

# Guidance for Auspicing Arrangements within the Boosting the Local Care Workforce Program

## Information regarding auspicing arrangements:

Note: **Auspiced party** means the individual, unincorporated group (unincorporated association), incorporated association or other entity that is under the auspices of the incorporated association or **auspicing body**.

Please note the following is only a guide and the auspiced party should refer to their auspice agreement to confirm when and how they can use the auspicing body's information. If you have any questions regarding the below please contact the Community Grants Hub on [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

### 1. Do I need to notify the Transition Assistance Funding Team I am applying under an auspicing arrangement?

Yes, please complete the 'Auspice Authorisation Form' and send the form to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). This form will notify the Transition Assistance Funding Team you are applying under an auspice arrangement.

### 2. Which organisation is responsible for completing the Readiness Assessment?

As the Readiness Assessment is a self-assessment of your organisation's overall readiness to succeed in the NDIS, the Readiness Assessment should be completed by the auspiced party. Consideration should only be given to the processes and functions established within the auspiced party.

### 3. How should the auspicing body and auspiced party information be included in the application form?

The below table provides a guide to which sections should be completed using the auspiced party information or the auspicing body information.

Please note this is only a guide and the auspiced party should refer to their auspice agreement to confirm when and how they can use the auspicing body information.

Application section	Details required
Existing grant recipients	This entire section should be completed with the details of the <b>auspiced party</b> .
Applicant details	This entire section should be completed with the details of the <b>auspicing body</b> .

Application section	Details required
<p><b>Eligibility requirements</b></p>	<p>This section should be completed with the details of the <b>auspicing body</b>.</p> <p><b>Exception:</b> The following questions should be completed using the <b>auspiced party</b> details:</p> <ol style="list-style-type: none"> <li>1. Unique Identifier Number</li> <li>2. Number of employees and volunteers across the organisation</li> <li>3. Number of employees and volunteers providing disability support services across the organisation</li> <li>4. Organisation Aboriginal or Torres Strait Islander Status</li> <li>5. What is the total number of people who currently receive disability support services from your organisation?</li> <li>6. What is the total number of people wo you expect to receive disability support from your organisation in the next 18mths?</li> </ol>
<p><b>Financial viability and governance</b></p>	<p>This entire section should be filled out with the <b>auspicing body</b> information as this entity will be required to sign the Transition Assistance Funding Agreement and will be responsible for managing the funding.</p>
<p><b>Activity details</b></p>	<p>This entire section should be completed with the details of the <b>auspiced party</b>, as it relates to the actions of the organisations within the NDIS and the disability and aged care sector.</p>
<p><b>Current information</b></p>	<p>This section should be completed by the <b>auspiced party</b> as this information relates to the activities and locations where the organisation is currently operating.</p> <p><b>Exception:</b> The following question should be completed using the <b>auspicing body</b> details:</p> <ol style="list-style-type: none"> <li>3. Provide Bank details for recipient of grant payments should the applicant be successful</li> </ol>
<p><b>Applicant contact</b></p>	<p>This entire section should be completed using the details of the <b>auspicing body</b>.</p>
<p><b>Declaration</b></p>	<p>This entire section should be completed using the details of the <b>auspicing body</b>.</p>

#### 4. Which party needs to participate in the direct contact session?

The direct contact session will be used to confirm how the Transition Assistance Funding will be spent and arrange for completion of the Transition Assistance Funding Agreement, including designating a signatory.

It is recommended that a representative from both the auspicing body and auspiced party participate in the Direct Contact Session to provide the auspicing body with details of the Transition Assistance Funding Agreement.

#### 5. Which party signs the Transition Assistance Funding Agreement?

The auspicing body is responsible for signing the agreement and will be responsible for complying with all aspects of the Transition Assistance Funding.

#### 6. Which party is responsible when addressing compliance and reporting issues with the Transition Assistance Funding?

As the auspicing body is responsible for the Transition Assistance Funding and signs the Transition Assistance Funding Agreement, they will be the main contact. The Transition Assistance Funding team will work with the auspicing body to address compliance and reporting issues. The auspicing body will be responsible for engaging with the auspiced party where required.

#### 7. What happens where there are several Transition Assistance Funding applications under one auspiced body?

The Transition Assistance Funding Team will be performing duplication checks to detect where multiple applications have used the same ABN. Any applications using the same ABN will be reviewed and applicants contacted for next steps.

It will be the responsibility of the auspicing body to resolve instances where auspiced parties submit multiple applications.

#### 8. Can an organisation apply for funding under both an auspice arrangement and a direct application using their ABN?

No, an organisation may only submit one application for Transition Assistance Funding. The Transition Assistance Funding Team will be completing checks on applications to ensure only one application per organisation is accepted.

## 9. Can two or more organisations collaborate and apply for funding under an auspice arrangement?

No, due to the nature of the funding and the application process it is not possible for two or more organisations to jointly apply for Transition Assistance Funding.