

NECCHI

Newlands and East Coburg
Neighbourhood Houses

15/11/17 15/11/17 15/11/17 15/11/17 15/11/17 15/11/17

AUSPICE INFORMATION KIT



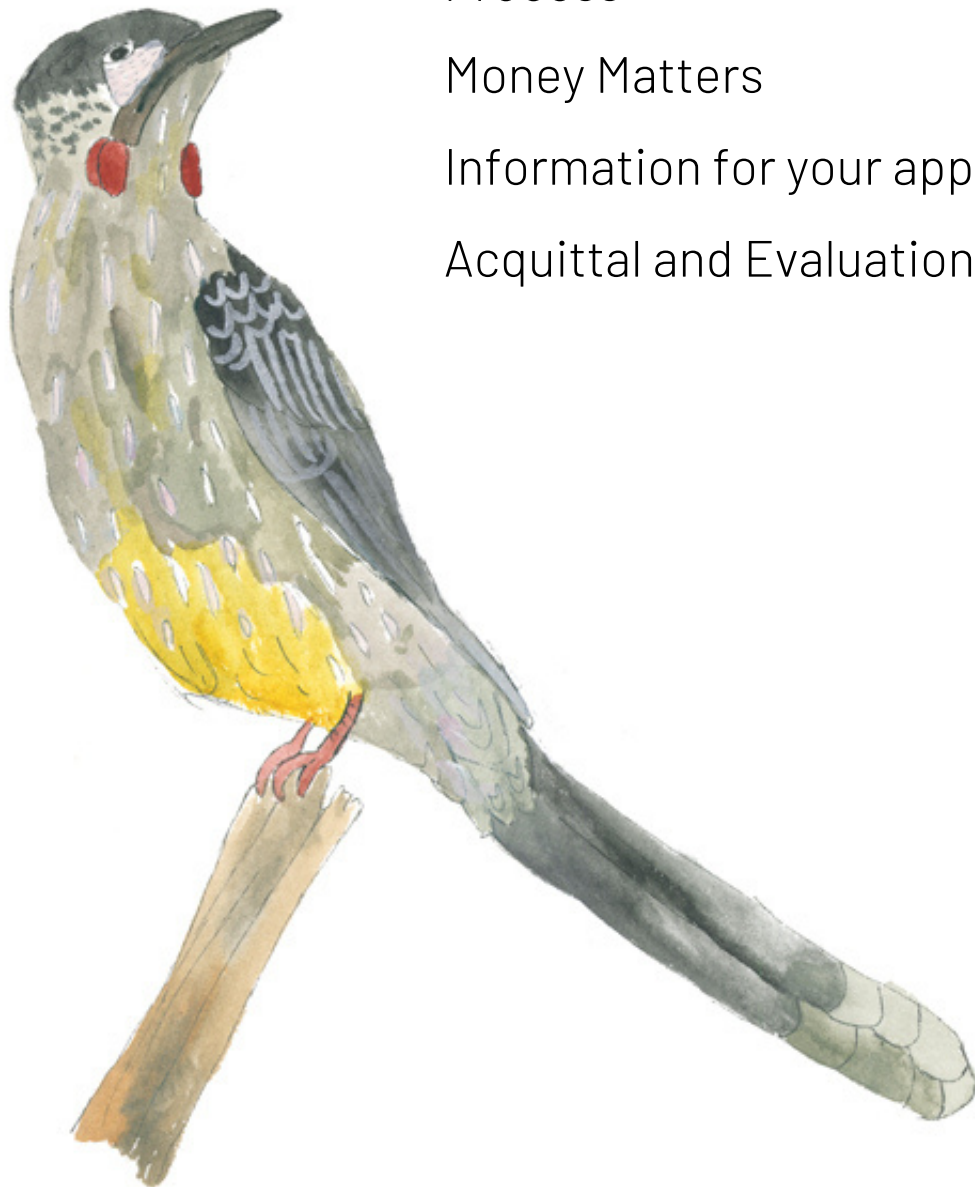
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INTRODUCTION

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

NECCHI invites the opportunity 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 approach organisations such as NECCHI to explore auspicing to 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, the things we consider are:

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

Does it build on community strengths and/or interests?

What is the community benefit and how are they participating?

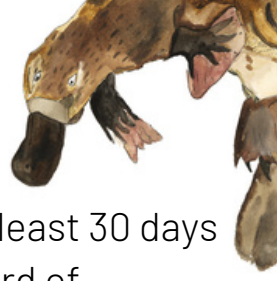
Is it inclusive, engaging and aligns and supports NECCHI values?

NECCHI has the capacity to auspice 7 projects annually and can only auspice the same individual/group twice as a maximum.

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

PROCESS

FIRST STEPS



- Fill out auspice application form on the NECCHi website - submit at least 30 days prior to grant deadline as all applications need to go to NECCHi's Board of Management for approval
- Upload your draft application including your budget (usually your pdf from Smartygrants)
- We contact you regarding in principle support for your project in this pre approval stage. It then goes to the NECCHi board for approval
- With Board approval, NECCHi will provide the relevant information to complete the auspice section of your grant application
- NECCHi charges a 10% auspice fee so be sure to include this in the budget of your application - we also invite you to consider delivering an activity, workshop/program to local community as negotiated
- After you submit your finalised application and budget - please email 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.
- Depending on the nature of your project we will complete a risk assessment plan together
- We will provide you with information if you require access to our venues and spaces
- 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 tax receipts/invoices to manage your grant spending - they must have an ABN and state gst or no gst. If there is no ABN a Supplier by Statement form needs to be completed
- Send invoices/receipts to outreach@necchi.org and advise of which budget line the payment is to come from (as per your submitted budget)
- Meet with NECCHi mid way to go through how it's all going and do a reporting and administration check and know we are here to help!
- Contact us as soon as possible if any amendments/variations are to be considered
- Share your project via photos and updates and tag us on social media!
- Use logos to acknowledge funding bodies and NECCHi support
- Meet one month prior to the end of the project to 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 10% of the total grant amount and any other expenses (eg: room hire, additional administration costs)
- You organise invoices for payment as per your grant application budget and forward to NECCHi for payment with the 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.

You need to keep copies of all invoices and receipts.

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: Jenell Quinsee - Community Liaison Coordinator
- E-mail address of Contact: outreach@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.

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.

