

## AUSPICE POLICY

### OBJECTIVE

To outline the circumstances in which DMCC will act as Auspice for an un-incorporated community group and the processes to be followed in establishing an auspice arrangement.

### DEFINITIONS

- To 'auspice' means to provide support, sponsorship or guidance.
- A group requiring support is known as the 'auspicee'.
- The incorporated organisation that auspices a group or individual is known as the 'auspisor'.
- When using an auspice arrangement, the relationship is often described as one where the auspicee will be carrying out a project or activity 'under the auspices of' the auspisor.
- An auspisor enters into agreements and receives and holds funds for the auspicee.

### POLICY

#### When is an auspice agreement used?

DMCC may agree to auspicing arrangements including:

- auspicing of one-off events
- auspicing of pilot projects or program trials
- auspicing to incubate start-up groups
- auspicing ongoing groups whose activities are limited

The most common reason for a group to seek to be auspiced is a need to quickly and easily meet grant requirements such as incorporation or access to tax concessions.

#### Responsibilities of DMCC as Auspisor

Being an auspisor brings with it responsibilities. There are differing levels of support that auspicing organisations can provide. Generally, at a minimum, Deans Marsh Community Cottage will:

- make applications for funding
- negotiate funding agreement and accept grant funding
- make arrangements for the auspicee to access funds or make payments on behalf of the auspicee as and when required
- provide administrative and operational support to the auspicee, and
- acquit grants.

An auspisor may provide access to insurance or may require the auspicee to seek their own insurance and provide evidence of this. Deans Marsh Community Cottage will provide insurance coverage to auspice activities when agreed and cleared with our insurance provider.

#### Responsibilities of the Auspicee

The minimum responsibilities of an auspicee are that they:

- comply with any grant conditions
- deliver on project outcomes under the grant or other funding requirements
- notify the DMCC of any issues with the project and provide regular progress reports
- comply with any relevant legislation and requirements of any Commonwealth, State, Territory or local authority
- obtain and maintain relevant permits or licences, or arrange for the DMCC to obtain the relevant permits or licences on its behalf
- notify DMCC of any suspected fraudulent events, or any other events or omissions that could affect DMCC, and
- and where agreed provide evidence of appropriate insurance having been taken out for the project.

### **Auspice Agreement Guidelines**

1. Monies raised by the group will be held in the Deans Marsh Community Cottage accounts as a separate entry.
2. The auspicee will not commit more money than has been agreed without the Deans Marsh Community Cottage Committee of Management approval.
3. For ongoing auspice arrangements the auspicee will submit an annual report for presentation at the DMCC AGM and a member of the group must attend the AGM. For one off arrangements a written report, including details of monies received and spent, will be provided to DMCC at the completion of the event/project.
4. The auspicee key contact must maintain regular communications with the Cottage Coordinator regarding progress with activities/ projects and advising of upcoming financial commitments.
5. For ongoing auspice arrangements the auspicee will, prior to the new financial year, prepare an annual plan outlining proposed activity and budget for the coming year.
6. The auspicee must maintain a record of all correspondence, minutes/decisions and other relevant documents, which must be made available to the DMCC upon request.
7. The DMCC will provide support and advice to an auspicee's regarding financial and activity planning, financial management, administration, security, privacy and confidentiality, OHS and other legal requirements.

### **PROCEDURE**

#### **Negotiating an Auspice Agreement**

Before entering an auspicing agreement, both parties must carefully consider if the agreement complies with their needs and their organisation's legal status.

In considering an Auspice Proposal DMCC will consider:

- Viability of the proposal;
- Consistency with DMCC mission and purpose;
- Potential risks to DMCC;
- The auspicee's ability to deliver the project; and
- The auspicee's understanding of the auspice agreement and their obligations

The auspicee must:

- Prepare a written submission for consideration by the DMCC CoM stating the purpose of the group, proposed activities, project budget and timelines, why they require auspicing, the groups organisational structure and contact details.
- An Auspice Agreement will then be drawn up by the DMCC and signed by both DMCC and the auspicee.

### **Auspicing Guide**

It is recommended that all parties familiarize themselves with the Auspicing Guide published by Justice Connect, copies of which are held at The Deans Marsh Community Cottage.

# Auspice Agreement

Deans Marsh Community Cottage, as an Incorporated Association agrees to auspice

(Name of group) .....

**Date of Agreement** / /

## Purpose of the Agreement

To implement *(insert project)*

.....

## Purpose of the Project

*(Attach Project Proposal, including timeframes, stakeholders, objectives, outcomes, risks, opportunities, evaluation plan etc.)*

## Budget

*(Attach Project Budget)*

## Responsibilities

Deans Marsh Community Cottage (Auspisor)

- Financial: The key responsibility is the management of all project funds and the signing off all project acquittals.
- Reference: representation on a project reference group to monitor adherence to guidelines, reporting and milestones and to take part in final assessment and evaluation of the project.
- Ethical: that the project adheres to confidentiality, privacy and equity principles
- Approval of all publications produced by the project
- Final approval of any alterations to the project

## Responsibilities

Auspicee ..... *(insert name)*

- Implementation: that the project is implemented in a timely fashion, meets project guidelines, timelines, milestones, assessment and acquittal responsibilities
- Reference: be part of a reference group that meets regularly to assess the progress of the project and have a commitment to good governance procedures
- Ethical: to work within an agreed ethical and philosophical framework

**Administrative Fee**

Deans Marsh Community Cottage will levy an administrative fee of *(insert amount)* (usually 5% of project budget), which will be allocated from the project budget, to ensure proper and timely administrative functions are delivered in line with project requirements.

The level of the negotiated fee will consider the total project budget and the scale of administrative functions.

**Signatures**

This Agreement is signed on behalf of Deans Marsh Community Cottage (*Auspikor*)

Name

.....

Position

.....

Signature

.....

This Agreement is signed on behalf of

..... (*Auspicee*)

Name

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Position

.....

Signature

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I acknowledge that I have read the Deans Marsh Community Cottage Auspice Policy and Auspice Guidelines and agree to abide by those.

**Signature** (*Auspicee*)

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