

AUSPICE POLICY

Purpose of Policy:

To provide a clear process for

- requesting auspice
- assessing requests for auspice
- negotiating auspice agreements

Policy Statement:

Maldon Neighbourhood Centre (MNC) is an incorporated organisation which can act as the host of a non-incorporated community group (or individual) via an auspice arrangement. This involves MNC taking on a degree of legal and financial responsibility for the group, project or individual requesting auspice. As a legal entity, MNC can undertake the following activities for auspice groups:

- sign a legal contract, funding or service agreement
- receive and disperse funds
- provide public liability insurance for approved activities, and
- provide contents insurance for items stored on our premises

Scope:

Auspice agreements can be:

- short term to complete a project
- permanent ongoing
- temporary while the group becomes established

Requesting Auspice:

Applicants should contact MNC and discuss the proposed project or activities with the Centre Coordinator. The Centre Coordinator will provide an Auspice Information pack including the following documents;

- Auspice Application Form
- Auspice Agreement template
- Auspice Policy
- The MNC Code of Conduct for information and guidance

The application form includes questions on why the group wishes to be auspiced by the MNC and an overview of the group and its activities including potential risks and proposed budgets. This will be submitted to the MNC Committee of Management.

Assessing Auspice Applications:

Auspice applications will be considered at the next monthly meeting of the MNC Committee of Management.

The Committee of Management will assess the application based on the following criteria:

- Level of risk involved
- Comparative size of budget to MNC budgets
- Alignment with the Mission, Vision and Values of the Maldon Neighbourhood Centre
- MNC Organisational capacity

Following a resolution of the Committee a formal agreement will be negotiated (see 'MNC Auspice Agreement') and then approved by the Committee of Management. The MNC Committee of Management will nominate a liaison person who will be the applicant's point of contact with the MNC.

Auspice Agreements:

Auspice agreements will include the following information:

- Purpose and structure of the auspiced body
- Roles and responsibilities of both parties
- Financial Procedures
- Use of premises, equipment and consumables
- Risk Management procedures
- Communication and Reporting Procedures
- Fees and payments
- Conflict Resolution

Auspice Fees and Payments:

Auspice fees will be negotiated with each auspiced body reflecting the type of auspice, the type of project, their capacity to pay and percentage of revenue or percentage of grant request.

The table below shows the maximum fees that will be charged.

	% Revenue	% Grant Request
Permanent	10%	15%
Temporary	-	20%

Auspice payments will be charged at an agreed rate for the use of MNC facilities and equipment.

Related Documents:

S:\MNC Committee\Policies & Procedures\Policies\Active Policies\Auspice Policy.docx

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Auspice Application Form
Auspice Agreement Template