USASA Grants Program

Launch your ideas.

USASA

University of South Australia
Student Association

Overview

The USASA Grants Program is designed to ensure clubs are resourced and empowered to be at the heart of the student experience, and to assist non-club student-led groups in contributing to a vibrant UniSA community.

USASA clubs and student-led groups 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 USASA Grants Program aims to support initiatives that enhance the UniSA student experience. Successful initiatives will be those that provide opportunities for students to develop the non-academic (or extra-curricular) student experience through:

- Making the University a fun and interesting place
- Supporting clubs, societies and student-led groups to run events, activities and initiatives
- Supporting innovative club development
- Supporting effective club promotion
- Supporting club executives to develop their skills

Eligibility

To be eligible, initiatives must:

- Be student-led
- Not form the part of the assessment or requirements of a UniSA course or program
- For USASA Clubs, be able to be covered by USASA and UniSA's insurance
- For non-club student-led activities, be covered by UniSA's insurance
- Be compliant with the **SSAF Guidelines** (see page 6).

Applicant Eligibility

Who can apply

Activity, Asset or Skill Development:

Applicants must be USASA Club Executives who are enrolled part-time or full-time at the time of application.

Student-led Initiative:

Applicants must be UniSA students who are enrolled part-time or full-time at the time of application.

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- Alumni or withdrawn students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)
- Current USASA Board Members
- Current USASA staff

Additional requirements/information:

- All applicants must meet with a USASA staff member to discuss the application prior to submission.
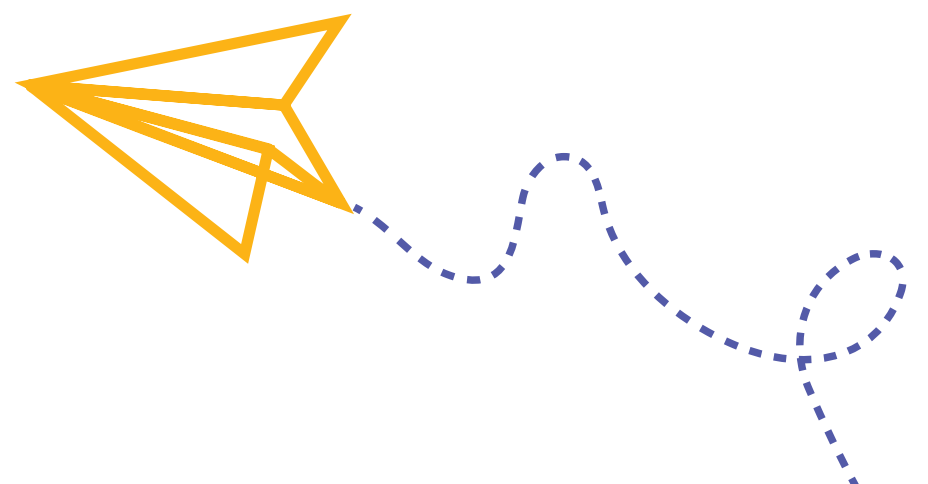
Application Types

Grant Type	Who can apply	What can I apply for?	How much can you apply for?	When Can I expect a response	How Can I apply
Major Activity	USASA Clubs	Expenses related to club events and initiatives	$2500	As per the Grants Timeline 2025	Apply here
Minor Activity			$300	Ad Hoc	
Asset		Club marketing and equipment purchases	$2500	As per the Grants Timeline 2025	
Skill Development		Personal/professional development programs for club executives			
Student-led Initiative	Student-led Groups that aren't a USASA Club	Expenses related to student-led events and initiatives			
Campus Fair Grants	USASA Clubs attending Campus Fair	Items to engage students and activate your stall at Campus Fair/Orientation.	$500	Ad Hoc	Apply Here

Collaborative Grants

In addition, multiple USASA clubs may choose to collaborate on an initiative, which will increase the application funding cap by $500 per additional participating club to a maximum of $5,000.

The maximum funding caps are as follows:

- 1 club – $2,500
- 2 clubs – $3,000
- 3 clubs – $3,500
- 4 clubs – $4,000
- 5 clubs – $4,500
- 6 clubs or more – $5,000

In the case of collaborative initiatives, funding will be divided by the number of collaborating clubs in the individual club funding cap ($3,500 per club per year) i.e. if three clubs collaborate and receive a grant of $3,500, this will contribute $1,166.66 to each of the participating clubs funding cap for the year,

USASA Clubs

When collaborating with USASA Clubs, the funding will be divided by the number of collaborating clubs in the individual club funding cap ($3,500 per club per year) i.e. if three clubs collaborate and receive a grant of $3,500, this will contribute $1,166.66 to each of the participating clubs funding cap for the year unless specified otherwise in the collaboration agreement.

