- Provide the Auspikor with the correct project information.
- Keep the Auspikor up to date with project implementation.
- Provide evidence of expenditure to the Auspikor.
- Keep communication channels open with the Auspikor.
- Respond in a timely manner to the auspikor's request.

**Auspicee contact person:**

**Position:**

**Email:**

**Phone:**

**Signature:**

**Date:**