**Memorandum of Understanding (MOU)**

**Between Auspice Organisation and Applicant.**

**Background**

A community group that is not incorporated must have their application ‘auspiced’ by an incorporated organisation. The auspicing body is legally responsible for the funds and enters into the Funding Agreement with Council.

**Purpose**

The purpose of this Memorandum of Understanding is to clarify the roles of each organisation as it relates to the Grants for Community application for *(enter proposed project name)****.***

**The following activities are mutually agreed and understood by both parties:**

The (*enter auspicing body name)* agrees to:

* Provide support to the community group by monitoring the project throughout the funding period
* Establish an agreed reporting timeframe/s. The agreed reporting timeframe is: weekly/monthly/quarterly/twice a year/as required *(select one)*
* Receive and distribute the funding so that the community group can complete the funded project or activities
* Establish an agreed funding distribution timeframe/s: project commencement/ monthly /quarterly/twice a year/project completion/ as required *(select one)*
* Submit the acquittal report online.

The (*enter auspiced party’s name)* agrees to:

* Notify the auspice body of any variances in project plan, timeframes or budget
* Meet the agreed reporting timeframes as detailed above
* Provide the auspice body with itemised receipts when project money is spent
* Within one month completion of the project, provide to the auspice body information about the project and receipts to enable the submission of the acquittal report.

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On behalf of the: On behalf of the:

(auspicing organisation) (auspiced groups)

Date: Date: