**(*Auspice Organisation letterhead*)**

**(*date*)**

Centralised Grants Management Team

City of Whittlesea

Locked Bag 1

Bundoora MDC VIC 3083

To Whom It May Concern

RE: CONFIRMATION OF AUSPICE ARRANGEMENT WITH **(*applicant organisation*)** FOR **(*project name*)**

I confirm that **(*auspice organisation*)** will be the auspicing entity for this **(project or event)** should it be successful in obtaining funding from the City of Whittlesea **(Grant Round)** Community Grants Program, and is a not-for-profit incorporated organisation.

In undertaking this arrangement we accept responsibility for the management of funds **(for $xxx)** and the acquittal requirements of the City of Whittlesea as well as all public liability insurance risk for the funded project.

Yours sincerely,

***(name)***

***(position)***

***(contact details)***