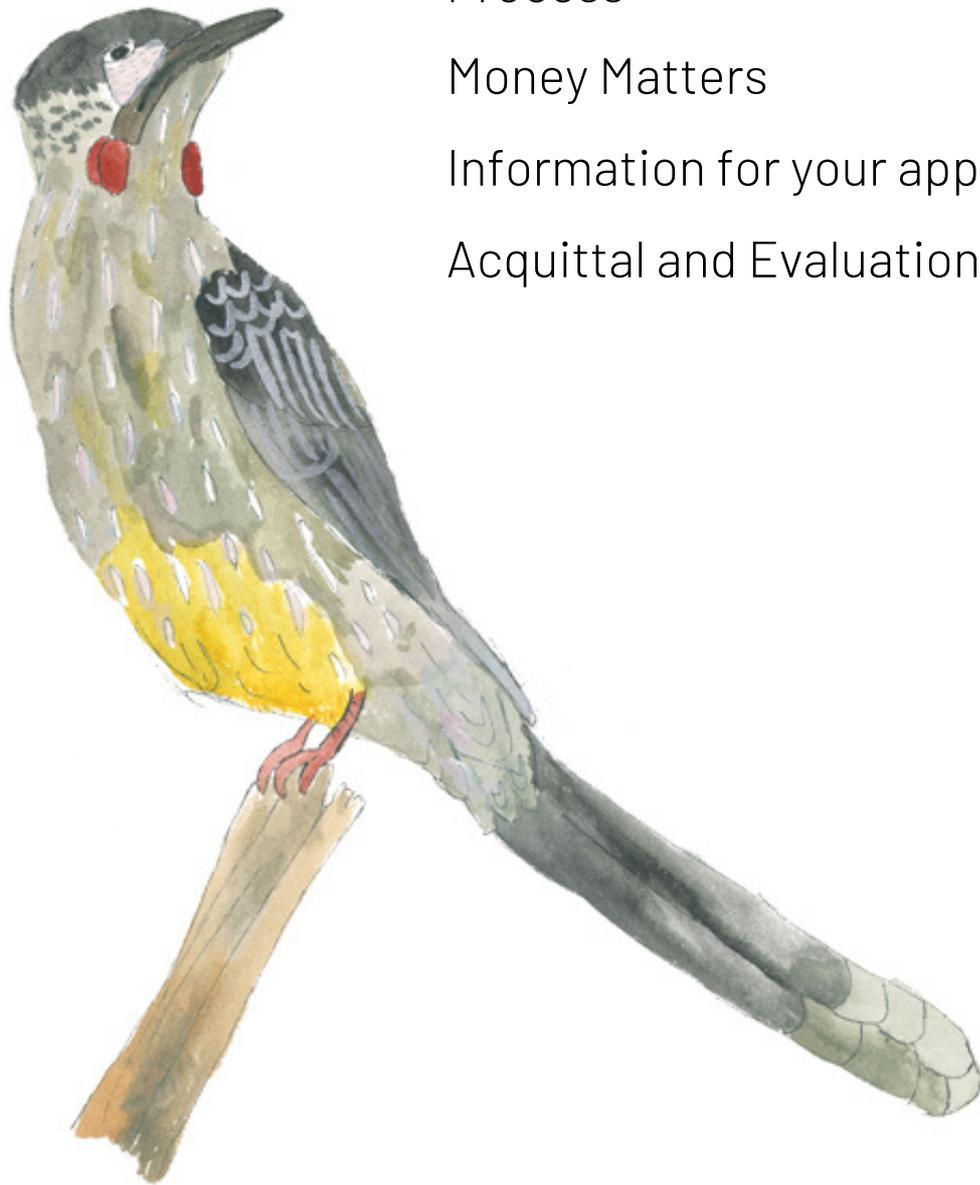


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INTRODUCTION

Newlands and East Coburg Community Hubs Inc (NECCHI) is made up of two Neighbourhood Houses in the north of Melbourne (Naarm).

NECCHI is able to auspice and support programs, projects and work that align with our strategic plan and vision. Auspicing is a great opportunity to collaborate, partner, and support community action and participation. We provide this guide to give you an idea of how it works.

What is an Auspice?

An auspice is an organisation who can take on the legal and financial responsibility of a grant on your behalf. Small community groups and individuals with limited resources and legal structures can use organisations such as NECCHI so you can deliver your exciting project!

An auspice organisation assists with:

- managing grant funding
- provide Public Liability Insurance
- marketing, promotion, administration and acquittal

For NECCHI to auspice a grant application some of the things we consider are:

Does it align with NECCHI's strategic plan/vision?

Does it fill a local community need/want?

What is the community benefit and how are they participating?

Is it inclusive and engaging?

We want to support incredible work people are doing in community and look forward to collaborating on many great projects!

