



University of South Australia  
Student Association

# Clubs Grant Program



## ABOUT THE CLUBS GRANT PROGRAM

Hi, we're USASA, the independent student association of the University of South Australia. We are a not-for-profit student owned organization that strives to provide a voice and a diverse and exciting experience for the students of UniSA. One of our key objectives is to have a campus culture where students have fun, make friends and take pride in the University. The Clubs Grant Program is designed to promote vibrancy on campus, promote student engagement and enhance the overall student experience at UniSA.

Student clubs can apply for small grants of up to \$500, or activity grants of up to \$2,500 from the Clubs Grants Program to support their activities or purchases. A club can receive a maximum of \$3,000 through the Clubs Grants program in a calendar year.

Applications for grants close on various dates throughout the year. Applicants will be contacted within two weeks of the application closing date. Projects can commence as soon as you have been notified of approval.

## PURPOSE

The Clubs Grant program aims to support initiatives that will enhance the student experience at the University of South Australia. Successful initiatives will be those that provide opportunities for students to develop the non-academic (or extra-curricular) student experience through;

- Enhancing campus vibrancy
- Supporting clubs and societies to run engaging events
- Supporting innovative club development

## INITIATIVE ELIGIBILITY

In order to be eligible the initiative:

- Must be student led
- Must not form the part of the assessment or requirements of a UniSA course or program
- Must be able to be covered by USASA and UniSA's insurance
- Must be compliant with the SSAF Guidelines (see next page)

Club Grants will have three sub-categories:

**Marketing Grant (\$500)** – For eligible clubs and societies to make purchases of promotional equipment and marketing materials.

**Small Grant (\$500)** – For clubs and societies to make small equipment purchases and/or run small social and fundraising events or activities.

**Activity Grant (\$2,500)** – For clubs and societies to make large equipment purchases and/or run larger social and fundraising events or activities.

# ELIGIBILITY

## WHO CAN APPLY

To be eligible for the Clubs Grant Program applicants must be:

- UniSA student(s) who are enrolled part-time or full-time at the time of application
- USASA affiliated clubs and societies (i.e. Clubs must be compliant with all USASA affiliation criteria and processes)

All applicants must attend a grant writing workshop or a meeting with the Club Support Officer to discuss the grant prior to submission.

Applications from clubs will require the authorization of at least two members of the club executive. Preference will be given to projects which have the involvement or participation of multiple students at UniSA.

## WHO CANNOT APPLY

- Transnational students and students from other universities
- Alumni or withdrawn students
- Current and former UniSA Staff (casual staff who are also students are excepted)
- Non-UniSA student clubs, societies and groups

NOTE: Grant submissions must be received before an activity takes place. Retrospective funding will not be provided. Initiatives must take place a minimum of two weeks (14 days) after the application closing date.

# SSAF GUIDELINES

Applicants must ensure that at least one of the following Student Service and Amenities Fee (SSAF) Guidelines are relevant to their initiative.

- Providing food and drink on campus
- Supporting sport and recreational activities
- Supporting the administration of clubs
- Promoting student health and welfare
- Providing career and employment advice
- Supporting student debate
- Providing non-academic student spaces
- Supporting artistic activities by students
- Supporting student media
- Developing skills for study
- Providing orientation assistance
- Assisting overseas students with welfare and employment

# APPLICATION PROCESS

**Step 1:** Carefully read the funding program guidelines to determine whether you meet the criteria. If you are unsure, contact the USASA Club Support Officer on 8302 1028 or [USASA.Grants@unisa.edu.au](mailto:USASA.Grants@unisa.edu.au)

**Step 2:** All applicants must attend a grant writing workshop and a meeting to discuss your grant application with the Club Support Officer prior to submission.

**Step 3:** Applicants need to complete and submit the club grant application form by 5pm on the application due date (page 4)

Applicants will be informed of the outcome usually within two weeks of the closing date. Successful applicants will be assessed on the following criteria:

- Will the initiative enhance the non-academic student experience for UniSA students?
- Has the initiative (or a similar initiative) received funding before?
- Is the initiative happening on campus?
- Will the initiative enhance vibrancy on campus?
- Has the applicant received funding recently?
- How many UniSA students will the initiative engage?
- What is the cost of the initiative per student engaged?
- Have other sources of co-funding or fundraising been sourced?

Additionally, the following criteria will apply:

- Generally a club will only be able to receive one activity grant and one small grant per annum (or up to \$3,000 over multiple grants).
- Grants are not intended to provide recurring funding for ongoing activities and as a general rule events will only be funded once.
- Grant applications must include a budget that balances correctly and supporting documentation for all expenses.
- Club grants are available to students only.

## PAYMENT OF GRANTS

Successful applicants will receive email notification from the USASA Grants panel. You will then be sent a Grant Agreement document detailing the terms and conditions of the funding provided. Once the agreement has been signed and returned to USASA you can commence your project. Payment will be made in accordance with the terms and conditions of the club grant program. All funded initiatives need to be completed within the calendar year in which the grant was paid. Any unspent funds in that calendar year must be returned to USASA.

## UNSUCCESSFUL APPLICATIONS

All ineligible or unsuccessful applicants will receive written notification at the same time as successful applicants. Specific feedback on your application will be available upon request. You may resubmit your application for the next round of grants if desired.

## HINTS & TIPS

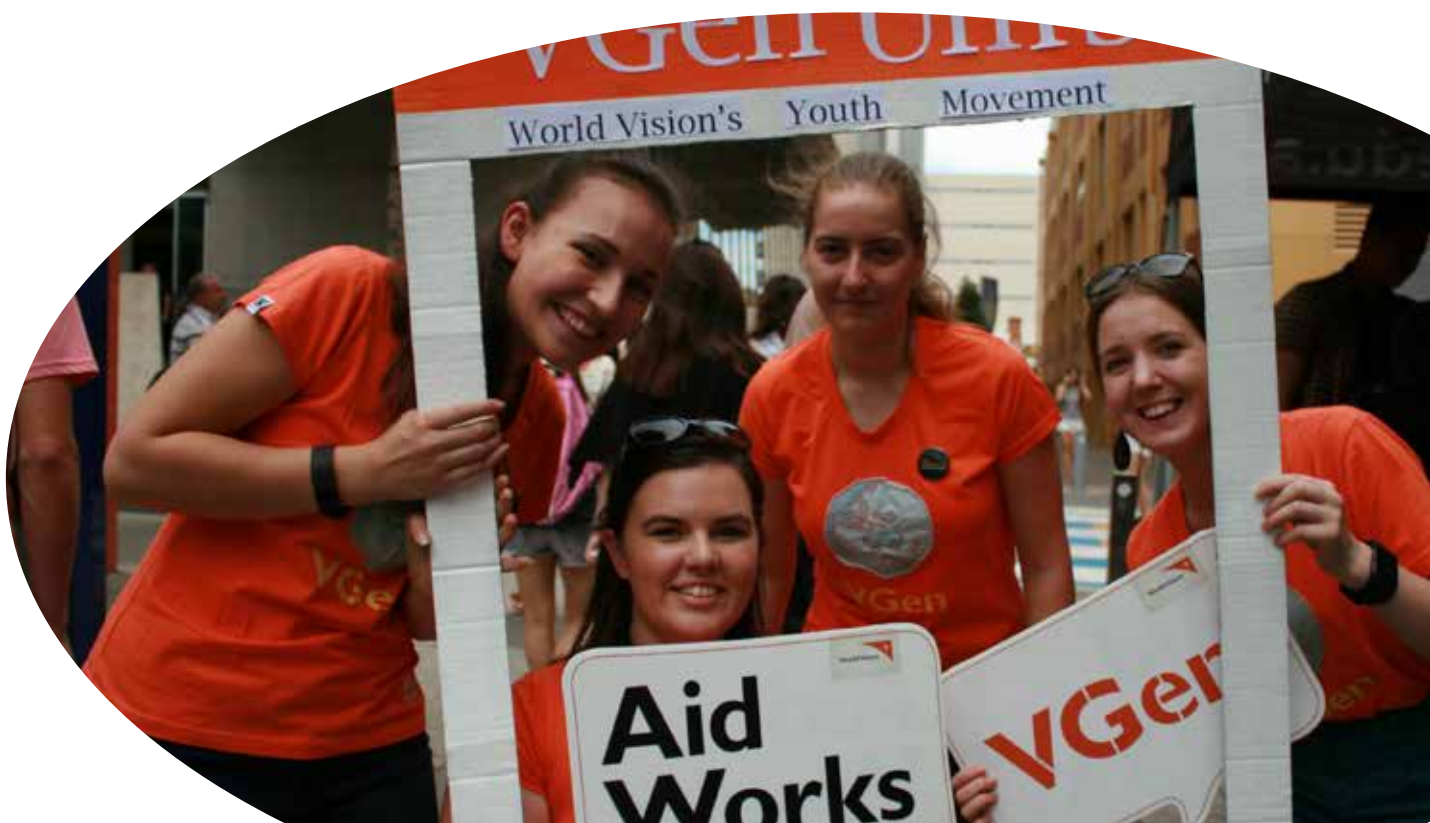
- Plan ahead and allow yourself time to get your application in well before the activity is planned to take place. Try and apply at least a month in advance to give time for feedback – you may be able to resubmit!
- Think about who is reading the grant application and what they need to know – base it around a 'who, what, where, why' format.
- Make sure you clearly articulate how your activity will benefit multiple students, such as talking about how many students are in the club, how many will attend the event etc.
- Never say 'maybe'. Your activity should be well thought out and well planned with all elements articulated in the grant application.
- Make sure you discuss your application well in advance with the Clubs Support Officer. They can provide feedback on your application and project and will provide you with advice which will increase the likelihood of your application being successful.
- Make sure your budgets balance (income = expenses). The budget should be for the total cost of the activity - If you are putting your own or club money into the activity, this should be shown on the budget also, not just the money you are requesting from the grant.
- Supporting documentation must be provided for every expense listed in your application. This may be a quote from a company or a screenshot from a website where you researched the cost. Regardless, if you do not provide these your application will not be considered.

## FURTHER INFORMATION

Please contact the USASA Clubs Support Officer:

Email: [USASA.grants@unisa.edu.au](mailto:USASA.grants@unisa.edu.au)

Web: <https://usasa.sa.edu.au/grants>



## 2017 TIMELINE

Remember, your initiative must take place after the grant response date to be considered. For example, if the application was submitted in the February grant round, the initiative cannot take place until after 10 March.

2017 Small & Marketing Grants Timeline			
Round	Application Due Date	Response Date	Completion Report Due Date
February	24 February	10 March	Within 1 month of completion of event/purchase
March	31 March	14 April	
April	28 April	12 May	
May	26 May	9 June	
June	30 June	14 July	
July	28 July	10 August	
August	25 August	8 September	
September	29 September	13 October	
October	27 October	10 November	
November	24 November	8 December	
December	No December Grants Round		

2017 Activity Grants Timeline			
Round	Application Due Date	Response Date	Completion Report Due Date
March	31 March	14 April	Within 1 month of completion of event/purchase
June	30 June	14 July	
September	30 September	14 October	

## FREQUENTLY ASKED QUESTIONS (FAQS)

### Can applications be submitted after the closing date?

Grant applications that miss the deadline are encouraged to be submitted in the next round.

### What is the approval process for grants applications?

Grants applications received by the due date will be assessed by a panel against the guidelines and conditions of the grants program. The grants panel will then forward their recommendations for funding to the USASA Club Support Officer who will advise applicants of the panel's decision.

### Is there any right to appeal an unsuccessful application?

There is no right to appeal however we will provide feedback on your application upon request which will put you in the strongest position to reapply in a future round. We encourage applicants who are unsuccessful to seek feedback and reapply as appropriate.

### **Can applications be made for individual activities or pursuits?**

The Club Grants program is designed to benefit groups of students, not individuals. Therefore applications for individual activities and/or pursuits cannot be considered.

### **Can UniSA Staff members apply for a Club Grant?**

Only students are eligible for the USASA Club Grant Program. Staff may not apply on behalf of student or student clubs.

### **Can external/CRE students apply for funding to attend city-based events?**

The grants program is not intended to be used solely for transport for students to attend events. The engagement of CRE and external students refers to regionally-based events targeting these specific student cohorts.

### **Can Club Grants support Pub Crawls?**

For liability reasons, USASA Grants cannot be used to support pub crawls, including the provision of food, clothing or entertainment.

### **What can be covered under catering? Can alcohol be included?**

Applicants can use Club Grants to assist with the cost of catering at events; however applicants must be aware that the provision or subsidisation of alcohol for students, staff and guests is not permitted. Requests for funding to cover catering should be accompanied by a quote from a venue/caterer.

### **Does my initiative have to be held on UniSA grounds?**

In short, no – however all applicants are strongly encouraged to investigate suitable locations on campus for their initiative. Indeed, preference will usually be given to applications that are being held on campus. Potential venues that may be available at little or no cost to students include:

- Bradley Forum (City West)
- Kerry Packer Civic Gallery (City West)
- Brookman Hall (City East)
- Sports Centres (Magill and Mawson Lakes)
- Hartley Playhouse (Magill)
- Jeffrey Smart Building Forum (City West)
- Lecture theatres and outdoor areas (all campuses)

### **How do I book UniSA Facilities?**

To book UniSA facilities please contact FM Assist on your campus:

City East – 8302 2261

Magill – 8302 4762

City West – 8302 0555

Mawson Lakes – 8302 5055

# CLUB GRANTS TERMS AND CONDITIONS

1. USASA Clubs and Societies will only receive funding where they are compliant with all USASA affiliation criteria including completion of insurance forms, reporting and AGM requirements.
2. Applicants must complete the Club Grants application form to be considered for Funding.
3. Applications must include a completed budget and quotes for all related expenses.
4. USASA will not accept applications after the due date. Acceptance of revised applications will be at the discretion of the Grants Panel.
5. The application must be received by the USASA Club Support Officer by 5pm on the application due date, unless otherwise stated or alternate arrangements have been made.
6. Funding will be provided as a one-off payment only and will not be guaranteed for annual or ongoing events.
7. All applications for initiatives being conducted by and/or a USASA Club must ensure that the initiative is an insurable initiative under USASA insurance.
8. Approved USASA grants will be paid to club accounts only.
9. Applicants planning initiatives to be held on campus must ensure they comply with Facilities Management Unit (FMU) policies and procedures. For further information and to download relevant forms visit [unisa.edu.au/facilities/procedures/forms/csforms.asp](http://unisa.edu.au/facilities/procedures/forms/csforms.asp) and [USASA.sa.edu.au/runclubevent](http://USASA.sa.edu.au/runclubevent)
10. Hire and payment for all necessary equipment/facilities (e.g. on-campus BBQs) is the responsibility of the applicant. Contact USASA and/or Facilities Management for further information.
11. Initiatives must comply with legislation in relation to the spending of the Student Services and Amenities Fee (SSAF) and demonstrate benefit to UniSA students.
12. Funding may not be used to purchase any asset apart from as approved in the application, without USASA's prior written approval. All assets purchased or created with the Funding (including revenue generated) shall be owned by USASA and must be dealt with in accordance with asset procedures issued by USASA.
13. Any conditions notified by USASA in relation to the Application must be complied with for the term of the grant. The applicant is responsible for consulting with USASA in relation to risk management.
14. Applicants must provide the Club Support Officer with written project status updates as requested. Failure to do so may result in the withdrawal of funding.
15. Full and accurate records of the conduct of the activity must be kept. This includes progress against any milestones, the receipt and use of funding, the acquisition of assets and the creation of intellectual property rights.
16. USASA owns all material and intellectual property rights developed or created in the course of undertaking the initiative and grants the applicant a license to use such materials solely for the purpose of undertaking the grant.
17. Applicants are required to show proof of completion of the initiative within one month of completion by submitting:
  - a. the completion report (template will be supplied)
  - b. statement of income and expenditure (template supplied) indicating how funds have been acquitted and amounts of any revenue generated and/or unspent funds
18. Unspent funding must be returned to the USASA grant pool.



19. If the grant is deemed not to have been used for the purpose outlined in your application, or another purpose approved by USASA, applicants may be personally liable for the repayment of the full amount of the grant to USASA or the University.
20. All initiatives funded through the grants program must include USASA logos on promotional and marketing materials.
21. The initiative must be carried out in accordance with the application, all relevant laws, and USASA and UniSA policies.
22. Club Grants will not be approved to fund or subsidise:
  - a. pub crawls
  - b. provision of alcohol for students, staff or guests of UniSA
23. A club may receive a maximum of \$3000 from the USASA grant program in a calendar year.