YouX Clubs

When collaborating with YouX Clubs, the funding will be divided by the number of collaborating USASA clubs and their yearly cap will be increased by $500 for each participating YouX club. i.e. if two USASA clubs collaborate with one YouX club and receive a grant of $3,500, this will contribute $1,750 to each of the participating USASA clubs funding cap and their yearly cap will be increased to $3750. unless specified otherwise in the collaboration agreement.
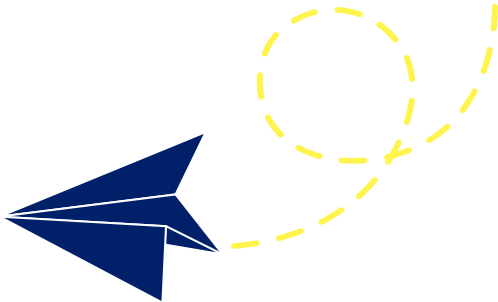
Application Process

Step 1:

Carefully read the funding program guidelines to determine whether you meet the criteria. If you are unsure, contact USASA staff via email at **USASA.clubs@usasa.sa.edu.au**

Step 2:

All applicants must attend a grant meeting to discuss your grant application with the USASA staff prior to submission.

Step 3:

Applicants need to complete and submit the application form by 11:59pm on the application due date (page 5).

Applicants will be informed of the outcome 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 in the UniSA community?
- 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; as a general rule, reoccurring events will be considered a lesser priority for funding.
- Grant applications must include a budget in AUD that balances correctly and includes supporting documentation for all expenses.
- Other sources of income being put towards the initiative must be included in the application budget i.e. ticket sales, fundraising, and tiered funding. In most cases, the grant panel will expect that funded activities have at least one other source of income

Successful Grant Applications

Step 1:

Successful applicants will receive an email notification from the USASA Grants panel within two weeks of the grant round application deadline (page 5). Notification of success will include a Grants Conditions Agreement form detailing the terms and conditions of the funding provided.

Step 2:

Once the agreement has been signed and returned to USASA, the funding will be paid into the relevant bank account, and the project may commence. Payment will be made in accordance with the terms and conditions of the grant program.

Step 3:

Within one month of the project's conclusion, the successful applicant must submit a completion report providing details of the activity, including all receipts and invoices. The report will be assessed, and if there are any remaining funds, these will be returned to the grant pool.

TIP: If the applicant wishes to make changes or adjustments to the project at any time, USASA must be given notice in advance.

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.

2025 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 14th of March.
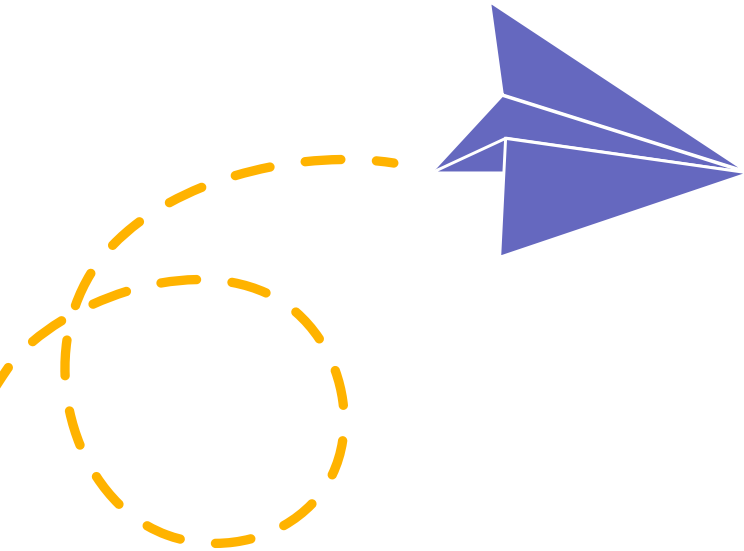
| Grants Timeline 2025			
Round	**Application Deadline**	**Response Date**	**Completion Report Due Date**
January	31 January	14 February	
February	28 February	14 March	
March	28 March	11 April	
April	25 April	9 May	
May	30 May	13 June	
June	27 June	11 July	Within 1 month of completion of event/purchase
July	25 July	8 August	
August	29 August	12 September	
September	26 September	10 October	
October	31 October	14 November	
November	28 November	12 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 to apply at least a month or two in advance to give time for feedback. If it is 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 and include this in the application.

