



## ADVICE TO APPLICANTS INVOLVED IN AUSPICING ARRANGEMENTS

The auspicings organisations details must be included in this application to Healthway. Assessment of applications will not commence until the process outlined below has been completed.

Healthway requires organisations applying to Healthway for sponsorship to be incorporated. Organisations or groups, which are not incorporated, may seek the services of an incorporated body to auspice the project on their behalf. This means that an incorporated organisation agrees to submit an application to Healthway, under its own name, allowing its incorporated status to be used on behalf of an unincorporated applicant in terms of all financial, legal, managerial functions and be responsible for the provision of evaluation material to Healthway at the conclusion of the project.

It is a responsibility of the auspicings organisation and the recipient to independently negotiate and agree upon the terms and conditions of the auspicings agreement including any management fee which, if levied, should be itemised in the budget submission.

If the application is successful, **all correspondence**, including the letter of offer from Healthway, will be sent to the CEO of the auspicings organisation who may choose to be represented in discussions with Healthway and health agency staff to confirm sponsorship strategies. Payment will be made directly to the bank account of the auspicings body.

The application will adhere to the guidelines, undertaking and conditions as specified on the Healthway application form for this funding application.

### AUSPICING AGREEMENT

Name of auspicings organisation ..... agrees to ensure that they:

1. Provide Healthway with a copy of their **Incorporation Certificate** and **Australian Business Number**.
2. Fully discuss the submission with the applicant and all responsibilities are understood and agreed to by all parties.
3. Sponsorship monies will be spent in accordance with the agreed contract.
4. Healthway will be consulted and advised of any changes to the approved program.
5. All contracted health promotion strategies will be implemented.
6. All required evaluation and financial reports will be sent to Healthway on completion of the project or before the specified dates.

Signed: .....  
(CEO/Chairperson of auspicings organisation)

Print Name: .....

Position: .....

Date: .....

Address: .....  
(of auspicings Organisation)

..... Phone No: .....

Signed: .....  
(Organisation being Auspiced)

Print Name: .....

Position: .....

Date: .....

Address: .....  
(Organisation being Auspiced)

..... Phone No: .....