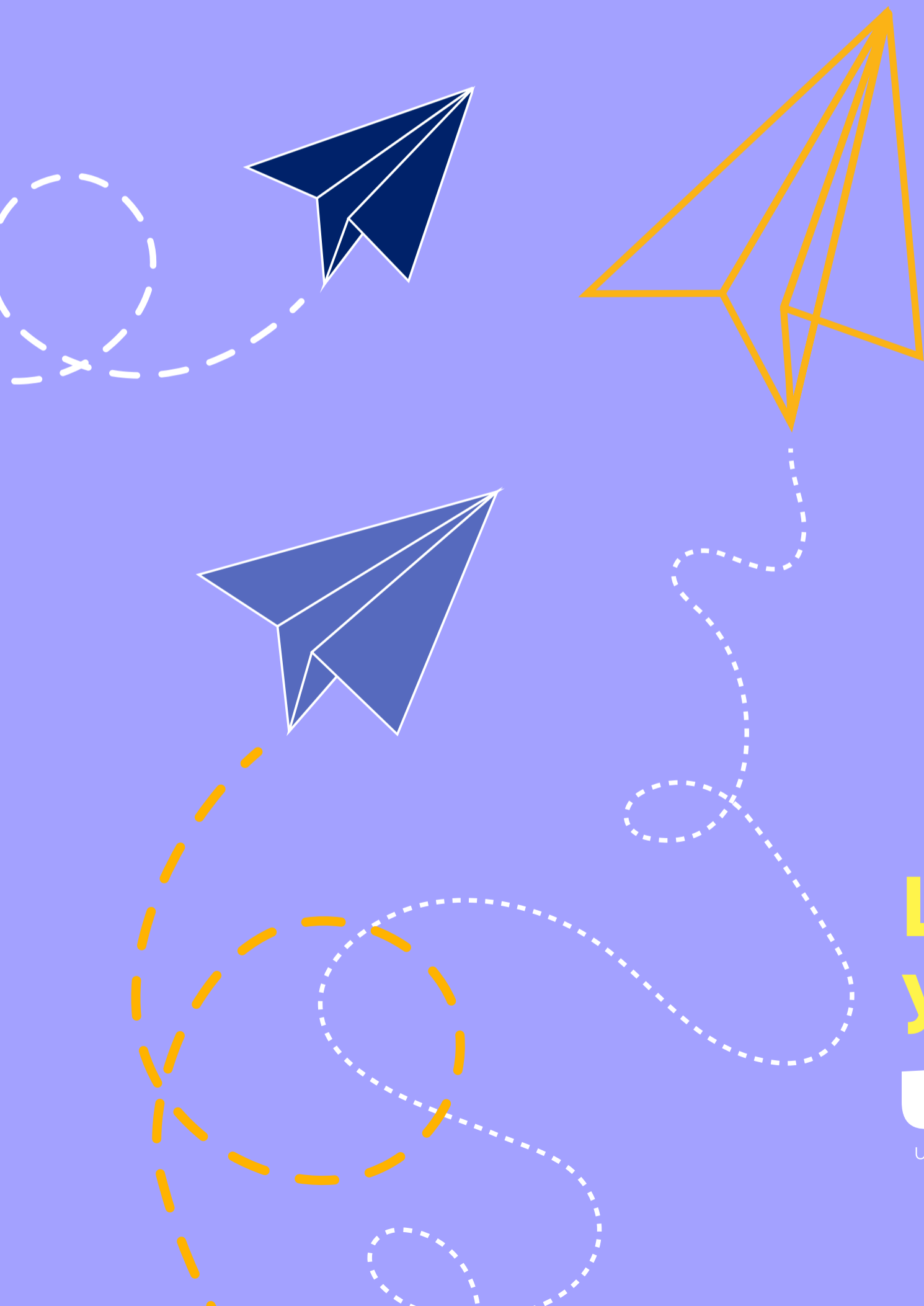


USASA Club Grant Program



**Launch
your ideas.**



University of South Australia
Student Association

About the Club Grant Program

Hi, we're USASA, the independent student association of the University of South Australia. We are a not-for-profit, student run organisation that exists to support the student body at UniSA by providing a voice and a diverse, exciting campus experience for all students. One of our key objectives is to help create a campus culture where students have fun, make friends and take pride in their University.

The USASA Clubs Grant Program is designed to support vibrancy on campus and encourage student engagement to enhance the overall student experience at UniSA. Student clubs can access grants of up to \$2,500 in a single application to support their activities or purchases, with a maximum of \$3,500 within a calendar year.

Purpose

The Clubs Grant Program aims to support initiatives that will enhance the student experience at the University of South Australia. More specifically, 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
- Supporting effective club promotion

Club Grant Categories

The Club Grants Program has two sub-categories:

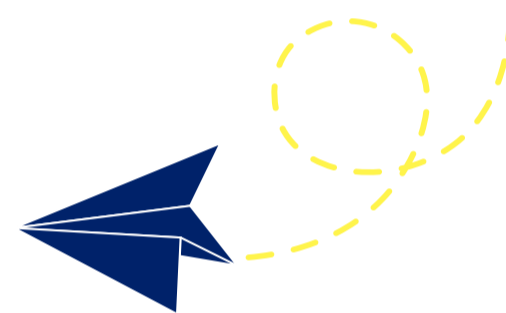
Marketing Grant (Max. \$500) – For eligible clubs and societies to make purchases of promotional equipment and marketing materials.

