UniSA Small Grants Program

Information Booklet and Guidelines
ABOUT SMALL GRANTS

The University of South Australia want to create an outstanding student experience. UniSA Small Grants program seeks to promote student engagement and enhance the overall student experience at UniSA. The grant offers support for clubs and societies seeking to run small student events and fundraising initiatives on campus. UniSA students may also apply for funding to assist with costs associated with attending professional development events and conferences.

The Small Grants will be open throughout the year – applications never close! There is a limited pool of funds allocated each month and applications will close on the last Friday of the month with applicants informed of the outcome by the first Friday of the following month.

PURPOSE

The Small Grants program aims to support initiatives that will enhance the student experience and employability 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 and different engagement events
  - Supporting innovative employability and personal development opportunities for students

<table>
<thead>
<tr>
<th>Program</th>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Small Grants Program</td>
<td>Application close for the current month</td>
<td>Last Fri of each month</td>
</tr>
<tr>
<td></td>
<td>Applicants contacted by</td>
<td>1st Friday of next month</td>
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<tr>
<td></td>
<td>Payments made and initiatives can commence</td>
<td>Within 2 weeks of close</td>
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</table>

ELIGIBILITY

WHO CAN APPLY

To be eligible for Small Grants applicants must be:

- UniSA student(s) who are enrolled part-time or full-time at the time of application or,
- A student member of a UniSA Sport affiliated club or,
- A student member of a USASA affiliated club or society or,
- A student member of a UniSA Student Club supported by a UniSA Academic Division, School or Unit.
GRANT CATEGORIES

Small Grants are only available to UniSA students and student clubs. A club/individual can receive a maximum of $500 through the Small Grants program in a calendar year. Small Grants will have two (2) sub-categories:

- **Leadership Grant** - to provide groups or individual students with the opportunity to participate in leadership and professional development activities. Workshops, training sessions and conferences are examples of acceptable activities to be funded under this category. Leadership Grants may be used to provide assistance with travel, accommodation and registration costs. Applicants must be able to demonstrate how their attendance at the given event will be used to benefit other students at UniSA.

- **Club & Event Grant** - for clubs and societies to make small equipment purchases and/or run small social and fundraising events.

**Maximum Grant Amount:** $500

GST, INSURANCE AND LEGAL CONSIDERATIONS

Consideration must be given to GST implications on payments and receipts in relation to the initiative. For GST related enquiries please contact UniSA Finance (8302 1922).

The initiative must be insurable under UniSA Insurance (8302 1678). Any conditions notified by the Insurance Office in relation to the application must be complied with for the term of the funding.

Any agreements with external third parties in relation to co-contribution or sponsorship of an initiative must be approved by UniSA Legal Services (8302 0175) before execution. UniSA owns all material and intellectual property rights developed or created in the course of undertaking the initiative and grants the Applicant a licence to use such materials solely for the purpose of the grant. Initiative must be carried out in accordance with the Application, all relevant laws and UniSA policies.

ENDORSEMENT OF GRANT SUBMISSIONS

All grant submissions must be endorsed by the relevant UniSA or USASA staff member prior to approval. Appropriate endorsers can be found in the following table.

<table>
<thead>
<tr>
<th>APPLICANT TYPE</th>
<th>APPROVED ENDORSER</th>
<th>UNISA STAFF CONSULTANT</th>
<th>PREFERRED PAYMENT METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UniSA Sport Club</td>
<td>Coordinator: UniSA Sport</td>
<td>UniSA Sport Staff</td>
<td>Invoice (with or without Statement by Supplier)</td>
</tr>
<tr>
<td>USASA Club or Society</td>
<td>USASA Clubs Coordinator or General Manager</td>
<td>USASA Clubs Coordinator</td>
<td>USASA Invoice</td>
</tr>
<tr>
<td>UniSA Supported Club or Society</td>
<td>UniSA Staff Member</td>
<td>Student Experience Support Officer</td>
<td>Cost Centre Journal Transfer (arranged by the staff member)</td>
</tr>
<tr>
<td>Individual (Leadership Grant)</td>
<td>USASA Clubs Coordinator, General Manager or UniSA Staff Member</td>
<td>Coordinator: Student Leadership</td>
<td>Cash Payment</td>
</tr>
</tbody>
</table>
PAYMENT OF GRANTS

Successful applicants will receive and offer through email from the Student Experience team. Attached will be a Payment Conditions document detailing the terms and conditions of the funding offered. Once the agreement has been signed and returned to the Student Experience team you can commence your project. Payment will be made in accordance with the terms of the Payment Conditions.

Initiatives funded by the Small Grants Program will need to be completed within the calendar year that the grant was paid. Any unspent funds in that calendar year must be returned to the Student Experience Small Grant cost centre.

UNSUCCESSFUL APPLICATION

Ineligible or unsuccessful applicants will receive email notification at about 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.

