**Guidance Note**

Auspice Applications | Community Infrastructure Programs

Only Local Government Authorities (LGAs) and Alpine Resorts Victoria (ARV) are eligible to apply for funding through Sport and Recreation Victoria’s competitive grant programs supporting community sport and active recreation infrastructure development.

Many community sports clubs operate on land that is not under the direct management of LGAs/ARV. Other land managers can include water authorities, Department of Energy, Environment and Climate Action, Parks Victoria and privately owned land.

This document provides advice on LGA/ARV accountabilities for auspice applications.

# What is an auspice application?

To 'auspice' means to provide support, sponsorship or guidance.

An auspice application is when LGAs and ARV support applications on behalf of community sport organisations and active recreation organisations where the land is managed by another authority.

# What is not considered an auspice application?

If the project or benefiting clubs operate on land for which the LGA/ARV are the responsible land manager, this is not considered as an auspice application.

# Accountabilities for auspice applications?

## Pre-application

LGAs/ARV are responsible for leading conversations with potential partner clubs/organisations.

## Application

Auspice applications are included in the maximum number of applications for LGAs/ARV for each funding program and stream. They are not additional to LGA/ARV led project applications.

LGAs/ARV must apply for funding through the standard application process on behalf of the auspice group.

LGAs/ARV are accountable for undertaking due diligence to ensure the project is compliant to the program guidelines including:

* compliance with eligibility for each program/stream
* funding ratios are met
* funding is sufficient to address project construction, contingency, cost escalation and project management
* project delivery timelines are achievable
* how cost overruns will be managed including consideration of organisations underwriting project delivery.

LGAs/ARV are accountable for ensuring the application meets standard requirements, including:

* assessment criteria are clearly addressed
* mandatory supporting documentation is provided
* applications are at a equal quality as to LGA/ARV led projects.

# Contractual Accountability

Grant Agreements are between the Department of Jobs, Skills, Industry and Regions (DJSIR) and LGAs/ARV. Sport and Recreation Victoria will not enter into an agreement with an auspiced group.

The LGA/ARV agrees to take the full legal and financial responsibility for the project. They are accountable for funds being expended in line with agreed purpose.

LGAs/ARV are accountable for the delivery of project milestones in line with the Grant Agreement.

It is recommended that LGAs/ARV enter into a formal agreement such as a Memorandum of Understanding with their auspice group prior to application to document roles and responsibilities.

The terms outlined in the Grant Agreement between DJSIR and the LGA/ARV should be reflected in any agreement between the LGA/ARV and the auspice organisation.

**Grant recipient (LGA/ARV) responsibilities as per the Grant Agreement are:**

* 1. The Recipient must:
     1. exercise due care, skill and judgment in performing the Project
     2. perform the Project in a timely manner in accordance with the Payment Deliverables and other Project milestones, if any
     3. ensure that it has sufficient funds in addition to the Grant to complete the Project on the scope proposed
     4. remain responsible for all Project cost over-runs
     5. cooperate with the Department at all times
     6. comply with the Special Conditions
     7. fulfil each of the Recipient Commitments
     8. achieve the Project Outcomes.

# Milestone Management

LGAs/ARV are accountable for the completion of milestones as outlined in the executed Grant Agreement.

LGAs/ARV are accountable for ensuring compliance with the [SRV Infrastructure Grants - Acknowledgement and Publicity Guidelines](https://sport.vic.gov.au/resources/infrastructure-grants-acknowledgement-and-publicity-guidelines) including onsite signage and offering event opportunities to the Minister for Community Sport.