

AUSPICING

Interested in the Port Environment Centre Inc. auspicing your local project?

To 'auspice' means to provide support or guidance; an incorporated group (the 'auspicator') facilitates/enables an unincorporated group (the 'auspicee') to achieve a goal (via a grant).

Does your unincorporated environment group wish to apply for a grant that requires auspicing from an incorporated organisation, such as the Port Environment Centre?

You (the 'auspicee') will carry out the project, while we (the 'Incorporated auspicator') will receive the project funding and assist you with the allocation, spending & acquittal of the project funding, according to a mutual agreement.

As we are taking legal & financial responsibility for the project, we will ask your group to agree to some mutually determined obligations before we are nominated as the auspicing body.

The Port Environment Centre (PEC) offers:

- Auspicing for local projects that support our aims, including living sustainably, caring for, learning about and enjoying the natural coastal, marine and estuarine environment.
- Financial framework for the receipt and acquittal of grant funding.
- Website, Facebook & Instagram for promotion of your project.
 - portenvironmentcentre.org.au
 - @PortEnvironmentCentre

PEC will only take on a maximum of 2 projects at a time and will assess each project carefully for risks prior to agreeing to auspicing. Please ensure you contact us with enough time for PEC to consider your project and take it to the PEC Management Committee for a formal decision. We recommend contacting us a minimum of one month prior to the grant application closing.

Obligation of the auspicee will include:

- Full responsibility for initiating, planning and implementing the project
- Sourcing adequate funding for the project
- Securing necessary insurances for the term of the grant period (it may be possible to extend Green Adelaide volunteer insurance to your project – please contact us to discuss)
- Maintain financial records and submit all receipts and invoices to PEC for payment
- Nominate a key contact person for the grant from your organisation
- Providing necessary documentation to PEC (risk assessment, progress reports, financial records, copy of insurance policy etc.)
- Informing the PEC Project Officer by email before you:
 - Apply for a grant
 - Receive the grant
 - Acquit the grant

- Requirements to co-operate with the auspisor for the purposes of the project, including undertaking any reasonable act asked by the auspisor
- Keep the PEC Project Officer informed of progress, concerns, incidents and highlights
- Acknowledge/promote the Port Environment Centre in your activities on your social media page and/or website and/or media releases: "This project is supported by The Port Environment Centre" tagging @PortEnvironment Centre.
- If you are successful in your application, we will prepare an auspicating agreement between PEC and your group. After signing the agreement, the funds received by PEC will be allocated in accordance with the agreement.

Depending on the level of administration involved, we may charge a small admin fee.

Steps to follow:

1. Read through the grant application and ensure you fully understand the requirements, timeframes and scope of the grant on offer.
2. Carefully think through your project, how you will manage the project, who will take on which roles and consider all of the risks involved.
3. Contact the Port Environment Centre to discuss auspicating of your project Please ensure you contact us with enough time for PEC to consider your project. We recommend contacting us a minimum of one month prior to the grant application closing.
4. Complete the basic PEC Auspicating Expression of Interest form
5. Complete and submit a project risk assessment to PEC
6. PEC will then assess your project and take it to the PEC Management Committee for a decision as to whether or not to proceed with an auspicating arrangement
7. If PEC decides to take on your project, complete the grant application form and send to PEC
8. PEC will review your grant application form before signing off and returning for you to submit
9. Notify PEC if you are successful and awarded the grant
10. Enter into the auspicating agreement with PEC
11. Provide regular updates on project process to PEC
12. Submit receipts and invoices to PEC for payment
13. Meet all reporting requirements as per grant agreement (and provide PEC the opportunity to review prior to submitting to the funding body)
14. Ensure you allow sufficient time for PEC to provide the financial report for the grant acquittal.

PEC will only make payments that are accompanied by a receipt or invoice, and an explanation of the cost. Payments must align with the original grant budget or be accompanied by an explanation for the variation and how the overall budget will be managed.