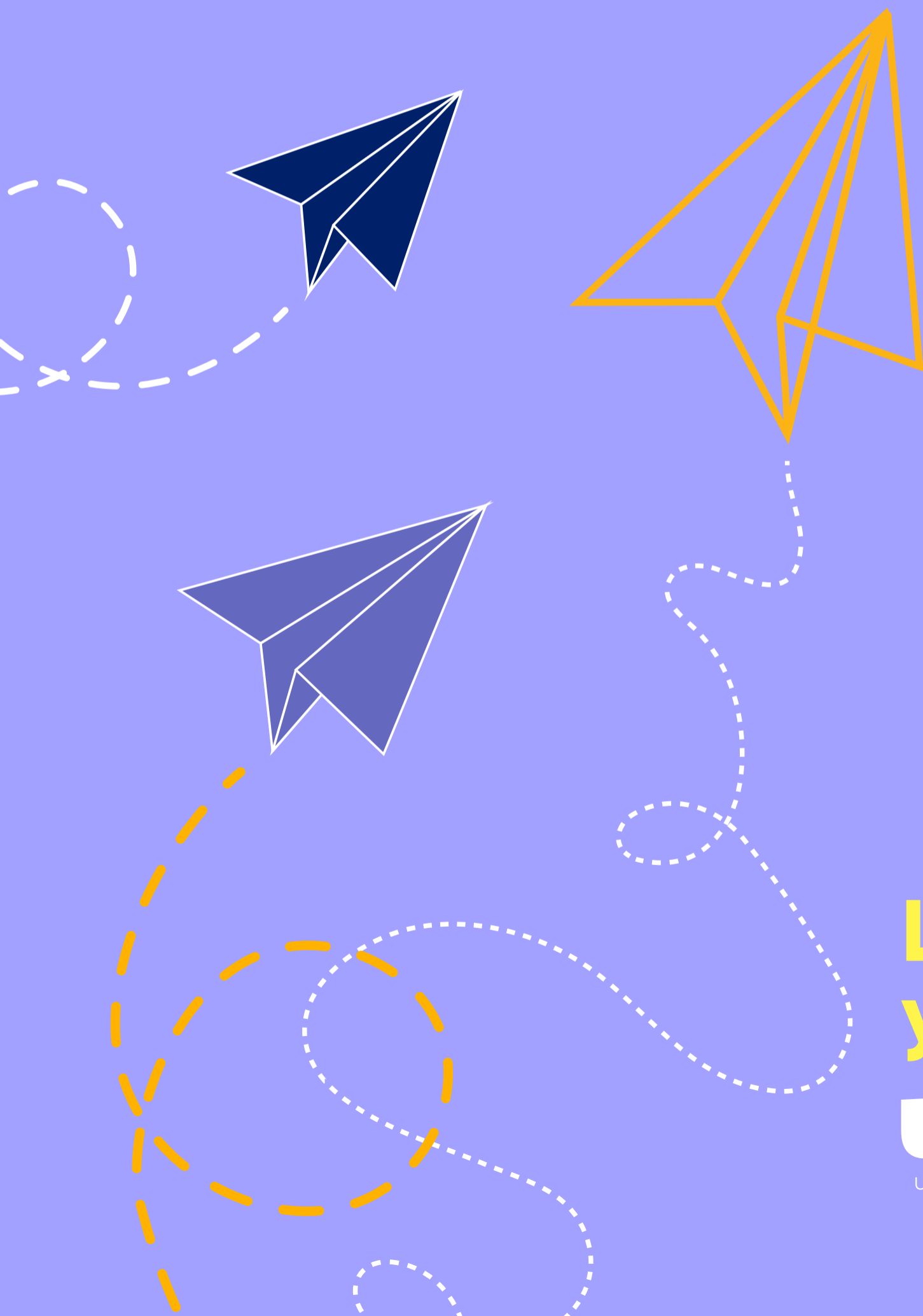


USASA Club Grants Program



**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 empower students to shape their University journey. One of our key objectives is to support students to drive campus culture.