FURTHER INFORMATION

Please contact the Student Experience team or the Student Experience Support Officer in your Division:

Phone: 08 8302 0533
Email: studentexperience@unisa.edu.au

Student Experience Support Officers
UniSA Business School – 08 8302 7332
ExperiencePlus-CW@unisa.edu.au

Division of Health Sciences – 08 8302 2342
ExperiencePlus-CE@unisa.edu.au

Division of Information Technology, Engineering and Environment – 08 8302 5092
ExperiencePlus-MLK@unisa.edu.au

Division of Education, Arts and Social Sciences – 08 8302 4899
ExperiencePlus-MAG@unisa.edu.au
## OTHER CONTACTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>West Bar</td>
<td>8302 0629</td>
</tr>
<tr>
<td>Careers Services</td>
<td>8302 7860</td>
</tr>
<tr>
<td>UniSA Sport</td>
<td>8302 3487</td>
</tr>
<tr>
<td>USASA</td>
<td>8302 2882</td>
</tr>
<tr>
<td>UniSA Insurance</td>
<td>8302 1678</td>
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<tr>
<td>UniSA Legal Services</td>
<td>8302 0175</td>
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<tr>
<td>FM Assist City East</td>
<td>8302 2261</td>
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<tr>
<td>FM Assist City West</td>
<td>8302 0555</td>
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<tr>
<td>FM Assist Mawson Lakes</td>
<td>8302 5055</td>
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<tr>
<td>FM Assist Magill</td>
<td>8302 4762</td>
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**FREQUENTLY ASKED QUESTIONS (FAQS)**

**Can applications be submitted after the closing date?**
Applications submitted after 5pm on the last Friday of the month will automatically be carried over to the following month.

**Is there any right to appeal an unsuccessful application?**
Applicants may seek feedback on their unsuccessful application and in exceptional circumstances; the application may be reconsidered for approval.

**Can applications be made for individual activities or pursuits?**
With the exception of the Leadership Grant category, the Small Grants program is designed to benefit groups of students, not individuals. Therefore applications for individual activities and/or pursuits cannot be considered.

**How should Leadership Grants benefit other UniSA students?**
Support for students to attend conferences, training and workshops will only be approved when the applicant can provide evidence that the activity will be used to benefit other students at UniSA. Examples may include:
- A workshop or course which will assist a student to support a student club or society
- A conference related to a topic on which the student will be able to share their learnings with other students in their field

**What will not be supported through the Leadership Grants?**
Leadership Grants should not be used to attend discipline or industry specific training courses or accreditations. Examples of ineligible activities include:
- Compulsory First Aid courses for Health Science students;
- “White Card” accreditations for construction/engineering students.

**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. CRE students wishing to gain support for travel costs to Australian University Games sanctioned events should contact the UniSA Sport Office.

**Can I apply for funding to cover the time I will be working on the initiative?**
Small Grants will not cover salaries, wages or honorariums for UniSA staff or students. Only external, independent contractors and professional fees may be included in the application budget. Staff time may be entered as “in-kind” support.

**Can Small Grant support Pub Crawls?**
For liability reasons, Small Grants cannot be used to support any aspect of pub crawls, including the provision of food, clothing or entertainment. West Bar (phone: 8302 0629) has special offers in place for applicants wishing to start pub crawls from that venue.

**What can be covered under catering? Can alcohol be included?**
Applicants can use Small Grants to assist with the cost of catering, 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 be given to applications that are being held on campus. Potential venues that may be available at little or no cost to staff and students include:

- West Bar (City West)
- Bradley Forum (City West)
- Jeffery Smart Building Forum and courtyard (City West)
- Kerry Packer Civic Gallery (City West)
- Brookman Hall (City East)
- Sports Centres (Magill and Mawson Lakes)
- Lecture theatres and outdoor areas (all campuses)
- Campus barbeques (Mawson Lakes, City East)

**How do I book UniSA Facilities?**

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

City East – 8302 2261
City West – 8302 0555

Magill – 8302 4762
Mawson Lakes – 8302 5055

**Will I receive feedback on my application?**

Due to the large number of applications submitted it is not possible for the Student Experience team to provide feedback for all applications. However staff will certainly attempt to provide feedback on applications upon request. The Student Experience Support Officers in each Division (see the Further Information section) are available to provide some guidance and support for students and staff completing the application process.
STUDENT EXPERIENCE GRANT PAYMENT CONDITIONS

1. Applicants must complete the Small Grants Application Form to be considered for funding.

2. The application must be received by the Coordinator: Student Leadership and Engagement by 5:00pm on the application due date, unless otherwise stated or alternate arrangements have been made.

3. Clubs and societies that are supported by a UniSA Division, School or Unit must gain staff approval for grant submissions. Payment of successful grants will be made via a Journal Transfer in to an Admin Ledger Cost Centre (AD), supplied by the staff member.

4. 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 [http://www.unisa.edu.au/facilities/procedures/forms/csforms.asp](http://www.unisa.edu.au/facilities/procedures/forms/csforms.asp).