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

Initiative Eligibility

To be eligible, the initiative must:

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



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 and who are also a USASA Club executive
- USASA affiliated Clubs and societies (clubs must be compliant with all USASA requirements processes)

Who cannot apply

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- Alumni or withdrawn students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

Additional requirements/information:

- All applicants must attend a meeting with the Club Support staff to discuss the grant prior to submission.
- Club applications will require the authorisation 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.
- 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 staff on **8302 1028** or via **USASA.Grants@unisa.edu.au**

Step 2: All applicants must attend a grant meeting to discuss your grant application with the Club Support staff prior to submission.

Step 3: Applicants need to complete and submit the club grant application form by 11:59pm 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 applies:

- A club will only be eligible to receive up to \$3,500 over multiple grants in a calendar year, and a maximum of \$2,500
- 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 outlines supporting documentation for all expenses
- Club grants are available to student clubs only

Successful Grant Applications

Successful applicants will receive email notification from the USASA Grants panel. You will then be sent a Grant Agreement form detailing the terms and conditions of the funding provided. Once the agreement has been signed and returned to USASA, the funding will be paid into the clubs USASA bank account, and 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 12 months from when the grant was paid. Any unspent funds in that year must be returned to USASA.

Unsuccessful Grant Applications

All ineligible or unsuccessful applicants will receive written notification. 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 and how’ 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 Staff. 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 budget balances (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. If you do not provide these, your application will not be considered.

Further Information

Please contact the USASA Clubs Support staff:

Email: USASA.grants@unisa.edu.au

Web: USASA.sa.edu.au/Grants

2019 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 the 8th of March.

Grants Timeline 2019

Round	Application Due Date	Response Date	Completion Report Due Date
January	25 January	8 February	
February	22 February	8 March	
March	29 March	12 April	
April	26 April	10 May	
May	31 May	14 June	
June	28 June	12 July	
July	26 July	9 August	Within 1 month of completion of event/purchase
August	30 August	13 September	
September	27 September	11 October	
October	25 October	8 November	
November	29 November	13 December	
December	NO DECEMBER GRANTS ROUND		

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 staff 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. You might consider applying for a Leadership Grant instead. Information about the USASA Leadership Grant Program can be found online here: [USASA.sa.edu.au/Grants](https://usasa.sa.edu.au/Grants).

Can UniSA Staff members apply for a Club Grant?

Only students are eligible for the USASA Club Grant Program. Staff are not to 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:

- Hoj Plaza (City West)
- Kerry Packer Civic Gallery (City West)
- Brookman Hall (City East)
- GP Courtyard (Mawson Lakes)
- 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?

Please refer to the event booking procedure outlined online here: [USASA.sa.edu.au/RunClubEvent](https://usasa.sa.edu.au/RunClubEvent) or here: i.unisa.edu.au/staff/facilities/forms/

Conditions Of Application

1. USASA will only accept applications by Clubs and Societies which are compliant with all USASA affiliation criteria including completion of insurance forms, reporting and AGM requirements.
2. Only applications submitted by current USASA club executives will be accepted.
3. Applicants must complete the Club Grant application form, hosted on the USASA website, to be considered for funding.
4. Applications must not form the part of the assessment or requirements of a UniSA course or program
5. Applications must include a completed budget and quotes for all related expenses in their application.
6. The application must be received by the USASA Club Support staff by 11:59 pm on the application due date unless otherwise stated or alternate arrangements have been made.
7. USASA will not accept applications after the due date. Acceptance of revised applications will be at the discretion of the Grant Panel.
8. All applications for initiatives being conducted by and/or a USASA Club must ensure that the initiative is an insurable initiative under USASA insurance.
9. Applicants planning initiatives to be held on campus must ensure they comply with Facilities Management Unit (FMU) policies and procedures.
10. Initiatives must comply with legislation in relation to the spending of the Student Services and Amenities Fee (SSAF) and demonstrate benefit to UniSA students.
11. 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 regarding risk management.
12. All initiatives funded through the grants program must include USASA 'clubs approved' logos on promotional and marketing materials.
13. The initiative must be carried out in accordance with the application, all relevant laws, and USASA and UniSA policies.
14. Club Grants will not be approved to fund or subsidise:
 - a. Pub crawls
 - b. Provision of alcohol for students, staff or guests of UniSA
15. Applications must be for projects or initiatives of the club. USASA Grant funding must not be used for projects of the University or its associated schools.
16. A club may receive a maximum of \$3,500 from the USASA grant program in a calendar year.
17. Funding will be provided as a one-off payment only and will not be guaranteed for annual or ongoing events.
18. Receipt of a USASA Grant should not result in personal profit for the applicant or any executive of the club. The USASA Grant Program is intended as a non-profit program and should not be used as start-up capital for money-making schemes.

Conditions Of Funding

1. Grants will be paid to USASA club accounts only.
2. 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 the Association.
3. 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.
4. 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.
5. Recipients 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
6. Unspent funding must be returned to the USASA grant pool.
7. Recipients must provide the Club Support staff with written project status updates as requested. Failure to do so may result in the withdrawal of funding.
8. Hire, and payment for all necessary equipment/facilities is the responsibility of the applicant.
9. If the grant is deemed not to have been used for the purpose outlined in the application, or another purpose approved by USASA, applicants may be personally liable for the repayment of the full amount of the grant to USASA.