

# DRMC Auspicing Guidelines

Updated:

14-Nov-18

The DRMC may, on application from a musical group in the area with a similar mission or purpose, agree to act as the Auspicing body to the group. In this case the DRMC is the Auspicer, and the group the Auspicee. The DRMC would receive, track and allocate any grant funding for the group. This relationship provides:

- \* cover of an incorporated legal entity preferred by funding bodies
- \* an organisation with Deductible Gift Recipient (DGR) endorsement or tax concession charity status, sometimes a requirement of receiving a grant
- \* Access to DRMC resources with experience in obtaining and managing grants

The DRMC charges a fee (included in the grant) to provide this service. If the grant is not successful, no fee is payable.

## SmartyGrant (<=\$1,000)

Activities	Responsible	Time Required
Submit Grant Application	Group	Variable
Send agreement to Auspice	DRMC	0.5
Deal with queries/advice	DRMC	0.5
Run 'project' to completion	Group	Variable
Track invoices/release funds	DRMC	1
Submit Acquittal	Group	1
	Std DRMC Hrs:	2
	Std DRMC Cost:	\$ 80.00
	DRMC "fee"	10% of Grant

### Conditions

- \* Auspicee must have current Public Liability (certificate required)
- \* Auspicee agrees the DRMC responsibility is limited to the funds received in a grant
- \* Auspicee will fill in the grant application
- \* Auspicee will manage all aspects of the project and report financial status to the DRMC as requested, and any project issues
- \* Auspicee will submit the acquittal information about project outcomes
- \* Auspicee must have appropriate Working With Children checks where relevant to their project

DRMC and funding body should be referenced in publicity documents as 'supporters'

## Other Grant (>\$1,000)

Activities	Responsible	Time Required
Submit Grant Application	Group	Variable
Send agreement to Auspice	DRMC	0.5
Deal with queries/advice	DRMC	1.5
Run 'project' to completion	Group	Variable
Track invoices/release funds	DRMC	3
Submit Acquittal	Group	1
	Std DRMC Hrs:	5
	Std DRMC Cost:	\$ 200.00
	DRMC "fee"	\$ 250.00

### Conditions

- \* Auspicee must have current Public Liability (certificate required)
- \* Auspicee agrees the DRMC responsibility is limited to the funds received in a grant
- \* Auspicee will fill in the grant application
- \* Auspicee will manage all aspects of the project and report financial status to the DRMC as requested, and any project issues
- \* Auspicee will submit the acquittal information about project outcomes
- \* Auspicee should budget for the cost of any audit requirement imposed by the funding body (Note: Creative Victoria sometimes has audit requirement in funding agreement)

\* Auspicee must have appropriate Working With Children checks where relevant to their project  
 DRMC and funding body should be referenced in publicity documents as 'supporters'