Complete this form in collaboration with your auspice organisation. You will also need to work with them to establish a formal Auspice Agreement which includes all intentions and expectations, and clear roles and responsibilities. The Agreement must be attached with this form.

|  |  |
| --- | --- |
| Name of organisation requiring auspicing |  |
| Event name  |  |
| Event date/s |  |
| Auspice organisation name*(Legal trading name)* |  |
| Auspice contact name |  |
| Phone |  |
| Email |  |
| Auspice registered business street address |  |
| Suburb / Town / City |  | State / Postcode |  |
| Postal address (if different from above)  |  |
| Suburb / Town / City |  | State / Postcode |  |
| 1. Does the Auspice organisation have a registered Australian Business Number (ABN)? |
| [ ]  Yes | ABN: |
| [ ]  No | Download and complete a [Statement by a supplier form](https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/)(NAT 3346-08.2015) from the ATO website.  |
| 2. Is the Auspice organisation registered for GST?  | [ ]  Yes[ ]  No |
| 3. Is the Auspice organisation incorporated? | [ ]  Yes – Certificate of Incorporation attached.[ ]  No - Your application will be deemed ineligible. |

|  |  |
| --- | --- |
| 4. Do you have a copy of the Auspice organisation’s audited financial statements from the last annual general meeting? | [ ]  Yes - Copy attached.[ ]  No - Your application will be deemed ineligible. |
| 5. Does the Auspice organisation have public liability insurance?*(Must be valid for the event date and provide cover for the proposed event).* | [ ]  Yes – Certificate of Currency attached.[ ]  No - Your application will be deemed ineligible. |
| 6. Auspice organisation’s purpose:[ ]  Website link to the organisation’s constitution: [ ]  Copy of the organisation’s constitution attached.[ ]  Description of the organisation’s purpose (150 words or less): |
| 7. Does your organisation have a written Auspice Agreement from the Auspice organisation stating their support for the financial management of this grant? | [ ]  Yes – Copy attached.[ ]  No - Your application will be deemed ineligible. |

**Attachments**

|  |
| --- |
| 1. [ ]  ATO Statement by a supplier form 3. [ ]  Certificate of Incorporation 4. [ ]  Audited financial statements from last AGM5. [ ]  Public Liability Insurance Certificate of Currency6. [ ]  Constitution 7. [ ]  Auspice Agreement |