

Topic 15

EMERGE
Supporting Farmer Led Groups

A collaborative project between
TAS FARM INNOVATION HUB
RMCG

Auspice Agreement

An auspicing agreement is used when an incorporated organisation agrees to receive and manage funding on behalf of a committee, group or project that cannot—or does not want to—manage the funding directly.

The auspicor generally enters into the funding agreement and manages the funds, while the farmer or group delivers the agreed project activities. A written agreement is important, so everyone understands who is responsible for the money, project delivery, reporting and any risks.

You can read more on auspicing here.

What should you agree on?

Before starting, make sure both parties are clear about:

- **The project** – What will be delivered, by whom and by when?
- **The money** – Who receives the grant? How and when will funds be paid to the farmer or group? What expenditure is allowed? Is there an auspicing or administration fee? What happens to unspent funds?
- **Records and reporting** – What receipts, invoices, photos, attendance records or other evidence need to be kept? Who prepares progress reports and the final grant acquittal, and when is information due?
- **Insurance and liability** – Who is responsible if someone is injured or property is damaged? Does the auspicor's insurance cover the farmer, volunteers and planned activities, or does the farmer need their own insurance?
- **People and safety** – Who is responsible for employees, contractors and volunteers? Who manages workplace health and safety and project risks?
- **Changes or problems** – Who needs to approve changes to the activities, budget or timing? What happens if the project cannot be completed?
- **Ownership and communications** – Who owns equipment, materials, data or other outputs purchased or developed through the project? Are there requirements for acknowledging the funder or using logos?



Checklist

Before signing an auspicing agreement, check:

- [x] Everyone understands what the project will deliver and who is responsible for what
- [ ] The budget, payment arrangements and any auspicing fees are clear
- [ ] You know what expenditure is allowed and what receipts and records you need to keep
- [ ] Reporting and grant acquittal responsibilities and deadlines are clear
- [ ] You understand who carries liability for project activities
- [ ] Appropriate insurance is confirmed — don't assume the auspicor's insurance automatically covers your activities
- [ ] Responsibility for WHS, contractors, employees and volunteers is clear
- [ ] You know who owns equipment, data and other project outputs
- [ ] There is a process for approving changes to the project or budget
- [ ] The agreement explains what happens to unspent funds, assets and outstanding costs when the project finishes or ends early
- [ ] Both parties have a nominated contact and sign the agreement before project activities or spending begin.

Tip: The organisation receiving the grant may remain accountable to the funder, so expect them to require evidence that the project and funding have been managed as agreed. For larger or higher-risk projects, consider obtaining legal, financial and insurance advice.

Resources

- **Justice Connect 'What is auspicing?'**

  https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicing?_ga=2.215927956.2046752620.1775525708-173388419.1775525708#guide

  This is the resource referenced in the introduction on page 1.

How this resource came about

The Emerge project was funded by the Australian Government's Future Drought Fund to support new, emerging and informal farmer groups to develop their skills and knowledge, and to create this set of resources for use by groups into the future. Groups participating in 2026 received coaching and additional learning opportunities to supplement the content of these resources.

TAS FARM INNOVATION HUB RMCG