

AUSPICE INFORMATION SHEET

CITY OF CASEY GRANTS

What is an Auspice?

An auspice is an organisation that helps you manage your grant funding. While you are still responsible for your project, the auspice will be responsible for:

- how the money is spent
- meeting Council's grant requirements

Do I need an Auspice?

If your group is not incorporated, you need to find an incorporated organisation to receive and hold any Council grant money for you. Partnering with an auspice can be a great way to 'test the waters' before your group decides to move to a more formal structure.

You do not need an auspice if you are already an incorporated organisation.

Benefits of having an Auspice

Small unincorporated community groups can benefit from the support of an auspice organisation in a number of ways, including;

- **It can cover the tricky compliance stuff**
Insurance, legal requirements, and rules are easier because the auspice already has systems in place.
- **It can help your group build skills and connections**
You can learn from how the auspice works, their systems and processes, and how they connect with volunteers and community.

Benefits for the Auspice Organisation

For established incorporated organisations, it's worth acting as an auspice to;

- **Strengthen community impact**
You can support small grassroots groups to deliver great ideas that align with your mission — without having to run the projects yourselves.
- **Build local partnerships**
Auspicing opens doors to new relationships, networks, and collaborations across your community.
- **Shows leadership in the sector**
It can position your organisation as a trusted, supportive community leader that helps smaller groups grow.

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive, Narre Warren
Cranbourne: Cranbourne Park Shopping Centre, Cranbourne
ABN: 43 320 295 742



How do I find an Auspice?

Many organisations can act as an auspice. Good places to start include:

- local neighbourhood houses
- community centres
- community health services
- organisations you've partnered with before

You can also reach out to larger organisations that share your interests, such as peak body organisations (e.g., Landcare or Playgroups Victoria). For artists, Auspicious Arts, Multicultural Arts Victoria or Arts Access Victoria may be a good option for some applicants. Council cannot act as an auspice for its own grants program.

For help finding an auspice, speak to Council's Grants Team. Once you find a suitable organisation, talk to someone there about your project and potential auspice arrangements.

If your grant application is successful, the auspice will receive the funds and distribute them to you.

Remember to maintain communication with the auspice throughout your project for support and guidance.

The auspice can also assist you to complete the required acquittal report at the end of your funded project.



Are you ready? An Auspicing Checklist.

This checklist is designed to help a community group and an established organisation to work out a auspice arrangement and an agreement that details the responsibilities of everyone involved.

Before-We-Start Checks

Check if you are ready, understand the different roles, and know what support you'll need before you proceed with an auspice agreement.

Who's who?

Auspice organisation = the legal entity that holds the grant and supports the project delivery.

Applicant community/volunteer group = the group delivering the project with the auspice's help.

Funder = City of Casey (or the relevant funder for your grant).

Common ground

- ☐ We have a shared understanding of the project, community benefit and timelines.
- ☐ The project fits our mission/values and community focus.
- ☐ The auspice organisation has capacity for admin, finance and reporting support.
- ☐ The volunteer group has people power to run the activities and keep receipts.
- ☐ We understand our legal responsibilities (e.g. the auspice is the grant holder).

Money and records

- ☐ We agree on how money will be handled and when funds will be passed on. (this could be 3rd)
- ☐ There is a clear, written budget with who pays for what. (this could be 2nd)
- ☐ We know the auspice admin fee (if any) and it is agreed in writing. (this could be 1st)
- ☐ We have a simple way to track spending and keep receipts (e.g., shared folder). (4th point)
- ☐ We understand acquittal requirements and who will submit them.

Insurance & safety

- ☐ Insurance is confirmed — who holds the public liability cover?
- ☐ We will follow required policies: child safety, OH&S, code of conduct and privacy.
- ☐ Any new staff/contractors will receive an induction.

Working together

- ☐ We have a simple communication plan: who talks to who and how often.
- ☐ We have a simple process in place if project requirements change (ask in writing; agree before spending).
- ☐ We have a simple dispute process (talk – escalate – mediation).

Closing the project

- ☐ We know what needs to be reported to close the grant (results, photos, finances).
- ☐ We know how to handle unspent funds (return or seek approval to vary).
- ☐ We have a plan for any assets/equipment purchased (who keeps them).

The City of Casey offers free training that helps community groups build skills and supports auspice organisations by making projects safer, smoother, and easier to manage.

For more information about our community capacity building program, please go to:

<https://www.casey.vic.gov.au/community-training>



Your Next Steps

- **Create an auspice agreement**
Work with your auspice organisation to write an agreement about what both organisations agree to do, or the Grants team can provide you with a simple template. Remember, this is a legal document so only commit to what you can deliver.
- **Seek grant funding**
Once the auspice agreement is signed, you can apply for grant funding for your project.
- **Auspice fee**
The auspice may charge the community group a fee (generally 5-10% of the grant amount) for their services. You can include this fee in your grant budget.

- **General grant application requirements**

The auspice may be asked to provide the following for your grant application:

- A letter or copy of an auspice agreement.
- Their public liability insurance certificate.
- Their certificate of incorporation.
- Their most recent profit and loss statement or annual report.

Further Information

Our Grants Officers are available to answer questions about auspicing and to help you identify local partners for your projects. You can contact them on 9705 5200 or email communitygrants@casey.vic.gov.au

If you need an interpreter, call the Translating and Interpreting Service (TIS National) on 131 450 then ask for 9705 5200.

Justice Connect's Not-for-profit Law team has an easy-to-follow guide that explains what auspicing is, why groups use it, and what to think about before starting. You can find it here: <https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicng>