

Auspicing Agreement FAQ

**ARTS
NORTHERN
RIVERS**

What is an Auspicing Agreement?

An Auspicing Agreement is a formal arrangement where Arts Northern Rivers (ANR) administers grant funds on behalf of an artist or group (the auspicee) for a specific project.

WHO IS INVOLVED?

- ANR – Arts Northern Rivers
- Auspicee – The artist or group seeking auspice
- Project – The funded activity being delivered

WHAT PROJECT INFORMATION MUST BE PROVIDED?

- Project title, purpose, aims, and dates
- Project outline and regional benefits
- Funding body and program
- Funding amount
- Full project budget with income, expenditure, and financial obligations

WHAT ARE THE AUSPICING FEES?

- Grants under \$3,000 → 5%
- Grants \$3,000 and above → 10%
- Grants \$30,000 and above → 12% Fees may be negotiated at ANR's discretion.

WHAT ARE THE AUSPICEE'S RESPONSIBILITIES?

- Prepare the funding application
- Arrange required insurance (public liability, professional indemnity, volunteer, contents, etc.)
- Provide the application to ANR for review and signing
- Deliver the project as approved
- Notify ANR of changes or cancellations
- Participate in audits if required
- Acknowledge ANR and the funding body in all promotional materials
- Document the project
- Provide acquittal reports and all receipts/documentation for financial reporting

WHAT ARE ANR'S RESPONSIBILITIES?

- Accept and administer grant funds
- Provide grant acceptance documents
- Distribute funds according to the approved budget within agreed milestones
- Provide an itemised financial statement at project end
- Ensure financial statements are certified through ANR's annual audit
- Supply ANR branding materials
- Submit required acquittal information to the funding body
- Retain the agreed auspice fee
- ANR does not write the application or complete the artistic acquittal.

HOW ARE FINANCES MANAGED?

- All project funds are administered through ANR's bank account
- All income is receipted and deposited by ANR
- All expenditure must be approved by ANR's Executive Director
- Payments require two ANR signatories
- Tax invoices must accompany all reimbursement claims
- The Auspicee provides narrative/project reports and draft financial statements for acquittal

HOW IS THE PROJECT MONITORED?

ANR and the Auspicee maintain regular contact throughout the project and review the arrangement at project completion.

WHAT HAPPENS IF THERE IS A CONFLICT?

- Conflicts are addressed first in writing
- If unresolved, mediation is sought through an independent body
- The funding body is notified of the issue and actions taken

HOW CAN THE AGREEMENT BE TERMINATED?

Either party may terminate the Agreement in writing if the project or funds are not being used as approved. Termination takes effect immediately upon receipt and must be reported to the funding body.