

**USASA
Clubs &
Societies**



Summer Activity Grants



**Launch
your ideas.**

Have an exciting idea for a club activity that needs a kick-start this summer?

Find out how to apply at
[USASA.sa.edu.au/Grants](https://usasa.sa.edu.au/Grants)

USASA

University of South Australia
Student Association

About the Summer Activity Grant

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 Summer Activity 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 \$1,500 per application to support their activities taking place between December 1, 2020 and February 28, 2021.

This program is separate to the USASA Club Grants Program, and the \$3,500 annual funding cap does not apply to this program.

Purpose

The Summer Activity Grant Program aims to promote activity taking place during the summer of 2020 – 2021.

Successful initiatives will be those that engage UniSA students socially, in non-academic events and activities throughout the summer. Ideally, applications will:

- Promote social connect between students;
- Support sport and recreational activities;
- Promote student health and wellbeing; and/or
- Encourage artistic activities by students.



Initiative Eligibility

To be eligible, the initiative must:

- Be student-led
- Be able to be covered by USASA and UniSA's insurance

The following items/activities will not be funded:

- Alcohol
- Facebook advertising
- 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
- Any other such activity prohibited by SSAF guidelines

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

Applicant Eligibility

Who can apply

To be eligible for the Summer Activity Grant 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 discuss their initiative idea with the USASA Clubs Team prior to applying.
- Preference will be given to projects which have the involvement or participation of primarily UniSA students.
- Grant submissions must be received before an activity takes place. Retrospective funding will not be provided. Initiatives must take place a minimum of 5 days after the application is submitted.

Application Process

- **Step 1:** Carefully read the funding program guidelines to determine whether you meet the criteria. If you are unsure, contact the USASA Clubs Team via USASA.Grants@unisa.edu.au
- **Step 2:** Discuss the initiative idea with the USASA Clubs Team prior to applying.
- **Step 3:** Applicants need to submit a written application via the webform at this address: USASA.sa.edu.au/Forms/222

Applicants will be informed of the outcome within three business days after the submission was received.

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 in the UniSA student community?
- 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?
- 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 three business days after the submission was received.

The successful applicant 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 the project may commence.

Payment will be made in accordance with the terms and conditions of the club grant program. All funded initiatives need to be completed by March 1, 2021. Applicants will be required to submit a report detailing the initiative after the activity has taken place.

Any unspent funds must be returned to USASA.

Unsuccessful Applications

All ineligible or unsuccessful applicants will receive notification by email within three business days after the submission was received. Specific feedback on your application will be available upon request. You may resubmit your application if desired.

Program Timeline



USASA leadership grants terms and conditions

1. USASA will only consider applications from clubs and societies that are compliant with all USASA club requirements, including completion of insurance forms, reporting and AGM requirements.
2. Applicants must complete the USASA Club Grant application form, hosted on the USASA website, in full, to be considered for funding.
3. Applications must include a completed budget and supporting documents for all related expenses in their applications.
4. 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.
5. Initiatives must be scheduled for at least 5 days after the application is submitted.
6. Purchases may not take place prior to the application receiving notice of approval.
7. Applicants planning initiatives to be held on campus must ensure they comply with Facilities Management Unit (FMU) policies and procedures.
8. Initiatives must comply with legislation in relation to the spending of the Student Services and Amenities Fee (SSAF) and demonstrate benefit to UniSA students.
9. Any conditions notified by USASA in relation to the application must be complied with for the term of the grant.
10. The applicant is responsible for consulting with USASA regarding risk management.
11. 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.
12. Receipt of a USASA Club Grants should not result in personal profit for the applicant or any Executive of the club. The Program is intended as a nonprofit program for the benefit of clubs and should not be used as start-up capital for for-profit ventures.
13. Grants will be paid to USASA club accounts only, except in the circumstance of incorporated associations.
14. 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.
15. 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.
16. 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.
17. 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
18. Unspent funding must be returned to the USASA grant pool. This process will be arranged and managed by USASA.
19. 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.
20. Recipients must provide the Club Team with written project status updates as requested. Failure to do so may result in the withdrawal of funding.
21. Hire, and payment for all necessary equipment/facilities is the responsibility of the applicant.
22. 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.
23. All initiatives funded through the USASA Summer Activity Grant Program must include USASA 'clubs approved' logos on promotional and marketing materials.
24. Initiatives must not form the part of the assessment or requirements of a UniSA course or program.
25. The initiative must be carried out in accordance with the application, all relevant laws, and USASA and UniSA policies.

Further Information

Please contact USASA staff:

Email: USASA.grants@unisa.edu.au

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