

**Multicultural Arts Victoria  
Auspicing Schedule**

Item	A. Basic 10%	B. Standard 15%	C. Comprehensive 20%	D. Full Service 25%
Access to DGR and TCC status with the Australian Tax Office	✓	✓	✓	✓
Coverage for the funded project under MAV's public liability insurance up to \$20 million	✓	✓	✓	✓
Lodgment of funding applications and acquittal reports	✓	✓	✓	✓
One review meeting to check on progress of project	✓	✓	✓	✓
Processing of payments (via agreed payment schedule)	✓	✓	✓	✓
Communication liaison with funders	✓	✓	✓	✓
Proof reading/editing of funding applications and acquittal reports		✓	✓	✓
Assistance with budget preparation		✓	✓	✓
Preparation of quarterly financial statement		✓	✓	✓
Promotion of auspiced projects through MAV networks and publications		✓	✓	✓
Partnership referrals		✓	✓	✓
Two review meetings to check on progress of project		✓	✓	✓
Access to meeting facilities		✓	✓	✓
Assistance with the preparation of funding applications			✓	✓
Assistance with creative development of the project			✓	✓
Partnership brokerage			✓	✓
Assistance with the preparation of acquittal reports			✓	✓
Assistance with evaluation methods			✓	✓
Representation on the project steering group/reference group			✓	✓
Accounts Payable - Organise all payments to suppliers from data entry to payment run			✓	✓
Accounts Receivable - Organise sale invoices generation as and when requested and follow up on outstanding invoices			✓	✓
Quarterly budget reconciliation			✓	✓
Other banking tasks			✓	✓
Monthly/quarterly management accounts preparation			✓	✓
Yearly budgeting, including internal budgets and funding budgeting			✓	✓
Access to organizational ICT infrastructure			✓	✓
Administration support			✓	✓
Project management				✓
Production management				✓
Event management				✓
Provide professional advice in relation to various accounting, taxation and business issues				✓
Payroll set up and operation				✓
Processing of superannuation				✓
Dealing with the auditor to undertake annual financial auditing				✓
Design of marketing collateral (one-page e-flyer)				✓
Distribution of marketing collateral				✓
Building and targeting audiences				✓
Stakeholder and partnership liaison				✓
Assisting with accommodation				✓
Assisting with travel				✓
Assisting with visa applications				✓