



**COMMONWEALTH COMPLIANCE:** which of the 19 services and amenities does your proposal comply with? Indicate how if this is not immediately obvious - refer to 'Application guidelines'

**STUDENT EXPERIENCE:** Explain how your proposal(s) enhances the student experience (refer to 'Application guidelines') or addresses student priorities / needs.

**OUTCOMES:** What are the intended outcomes of the proposal(s)? (consider SMART criteria – specific, measurable, attainable, relevant and time-bound).

**BUDGET**

**ATTACH (or if brief, list below)** an appropriate budget for your proposal. Ensure this is clear and addresses all areas including:

- income/funding sources and amounts (including profit from project if relevant),
- expenditure that the club will incur,
- spending timeline (if relevant)
- any further supporting information that might be helpful.

**RISK**

Indicate the level of risk of the proposed project/activity and if applicable any particular types of risks/risk factors – refer to application guidelines

**LOW / MEDIUM / HIGH**

If Medium or High, give details of risk factors and outline measures to manage them:

**HAVE YOU PROVIDED?**

Carefully planned budget and event proposal

YES

**DECLARATION**

On behalf of the above named club/society/association, we, the undersigned, confirm that the above information and all associated documents to be true and correct.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Club Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**ONCE THE FORM IS COMPLETE, PLEASE SAVE THIS AS A RECORD AND  
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