- 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 USASA 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 also be shown on the budget, not just the money you request from the grant program. If you have other sources of income (i.e. a UniSA school or sponsorship money), be sure to include them; it demonstrates good planning, and your application is more likely to be successful.

- 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. Please ensure your quotes are in AUD or convert them to AUD from the original currency.

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
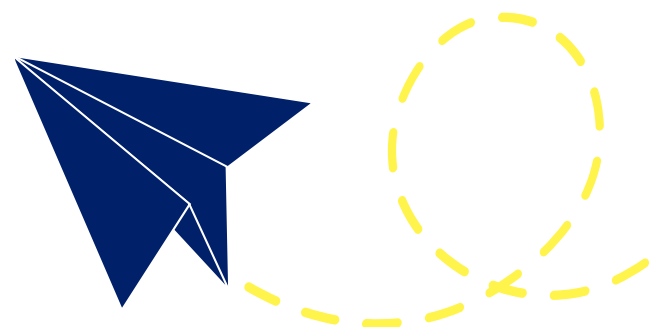
Frequently Asked Questions (FAQS)

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 Grant money?

USASA Grant funding may not support purchase of the following:

- Alcohol
- Facebook or social media advertising
- Tickets to USASA events or functions
- Pub crawls (including the provision of food, clothing or entertainment for a pub crawl)
- Raffles
- Gift cards or vouchers
- Balloons
- Donations or support for political parties, political campaigns or the election of any persons at any level of government

We also 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 USASA Grants program is designed to benefit groups of students, not individuals. If a club executive wishes to undertake personal or professional development that will assist them in their leadership role with the executive, they may apply for a Skill Development grant.

Can UniSA Staff members apply for a Club Grant?

Only USASA Club Executives or students are eligible to apply for the USASA Grants Program. Staff are not to apply on behalf of students 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 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 cost of alcohol.

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:
https://usasa.sa.edu.au/clubs/about/runevent/

Further Information

Conditions Of Application

1. In the case of USASA clubs, 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. Only applications submitted by current UniSA Students will be considered. Additionally, for Activity, Equipment, Marketing or Skill Development grants, only applications by USASA Club Executives will be considered.

3. Applicants must complete the USASA Grant application form, hosted on the USASA website, in full to be considered for funding.

4. Applications must be received by the USASA by 11:59 pm on the application deadline unless otherwise stated or alternate arrangements have been made.

5. Applications must include a completed budget and supporting documents for all related expenses in their application.

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 occur before the application receives notice of approval. Purchases made before a response date will be ineligible.

9. All applications for initiatives being conducted must ensure that the initiative is insurable under USASA and/or UniSA 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. USASA Grants will not be approved to fund or subsidise:

    a. Pub crawls

    b. Provision of alcohol

    c. Political parties, political campaigns or the electionof any persons at any level of government

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. USASA Grant funding must not be used for projects of the University or Academic Units.

16. Initiatives must not form part of the assessment or requirements of a UniSA course or program.

17. A club may receive a maximum of $3,500 from the USASA grant program in a calendar year, unless collaborating with a YouX club.

18. Funding will only be provided as a one-off payment and will not be guaranteed for annual or ongoing events.

19. A club or non-club group may only receive one grant per initiative.

20. Receipt of a USASA Grant 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 students 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 or non-club groups.

2. For collaborative initiatives, funds will be deposited to the club account of the applicant.

3. 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.

4. 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.

5. 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.

6. Recipients are required to show proof of completion of the initiative within one month of completion by submitting:

    a. The completion report (online form submission

    b. Statement of income and expenditure indicating how funds have been acquitted and amounts of any revenue generated and/or unspent funds

    c. All receipts and invoices related to the initiative

    d. Uploading documentation related to assets purchased to the online asset register form: usasa.sa.edu.au/surveys/18/

7. Hiring and payment for all necessary equipment/facilities is the responsibility of the applicant.

8. 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.

9. All initiatives funded through the USASA Grants Program must include the 'Empowered by USASA' (clubs) or 'USASA Supported Initiative' (non-club groups) logos on promotional and marketing materials.

10. Recipients must provide USASA staff with written project status updates as requested. Failure to do so may result in the withdrawal of funding.

11. Failure to submit a completion report will result in the 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.

12. Unspent funding must be returned to the USASA grant pool. For USASA clubs, this process will be arranged and managed by USASA. Non-club groups will be invoiced for the return of the funds.

13. If the initiative is cancelled at any time, the applicant must advise USASA, and funding will be withdrawn.

14. The initiative must be carried out in accordance with the application, all relevant laws, and USASA and UniSA policies.