The USASA Club Grants 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 Club Grant Program aims to support initiatives that will enhance the student experience at UniSA. 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:

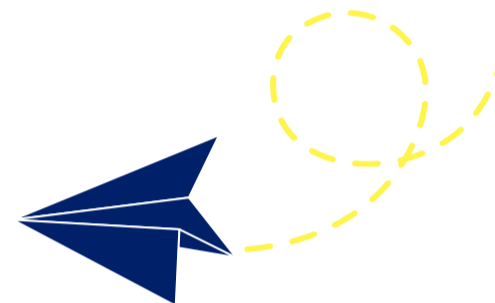
Marketing Grant (Max. \$500) – For eligible clubs and societies to make purchases of promotional equipment and marketing materials.

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**)



Applicant Eligibility

Who can apply

To be eligible for the Club Grants Program applicants must be USASA Club Executives who are enrolled part-time or full-time at the time of application, from clubs that are compliant to USASA requirements.

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
- Current USASA Board Members

Additional requirements/information:

- All applicants must attend a meeting with the Club Support staff to discuss the application prior to submission.
- 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.
- Preference will be given to projects that are original/ or have not been funded previously

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 application form by 11:59pm on the application due date (page 3).

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

- Is the application clear, and well justified?
- Will the initiative help to achieve the purpose of the grants program?
 - Will the initiative enhance the non-academic student experience for UniSA students?
 - Will the initiative enhance vibrancy on campus?

- Will the initiative support innovative club development?
- Will the initiative support effective club promotion?
- 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 from multiple grants in a calendar year, and a maximum of \$2,500 for a single application.
- Grants are not intended to provide recurring funding for ongoing activities, and as a general rule, reoccurring events will be considered a lesser priority for funding.
- Grant applications must include a budget that balances correctly and outlines supporting documentation for all expenses.

Successful Grant Applications

Successful applicants will receive email notification from the USASA Grants panel within two weeks of the grant round application deadline. You will then be sent a Grants Conditions 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 club's 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 to the club. Any unspent funds must be returned to USASA.

Unsuccessful Grant Applications

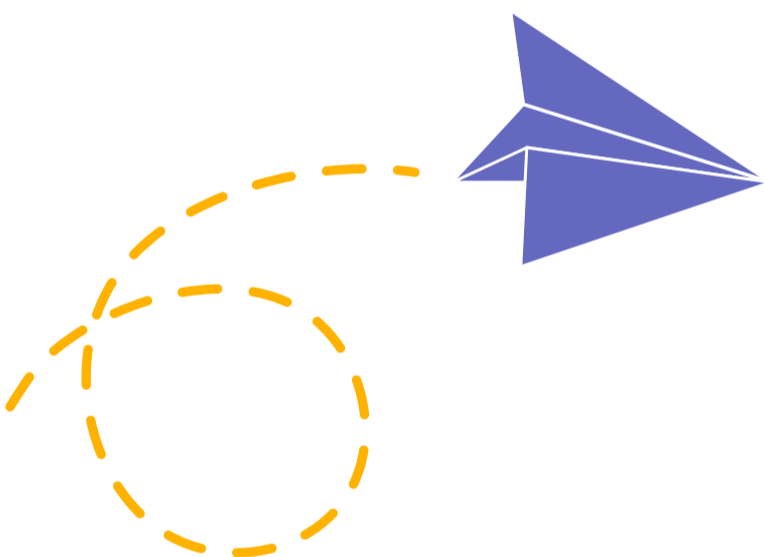
All ineligible or unsuccessful applicants will receive notification by email within two weeks of the grant round application deadline. Specific feedback on your application will be available upon request. You may resubmit your application for the next round of grants if desired.

2020 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 2020

Round	Application Deadline	Response Date	Completion Report Due Date
January	31 January	14 February	
February	28 February	13 March	
Campus Fair	2 March	Ad hoc	
March	27 March	10 April	
April	24 April	8 May	
May	29 May	12 June	
June	26 June	10 July	
July	31 July	14 August	Within 1 month of completion of event/purchase
Clubs Fest	3 August	Ad hoc	
August	28 August	11 September	
September	25 September	9 October	
October	30 October	13 November	
November	27 November	11 December	
December	NO DECEMBER GRANTS ROUND		



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 or two in advance to give time for feedback – if initially unsuccessful, you may be able to resubmit!
- Think about who is reading the grant application and what they need to know. Think about how your initiative meets the objectives/purpose of this grant program.
- Make sure you clearly articulate how your activity will benefit UniSA students, such as talking about how many students are in the club, how many you expect 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 other club money into the activity, this should be shown on the budget also, not just the money you are requesting from the grant. If you have other sources of income (i.e. a UniSA Academic Unit or sponsorship money) be sure to include this, it demonstrates good planning.
- 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. Any expense without corresponding supporting documentation will not be considered.

