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.

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| --- | --- | --- | --- | --- | --- |
| 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. | | |

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| 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**

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| 1.  ATO Statement by a supplier form  3.  Certificate of Incorporation  4.  Audited financial statements from last AGM  5.  Public Liability Insurance Certificate of Currency  6.  Constitution  7.  Auspice Agreement |