



## AUSPICING GUIDE

Looking for ACT Natimuk to auspice your project?

Auspicing is a great way for smaller groups or individuals to manage grant funds with the support of a larger organisation like ACT Natimuk. In an auspicing arrangement, we receive and manage the grant funds on your behalf, while you deliver the project. This is particularly important if the funder requires applicants to have Deductible Gift Recipient (DGR) status, which ACT Natimuk holds.

Here's what you need to know:

### **Connect early**

Talk to the funding body early in the process to ensure your project is eligible.

### **Check alignment**

Make sure your project aligns with our goals and values.

### **Plan ahead**

We're a small, volunteer-led organisation, so we need time to assess your project. Please send us a brief project description and draft budget **at least two weeks** before the grant deadline.

### **Auspice fee**

Include a 5% auspice fee in your project budget.

### **Mentoring**

If you'd like mentoring from ACT Natimuk, budget for this separately—ask us for a quote.

### **Complex payroll?**

If your project involves complex payroll needs, we recommend contacting [Auspicious Arts Projects](#). They're experts in this area.

### **Early conversations matter**

ACT Natimuk may choose not to auspice your project, so please reach out as early as possible.

**Insurance**

Depending on the nature of the project, ACT Natimuk may or may not provide PL Insurance or may require a contribution towards it.

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**If your project is successful:**

- We will hold the grant funds on your behalf.
- You'll need to submit invoices to us to access the funds.
- You'll be responsible for acquitting your grant once the funds are expended and the project is complete.
- We'll provide a financial report.
- You'll need to give us copies of your grant acquittals and complete a short report for ACT Natimuk.
- We will ask you to sign a Memorandum of Understanding (MOU) or Auspicing agreement.

**Contact us**

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