



Auspice Policy

2015

AUSPICE INTRODUCTION

Sometimes grants are set up so that only organisations, and not individuals or groups of individuals can apply for them. That doesn't mean that they have to give up on the idea of applying for a grant though. MACS Inc. recognises that many cultural communities and organisations are not incorporated and as such, as part of its community development role, MACS Inc. are able to auspice unincorporated not-for-profit community groups or projects.

As this involves MACS Inc. taking on a degree of legal and financial responsibility for the group/project, there must be a clear understanding and agreement between MACS Inc. and the auspiced group/project.

This policy will apply to general auspicing of groups/projects as well as auspicing of funding from government or philanthropic sources. It is acknowledged that funding bodies may impose additional responsibilities on MACS Inc. and/or the auspiced group/body.

This policy applies to external groups/projects that have a clear and separate identity to MACS Inc., a clear, recognisable organisational structure (ideally with a written terms of reference or constitution).

The policy does not apply to programs, projects or action groups of MACS Inc., individuals or for-profit enterprises.

Seeking Auspice

Groups or projects looking to be auspiced by MACS Inc. must fill out a 'MACS Inc. Auspice Application Form' (available upon request), providing an overview of the group/project.

Applications where the projected income will be over \$5,000 will be assessed by the MACS Inc. Management Committee. A formal agreement will be entered into between MACS Inc. and the group/project in the form of a Memorandum of Understanding (MOU). MACS Inc. will nominate a liaison person who will be the group/project's point of contact within MACS Inc..

Where the group/project is requesting that MACS Inc. extend its public liability or other insurances to the group/activity, the application will also be assessed by MACS Inc. insurance broker. Additional charges may need to be passed on to the group/project (but would be a more cost effective than the group purchasing their own insurance).



Auspice might be an unusual word,

but its meaning is simple. It just means to lend support to someone. In the context of grant applications, an auspice organisation is one that actually gets given the grant money on your behalf. They also have the responsibility for making sure that the project gets completed on time.

MACS INC. RESPONSIBILITIES

Financial:

- o receipt of funds, including from funding bodies
- o establishment of a separate 'project' within the MACS Inc. accounting system
- o payment of authorised invoices, expense claims, staff costs etc.
- o monitoring the use of funds to ensure proper use and compliance with any funding requirements
- o provision of a monthly financial statement and transaction report o provision of financial reports to funding body, as required
- o inclusion of group/project within MACS Inc. annual audit

Ethical & Legal:

- o provide guidance to enable the project to adhere to common ethics & ways of working in not-for-profit organisations
- o extend MACS Inc. Public Liability Insurance to the stated activities of the group/project where applicable

Governance:

- o participation in any project reference or steering group (capacity allowing)
- o regular meetings with the nominated representative of the group/project to discuss progress & facilitate open communication
- o provide information, guidance and support to groups/projects to assist successful implementation
- o monitor adherence to requirements from the funding body

Funding Applications:

- o information and advice in preparing funding submissions (via MACS Inc. Grants Coordinator)
- o provision of information required of MACS Inc., as the auspicing body, by the funding body
- o final sign-off of the application
- o acknowledgement of any alterations to the project once funded



**MACS Inc. commits
to the following**
responsibilities to the
auspiced group/project

GROUP/PROJECT RESPONSIBILITIES

Financial:

- o proper use of funds according to the purpose of the group/project and/or funding
- o timely authorisation of payment requests (invoices, expense claims, staff costs etc)
- o regular monitoring of funds against budget, using monthly financial reports
- o keeping within budget
- o notifying MACS Inc. of any errors or queries
- o co-signing financial reports to funding body, as required

Ethical & Legal:

- o run or deliver the group/project in a manner that adheres to common ethics in not-for-profit organisations
- o act legally, responsibly and accountably in the operation of the group/project
- o ensure the health and safety of participants or users of the group/project
- o notify MACS Inc. of any changes to the activities of the group/project

Governance:

- o have in place a management committee, steering group or similar body to oversee & be responsible for group/project activities
- o ensure adherence to requirements of the funding body
- o to allow MACS Inc. to attend meetings of the management committee etc.
- o to meet with MACS Inc. on a regular basis to discuss progress and facilitate open communication

Funding Applications

- o prepare funding applications
- o provide MACS Inc. with draft application with sufficient time for review & addition of information required of MACS Inc. as the auspicng body
- o prepare reports to funding bodies, on time and to the required standard
- o seeks MACS Inc. acknowledgement of any alterations to the project once funded



**Groups/project
auspiced by MACS**
will need to agree to the
following responsibilities

ASSOCIATED FEES

As the auspicing arrangement involves a significant use of MACS Inc. financial, management and staffing resources for which we are not (currently) funded, a fee for auspicing services will be applied, where MACS Inc. provides financial services to the group. Please ensure that this fee is included in all funding applications and budgets. The amount of this fee may be negotiable under exceptional circumstances.

Auspice Application Fee

\$45.45 ex GST

Management of Funds Derived from Grants

For auspicing of community groups, not-for-profits, charities and NGO's, an admin fee per financial year will apply, to be paid by the completion of the financial year.

o grants income of \$0 to \$999	2.5% of the total funded amount (ex GST)
o grants income of \$1,000 to \$4,999	5% of the total funded amount (ex GST)
o grants income of \$5,000 or over	10% of the total funded amount (ex GST)



The auspicing arrangement

involves a significant use of MACS financial, management and staffing resources for which we are not (currently) funded

DISAGREEMENT OR DISPUTES

It is acknowledged that conflict is a probable and normal aspect of working together and that a mutual understanding of this enables those involved to manage conflict more effectively.

In the event of any dispute between MACS Inc. and the auspiced group/project, the following procedure for the prevention and settlement of the dispute will be adhered to:

- (a) the nominated representatives of the parties will meet to attempt to resolve the matter and;
- (b) in the absence of agreement in step (a), either party may refer the matter to mediation by a mediator agreed by both parties.

The independent person will consider material presented by both parties and will recommend an appropriate course of action. The parties will use their best endeavours to reach a settlement within the spirit of the agreement.

The agreement may be terminated by either party on reasonable grounds, giving the other party 30 days notice in writing.



**Parties will use
their best endeavours**
to reach a settlement
within the spirit of the
agreement

ADDITIONAL SUPPORT

For information on further support available from MACS Inc., please visit www.macscaboolture.com.au or contact one of our committee members below:

President

Nooreen Harris - 0417 622 328

Vice President

Bernard Raffaut - 0424 644 665

Secretary

Diana Archie - 0412 378 555

Treasurer

José Perez - 0421 108 645

Member

Michele Batey - 0421 444 323

Member

Siti Constable - 0408 872 055

Member

Lina He - 0420 857 241



Our Mission is to
promote the harmonious
co-existence of diverse
cultures



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