PROCESS



FIRST STEPS

- Fill out auspice application form on the NECCHi website (at least 14 days prior to the grant deadline)
- Send us your draft application (the pdf from Smartygrants) to outreach@necchi and we will be in touch to confirm your project
- NECCHi will provide the relevant information to complete the auspice section of your grant application
- NECCHi charges a 5% auspice fee so be sure to include this in your budget in your application - we also ask you to deliver a workshop/program to local community as negotiated
- After you submit your finalised application and budget - please send us a copy to outreach@necchi.org (again, send the Smartygrants pdf)
- After all your hard work and your grant is successful we will meet to go through your project in more detail and both sign an agreement outlining terms & conditions, roles and responsibilities.
- We will provide you with a link to our Activity Proposal form if you require access to our venues and spaces
- NECCHi will provide a confirmation of auspice letter if required and raise an invoice for the funding body who then deposit the money into our account
- NECCHi can provide a budget tracker for you to monitor your spending and keep track of all your documents/financials required for acquittal.
- You start your project. - How exciting!

DURING PROJECT



During the project you will need to:

- Maintain a budget document and file all receipts to manage your grant spending
- Send invoices/receipts to outreach@necchi.org
- Meet with NECCHi mid way to go through how it's all going and do a reporting and administration check
- Share your project via photos and updates and tag us on social media!
- Use logos to acknowledge funding bodies
- Meet one month prior to the end of the project with us and we will go through the acquittal process and reporting requirements

AFTER PROJECT

Each grant will ask for different acquittal information, financial records or documentation. Read the fine print carefully and be prepared to report on this at the end of the grant. Any unspent monies will be returned to the funding body.

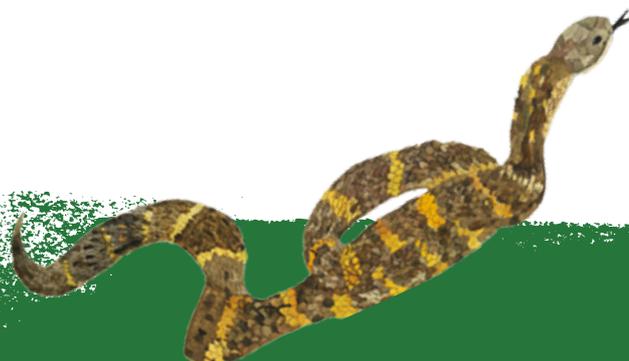


MONEY MATTERS

- NECCHi invoices the funding body and the grant money gets deposited into NECCHi's bank account
- NECCHi charges an auspice fee of 5% of the total grant amount
- You organise invoices for payment as per grant application budget and forward to NECCHi for payment and any receipts. You need to advise which budget line the purchase is coming from.
- **Please note we do not issue petty cash. Payments are invoice based or as a last resort we can do a reimbursement - payment terms are 14 days**

You need to track all of your budget expenditure and it needs to reflect what you submitted in your application. We can forward you a budget tracker form which will help you do this. You will need to start this at the beginning. All this information will be needed for your acquittal and report.

If you wish to change anything about your grant application/budget you need to contact your funding body for approval.



INFORMATION FOR YOUR GRANT APPLICATION

Your funding body will ask for your Auspice Organisation's details and some documentation such as:

- Auspice Organisation: Newlands & East Coburg Community Hubs Inc - NECCHi
- Postal Address of Auspice: c/o 20 Murray Road Coburg North VIC 3058
- Contact Name for Auspice: Rachael Cilauro and Position Title - Manager
- E-mail address of Contact: manager@necchi.org
- Auspice Organisation's latest Financial Statement as presented at AGM - NECCHi will provide this
- Support letter from auspice organisation - NECCHi will provide this
- NECCHi Incorporation Number: A0099426K
- NECCHi ABN: 54794 801039
- Public Liability Insurance - certificate of currency: NECCHi will provide this
- NECCHi Bank details: NECCHi will provide this

If you need to make changes to your grant please let us now what the changes are. You will need to submit a variation form to your funding body.



ACQUITTAL & EVALUATION

During your project please keep in mind you will need the following for your grant acquittal:

- Show your exact budget expenditure –reflecting your budget in the application
- Receipts and invoices of all expenditure/payments
- Photographs and/or videos of project
- Evidence of flyers/posters/marketing/advertising – it needs to include the funding body and NECCHi logos as acknowledgement of funding and support
- If you feel you need more time for your acquittal contact your funding body and request an extension and let us know

We encourage you to work on these things during your project so there is no last minute when the acquittal is due. You will have a mid-way meeting with NECCHi Grants Coordinator to check in and get this going.

Please note: any delay in providing acquittals can impact NECCHi or other community members being able to apply for further grants so please let us know if there are any delays.

NECCHi is here to provide support and advice so please don't hesitate to get in touch with any questions. We want to make access to grants as easy as possible so please let us know how we're going!

Artwork by the incredibly talented Claire Mosley.

