

Incorporation requirements for City of Ryde Community Grants

In most cases to receive a City of Ryde Community Grant (or other non-Council grant) your organisation must be incorporated.

WHAT IS AN INCORPORATED ORGANISATION?

An incorporated organisation has a legal structure which is set up under NSW (or other state/ territory) law. Generally incorporated organisations have a minimum number of members and are managed by a committee that meets at least annually. They are a legal entity that has set rules for operation listed in a constitution.

HOW DO I KNOW IF MY ORGANISATION IS INCORPORATED?

NSW Fair Trading registers all incorporated organisations in NSW. Incorporated organisations will have an incorporation number that you can list in your grant application. You can search the NSW Incorporated Organisation Register on the NSW Fair Trading website. Visit www.fairtrading.nsw.gov.au for further information.

WHAT IF MY ORGANISATION IS NOT INCORPORATED?

If your organisation is not incorporated you may still be eligible to apply for a grant. You will require an incorporated organisation to act as an auspice to support your grant application.

An auspice is an incorporated organisation that supports or provides guidance for your organisation to deliver the grant funded project or activity. The auspice organisation is responsible for managing the grant funding and reporting on the expenditure of the grant funding (acquittal). Your organisation will remain responsible for delivering the project or activity.

Auspice arrangements are reasonably common. When you are considering approaching an organisation to auspice your grant application, consider the following:

- Make sure you have a good working relationship prior to applying
- Make sure you have similar aims and goals
- Make sure you have a clear understanding of the auspice process

If you require assistance to locate a suitable auspice organisation, contact Grant Coordinator to discuss on **9952 8222** or email commgrants@ryde.nsw.gov.au

WHAT DO I NEED FROM AN AUSPICE ORGANISATION?

To apply for a grant via an auspice organisation you will require a letter stating that the organisation agrees to act as an auspice for the grant funded project. You will require details from the auspice organisation such as contact details, their incorporation number and their ABN.

IS THE AUSPICE ORGANISATION ABLE TO APPLY FOR A GRANT IN THE SAME GRANT ROUND?

If an incorporated organisation acts as an auspice for an unincorporated group, they are still eligible to submit a grant application for their own organisation. There is no limit on the number of auspice arrangements that an incorporated organisation can support.

FURTHER INFORMATION

If you require further information regarding the planning a grant application, please contact the Grant Coordinator on **9952 8222** or email **commgrants@ryde.nsw.gov.au**