



Maleny Neighbourhood Centre is a NFP community resource, responding to diverse local needs. We deliver emergency relief, facilitating community networks and connections. Maleny Neighbourhood Centre fosters resilient and fair communities and a just society where diversity is celebrated and participation encouraged.

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 Open Mon - Fri: 9am - 3pm
 and booked activities anytime



In the Heart of Maleny ...

FINAL

MALENY NEIGHBOURHOOD CENTRE 2017 AUSPICING POLICY

Authorised By: Management Committee 23/3/17

Responsibility for the review:	Management Committee and Centre Coordinator / Development Worker (CCDW)	
Date last review: <i>Reviewed 13/2/17 Approved 23/3/17</i>	Reviewed By: <i>CCDW and MNC Management Committee</i> (Signature)	Date of next review: <i>23/3/20</i>
Review Process	This Policy will be reviewed by the CCDW and Management Committee and approved before or by the next date of review	
Documentation and Communication:	Any decisions requiring policy changes will be recorded in the Minutes of Maleny Neighbourhood Centre Management Committee and advised to CCDW for implementation and updating of the policy documents.	
POLICY CONTEXT:		
Queensland Standards for Community Services:	Standard 1 - Governance and Management	
Other Standards:		
Relevant Policies:	Financial Delegation Policy Risk Management Policy	
Forms or other organisational documents:	Auspicing Agreement Form	
Legislation or other requirements:		
Purpose and Commitment	<p><u>What is Auspicing?</u></p> <p>Auspicing means that an organisation that is recognised by the Australian Taxation Office as a not-for-profit type, or that has a legal not-for-profit status, takes responsibility for ensuring the funds of another entity are used as specified in the grant allocation / agreement.</p>	

	<p>Auspicings is a great way to ensure important community projects get off the ground. It is also a great way for groups to build long term partnerships.</p> <p>As an auspicings organisation Maleny Neighbourhood Centre will be responsible for:</p> <ul style="list-style-type: none"> ● The receipt, banking and administration of all grant monies allocated to an auspicings individual or group for an activity or project ● Project monitoring ● Ensuring the auspicings individual or group acquits the funding on time ● Sign off on the acquittal form <p>Maleny Neighbourhood centre as the auspicings organisation may also:</p> <ul style="list-style-type: none"> ● Provide insurance cover for the activity or project ● Provide mentoring for the auspicings group <p>The auspicings organisation will be responsible for:</p> <ul style="list-style-type: none"> ● Providing receipts of funds spent ● Reports for acquittal ● Project management <p>Maleny Neighbourhood Centre will charge a small administration fee to cover the costs of bookkeeping and administration of funding. This amount must be included in the grant application as administration or financial administration. This amount will be 10% of total grant amount.</p> <p>It is the responsibility of the individual or group being auspicings to ensure that a clear agreement is reached with MNC before applying for funding. An Auspicings Agreement form (attached) must be completed and included with the application of any auspicings individual or group.</p>
SCOPE	
Procedures	<p>Organisations seeking auspicings of a project must submit a detailed project proposal and completed Auspicings Agreement form to the MNC CCDW for consideration and approval.</p> <p>The CCDW will forward the paperwork to the MNC Management Committee for review, input and ultimate endorsement of the agreement.</p> <p>The finalised document will be signed by all relevant parties and a copy will be placed in MNC files.</p>