GRANT AUSPICE POLICY

Policy Number: Ops-Pl-004 **Version Date:** 29 October 2025

Approved by CEO on: 29 October 2025 **Scheduled review date:** 29 October 2027

Responsible Officer: Jacinda Armstrong, CEO

Introduction

Auspicing is a formal arrangement in which an established organisation agrees to support a smaller, unincorporated group by managing funds or administering a project on its behalf. This allows the unincorporated group to access funding or services that typically require legal or financial accountability structures. Many funding bodies prefer, or are only permitted, to allocate grants to incorporated organisations or those with specific tax statuses—such as Deductible Gift Recipient (DGR) or Tax Concession Charity (TCC) status—which unincorporated groups typically do not hold.

Playgroup Tasmania may provide auspicing support to registered Community Playgroups – Parent and Volunteer Led that are not formally established as legal entities, thereby enabling them to access funding opportunities such as grants.

Purpose

This policy details how Playgroup Tasmania will manage auspicing to support individual Community Playgroups – Parent and Volunteer Led to access and administer grant funding.

Who does this Policy apply to?

This policy applies to the following members of the Playgroup Tasmania community.

Staff and Volunteers (including leadership and trainees)	**Board Members**	**Playgroup Leaders**	**Contractors/ Consultants** (including employees of contractors)	**Playgroup Parents and Care Givers**	**Playgroup Children**
☑	☑	☑			

Policy

This policy applies to registered Community Playgroups – Parent and Volunteer Led. Playgroup Tasmania may agree to auspice a grant on behalf of a Playgroup following a robust due diligence process and formal approval.

If a registered Playgroup is seeking auspicing support from Playgroup Tasmania, the following process should be followed:

Initial Discussion

The Playgroup should discuss the proposed project and grant with their Playgroup Tasmania contact to ensure it aligns with Playgroup Tasmania's objectives. They will also discuss timelines to make sure there is enough time for review and approval.

Documentation and Review

By an agreed date the Playgroup must provide:

- A draft grant application
- A detailed final budget
- A completed Auspice Request Form

These documents will be reviewed by the CEO or Playgroup Tasmania Board.

Approval

The CEO or Board will determine whether Playgroup Tasmania will auspice the grant on behalf of the playgroup. The decision making process will include consideration of the following:

- The history of the playgroup's registration with Playgroup Tasmania
- The capacity of the playgroup to fulfill the obligations of the grant funding
- Alignment of the proposed project with Playgroup Tasmania's values and priorities
- The timelines of the proposal
- Whether other playgroups are applying for the same grant funding

The decision will be communicated to the Playgroup's main contact.

Submission

The playgroup submits the grant application and provides a final copy to Playgroup Tasmania for records.

Grant Administration

If the grant application is successful, Playgroup Tasmania will receive and hold the funds in trust until they are required.

All grant-related expenditure must be invoiced directly to Playgroup Tasmania.

Playgroup Tasmania will assist with grant reporting where appropriate.

Financial acquittals will be prepared and submitted by Playgroup Tasmania on behalf of the Playgroup.

Fees and Conditions
For grants under $10,000, the decision to auspice is at the discretion of the CEO.

Grants over $10,000 require approval by the Playgroup Tasmania Board and a 5% management fee will be charged.

A standard acquittal fee of approximately $250 will be charged if an independently audited acquittal is required.

These steps may vary depending on the specific requirements of the funding body (e.g. if no formal acquittal is required).

Definitions

For definitions of the terminology used in this policy please refer to the separate document – Playgroup Tasmania Data Dictionary.

Relevant Legislation and Standards

This policy is guided by relevant legal, governance and funding requirements to ensure that any auspicing arrangement entered into by Playgroup Tasmania is responsible, transparent and compliant.

Key references include:

- **Australian Charities and Not-for-profits Commission (ACNC) Governance Standards**
  As a registered charity, Playgroup Tasmania complies with the ACNC's Governance Standards, which require us to act legally, manage financial affairs responsibly, and be accountable to stakeholders. https://www.acnc.gov.au
- **Associations Incorporation Act 1964 (Tas)**
  As an incorporated association under Tasmanian law, Playgroup Tasmania must operate in accordance with its Constitution and the requirements of the Act, particularly in relation to financial accountability and reporting.
- **Australian Taxation Office (ATO) Requirements**
  Where auspiced funding relies on Playgroup Tasmania's Deductible Gift Recipient (DGR) or Tax Concession Charity (TCC) status, funds must be used in line with our charitable purpose and ATO obligations.

Responsibilities

The Playgroup Tasmania Board has responsibility and oversight of all policies and will review this policy in line with the Policy Review Schedule and any relevant change in legislation or standard practice.

The CEO of Playgroup Tasmania has ultimate responsibility for ensuring that appropriate and effective internal control systems are in place. The CEO will:

- Ensure that the induction process includes training in this policy
- Where appropriate, delegate responsibility for compliance to other staff and oversee their performance
- Review and report to the Board, as appropriate, on the effectiveness of the management systems
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed
- Promote a culture of effective policy compliance across the organisation

All staff, volunteers and board members at all levels will ensure that they are aware of the organisation's policy, undertake actions consistent with it and where appropriate, suggest ways in which practices, systems, procedures and policy could be improved.

Related Documents

Appendix A – Auspice Request Form and Auspice Conditions

Appendix A -Auspice Request Form

Date: | Contact Person

Playgroup name:

Playgroup address:

Current number of members:

Who is providing the grant?

Grant Amount: | Length of Grant

Purpose of the grant:
(including link to grant guidelines)

What is the process the playgroup has in place to manage the funding?

Conditions

- If a grant is less than $10,000 then it is at the discretion of the CEO if Playgroup Tasmania to auspice the grant
- If applicable, the Playgroup Tasmania Board has sighted and endorsed the application, including detailed final budget, prior to being submitted to funding body
- Playgroup to submit the grant application with a final copy being forwarded to Playgroup Tasmania
- Playgroups must provide documentation of expenditure and a statement stating that the playgroup has complied with the grant agreement
- Where there is no formal provision for acquittal from Playgroup Tasmania it is expected that the playgroup will manage its own acquittal process back to the funding body and provide a copy of report to Playgroup Tasmania
- Where Playgroup Tasmania is required to provide acquittal documentation under the grant conditions a fee will be charged
- Where Playgroup Tasmania is required to manage funds over $10,000.00 a 5% management fee will be charged to the fund

Appendix A – Auspice Request Form

- Playgroup Tasmania to receive the funds and hold in trust until the Playgroup is ready to expend the funds and complete project. All money will be held in trust for up to two years
- After two years, residual funds will be treated as a donation to Playgroup Tasmania unless otherwise outlined in the grant agreement
- All expenditure related to the grant will be invoiced directly to Playgroup Tasmania
- Playgroup Tasmania will assist the Playgroup with the report writing for the grant where applicable

☐ I have read and agree to the Auspice Conditions
☐ I have attached a draft of the grant application and proposed budget
☐ I understand that Playgroup Tasmania will absorb a portion of funds for administrative costs

Playgroup name: _____

Name: _____

Signature: _____ Date: _____

Office use only

Approved by: _____ Date: _____