5. Hire and payment for all necessary equipment/facilities (e.g. on-campus BBQs) is the responsibility of the applicant. Contact Facilities Management Unit for further information.

6. Payment of wages of coordinators or staff cannot be funded through Student Experience Grants.

7. Initiatives must comply with legislation in relation to the spending of the Student Services and Amenities Fee (SSAF) and demonstrate a benefit to groups of UniSA students. Individual pursuits will not be eligible (except for the Leadership Category).

8. Funding may not be used to purchase any asset apart from as approved in the application, without UniSA’s prior written approval. All assets purchased or created with the Funding (including revenue generated) shall be owned by UniSA and must be dealt with in accordance with asset procedures issued by the Finance Unit.

9. Any conditions notified by the Insurance office in relation to the Application must be complied with for the term of the grant. The applicant is responsible for consulting with UniSA Insurance in relation to risk management.

10. Applicants must provide the Student Experience team with written project status updates as requested. Failure to do so may result in the withdrawal of funding.
   i. Full and accurate records of the conduct of the activity must be kept including progress against any milestones, the receipt and use of funding, the acquisition of assets and the creation of intellectual property rights.

11. UniSA owns all material and intellectual property rights developed or created in the course of undertaking the initiative and grants the Applicant a licence to use such materials solely for the purpose of undertaking the grant.

12. Applicants are required to show proof of completion of the initiative within 1 month of completion by submitting:
   i. the completion report (template will be supplied)
   ii. statement of income and expenditure (template supplied) indicating how funds have been acquitted and amounts of any revenue generated and/or unspent funds; to the Student Experience team (studentexperience@unisa.edu.au).
   iii. a short report (with photos) of the event, if requested by Student Experience staff.

13. If the grant is deemed not to have been used for the purpose outlined in your application, or another purpose approved by the Student Experience team, applicants may be personally liable for the repayment of the full amount of the grant to the University.

14. All initiatives funded through the grants program must include UniSA (or UniSA Sport) logos on promotional and marketing materials (in compliance with CMK guidelines), if requested.

15. Student Experience will not automatically accept applications that require multiple revisions and updates after the due date. Acceptance of revised applications will be at the discretion of the Student Experience team.

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

17. Small Grants will not be approved to fund or subsidise:
   i. Pub crawls;
   ii. Provision of alcohol for students, staff and guests of UniSA;

18. Applicants are strongly encouraged to use UniSA facilities as a first presence over external venues. Preference will be given to applications looking to make use of facilities.

19. Requests for funding to cover catering should be accompanied by quotes where possible.
Special Conditions for USASA Clubs

1. All applications for initiatives being conducted by USASA and/or a USASA Club must ensure that:
   i. the initiative is an insurable initiative under USASA insurance;
   ii. USASA is aware of any third party agreements (sponsorships) related to the initiative;
   iii. Consideration is given to GST implications on payments in relation to the initiative.

2. Grant applications from USASA Clubs must be approved by USASA. It is the responsibility of the organisers to ensure USASA approval for the initiative or activity.
   i. Applications that include financial support from USASA must include endorsement and approval for co-contribution a USASA Board or staff member.

3. The University of South Australia will not accept responsibility for any risk or liability incurred through USASA and/or USASA Club initiatives.

4. Approved grant payments will be made in the following manner:
   i. Student Experience will request an invoice from USASA for the grant amount. The grant amount will be transferred to USASA upon receipt of the invoice for allocation to the relevant club account (which must be a valid tax invoice if GST applies). Clubs will be required to liaise with USASA to arrange access to the funds.
   ii. Unspent amounts will be required to be refunded back to the Student Experience Cost Centre.

Special Conditions for UniSA Sport Clubs

1. Sport and recreation clubs can access a Small Grant, but only for activities that will engage the larger UniSA student body, i.e. the event must be targeted at UniSA students from outside the club.

2. Clubs must be recognised by UniSA Sport to be eligible.

3. Approved grant payments will be made in the following manner:
   i. Student Experience will require an invoice from the club for the grant amount. The grant amount will be transferred to the nominated bank account upon receipt of the invoice (which must be a valid tax invoice if GST applies). Clubs will be required to liaise with USASA to arrange access to the funds.
   ii. Clubs that are not GST registered will need to submit a Statement by Supplier form with the invoice.
   iii. Clubs should seek expert advice in relation to tax and GST implications of their grant.
   iv. Unspent amounts will be required to be refunded back to the Student Experience Cost Centre.

4. All equipment purchased by clubs through grants remains the property of UniSA through UniSA Sport. UniSA Sport can request the use or return of equipment at any time.

Agreement and Signature

I have read, understood and agree the conditions of the Small Grant Program. ☐

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if this grant application is approved, any false statements, omissions, or other misrepresentations made by me on this application may result in the immediate withdrawal of the funding and I may be personally liable for the repayment of spent monies to the University of South Australia.

Name (printed)

Signature

Date

Cost Centre or Club Name

Grant ID Number

Amount Approved