Frequently Asked Questions (FAQS)

Can applications be submitted after the closing date?

No, but grant applications that miss the deadline are encouraged to be submitted in the next round.

Are there items we cannot fund using USASA Club Grant money? USASA Club Grant funding will not support the purchase of the following:

- Alcohol
- Facebook advertising
- Tickets to USASA events or functions
- Pub crawls (including the provision of food, clothing or entertainment for a pub crawl)
- Raffles
- Balloons
- Supporting political parties, political campaigning or supporting the election of a person to a Commonwealth or State or Territory Parliament or local Government body.

We recommend seeking alternatives to single-use plastics, but items included in an application will be assessed based on need in context.

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 USASA Club Executives are eligible to apply for the USASA Club

Grants 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.

What can be covered under catering?

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. Alcohol may be at an event where catering is covered by grant funding, but other means of income must be used to cover the expense.

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. 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)
- 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).

Further Information

Please contact the USASA Clubs Support staff:

Email: USASA.grants@unisa.edu.au

Web: [USASA.sa.edu.au/Grants](https://usasa.sa.edu.au/Grants)

Conditions Of Application

1. USASA will only consider applications from clubs and societies which are compliant with all USASA club requirements including completion of insurance forms, reporting and AGM requirements.
2. Only applications submitted by current USASA Club Executives will be considered.
3. Applicants must complete the USASA Club Grant application form, hosted on the USASA website, in full, to be considered for funding.
4. Applications must include a completed budget and supporting documents for all related expenses in their application.
5. Applications must be received by the USASA Club Support staff by 11:59 pm on the application deadline unless otherwise stated or alternate arrangements have been made.
6. USASA will not accept applications after the due date. Acceptance of revised applications after the deadline will be at the discretion of the Grant Assessment Panel.
7. Initiatives must take place after the 'response date' specified for the grant round.
8. Purchases may not take place prior to the application receiving notice of approval.
9. All applications for initiatives being conducted by and/or a USASA Club must ensure that the initiative is an insurable initiative under USASA insurance.
10. Applicants planning initiatives to be held on campus must ensure they comply with Facilities Management Unit (FMU) policies and procedures.
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. Club Grants will not be approved to fund or subsidise:
 - Pub crawls
 - Provision of alcohol for students, staff or guests of UniSA
13. Any conditions notified by USASA in relation to the application must be complied with for the term of the grant.
14. The applicant is responsible for consulting with USASA regarding risk management.
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 Academic Unit.
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 Club Grants should not result in personal profit for the applicant or any Executive of the club. The USASA Club Grants Program is intended as a non-profit program for the benefit of clubs and should not be used as start-up capital for for-profit ventures.

Conditions Of Funding

1. Grants will be paid to USASA club accounts only, except in the circumstance of incorporated associations.
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 granted activity.
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:
 - The completion report (online form submission)
 - Statement of income and expenditure (template supplied) indicating how funds have been acquitted and amounts of any revenue generated and/or unspent funds
 - All receipts and invoices related to initiative
 - Uploading documentation related to assets purchased to the online asset register form: usasa.sa.edu.au/Forms/171
6. Unspent funding must be returned to the USASA grant pool. This process will be arranged and managed by USASA.
7. Failure to submit a completion report will result in return of the grant funds to the grant pool. If the club does not have funds available to cover the return of funds, the applicant may be personally liable.
8. 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.
9. Hire, and payment for all necessary equipment/facilities is the responsibility of the applicant.
10. 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.
11. All initiatives funded through the USASA Club Grants Program must include USASA 'clubs approved' logos on promotional and marketing materials.
12. Initiatives must not form the part of the assessment or requirements of a UniSA course or program.
13. The initiative must be carried out in accordance with the application, all relevant laws, and USASA and UniSA policies.