

# AUSPICE AGREEMENT

## GRANTS AND FUNDING



### BACKGROUND

The City of Casey provides grants to community groups and organisations to provide projects, programs, activities and events that benefit the local community. To be eligible for these grants, groups must be a registered not-for-profit legal entity such as an incorporated organisation, co-operative, charity, or eligible public company.

Community groups that are not legal entities, may seek support from an auspice organisation. The auspice organisation must meet the eligibility requirements for the grant program and should have an established relationship or connection with the applicant community group and a good understanding of the funded project.

Auspice organisations and applicant community groups may have a Memorandum of Understanding or agreement in place. This Auspice Agreement which outlines responsibilities in relation to Council's funding, must also be completed.

**This agreement relates to the auspice organisation, applicant community group and funded project detailed below:**

### AUSPICE ORGANISATION

Organisation Name:

Incorporation number:

ABN:

### APPLICANT COMMUNITY GROUP

Community Group name:

### FUNDED PROJECT DETAILS:

City of Casey Grant program:

Project:

Application ID:

**The following outlines the responsibilities of each party in relation to the City of Casey grant funding and will commence from the time of signing until grant funds are fully acquitted for to the satisfaction of Council.**

### The Auspice Organisation agrees to:

- act in good faith by acting fairly, reasonably and honestly and in the spirit of collaboration and co-operation with the applicant community group, for the benefit of the Casey community
- receive and distribute the grant funding so that the applicant community group can complete the funded project
- establish agreed timeframes for funding distribution, project commencement and project completion
- provide support to the applicant community group by monitoring the project throughout the funding period
- take necessary steps to cover the applicant community group under its public liability insurance if the applicant community group does not have its own insurances as required by Council



- ensure the conditions of the letter of offer or agreement are met including ensuring the funds are spent in accordance with the application and any special conditions Council may require including those outlined in Council's Grants Policy
- ensure the grant acquittal is completed on time and as required by Council
- work in good faith with the applicant community group to resolve disagreements and disputes through respectful communication and external mediation if required
- respond to a request from Council to acquit for and return all unexpended grant funds if a disagreement or dispute arises between the auspice organisation and applicant community group that cannot be resolved within a reasonable timeframe.

#### The Applicant Community Group agrees to:

- act in good faith by acting fairly, reasonably and honestly and in the spirit of collaboration and co-operation with the auspice organisation, for the benefit of the Casey community
- work within agreed timeframes for funding distribution, project commencement and project completion
- notify the auspice organisation of any variances in the project plan, timeframes or budget
- provide the auspice organisation with itemised receipts when project money is spent
- submit the grant acquittal on time and as required by Council
- work in good faith with the auspice organisation to resolve disagreements and disputes through respectful communication and external mediation if required
- respond to a request from Council to acquit for and return all unexpended grant funds if a disagreement or dispute arises between the auspice organisation and applicant community group that cannot be resolved within a reasonable timeframe. In this situation, the applicant community group may arrange to continue the project under a new auspice agreement.

#### SIGNED by authorised representatives for and on behalf of:

##### AUSPICE ORGANISATION DETAILS:

**Representative 1 Name:**

Position

Contact Phone

Contact email:

Signature:

Date:

##### APPLICANT COMMUNITY GROUP DETAILS:

**Representative 1 Name:**

Position:

Contact Phone:

Contact email:

Signature:

Date:

**Representative 2 Name:**

Position:

Contact Phone:

Contact email:

Signature:

Date:

**Representative 2 Name:**

Position:

Contact Phone:

Contact email:

Signature:

Date:

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**Phone:** 03 9705 5200

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**TIS:** 131 450

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**NRS:** 133 677

(for the deaf, hearing or speech impaired)

**Customer Service Centres:**

**Narre Warren:** Bunjil Place, Patrick Northeast Drive

**Cranbourne:** Cranbourne Park Shopping Centre

**ABN:** 43 320 295 742