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## GUIDELINES AND APPLICATION FOR FUNDING

### Introduction

The task of the Clubs and Societies Subcommittee is to coordinate the equitable disbursement of SSAF funding for activities that, in line with requirements of the Federal Government's *Student Services, Amenities, Representation and Advocacy Guidelines*

- Broaden and enrich the UNE student experience
- Add amenity and build fraternity in the student community
- Support capacity building and good governance in UNE student clubs and societies
- Enhance the UNE brand and reputation.

Clubs and societies will be encouraged to work collaboratively with the Subcommittee in helping to deliver positive outcomes for UNE students, recognising that responsible use of student funds involves the sharing of responsibilities between all stakeholders. Receiving funding is an opportunity and a responsibility to play a part in developing graduates who are good community citizens and who add value to the University's ethos and brand.

<b>Trimester Applications due by</b>	T2 2018	T3 2018	T1 2019
	<b>April 17 2018</b>	<b>September 1 2018</b>	<b>January 4 2019</b>

### Support

The Clubs and Societies Coordinator is available to answer queries and to advise on the preparation of applications, as well as receive feedback on the funding process.

Email [clubsandsocieties@une.edu.au](mailto:clubsandsocieties@une.edu.au) or call 02 6773 5375.

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### Contents

Flowing from this purpose, this document includes the following:

- **How to Apply**
- **Application Guidelines**
- **If funding is approved: your responsibilities**

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## HOW TO APPLY

1. Plan the activities you seek funding for. Review this information and discuss with fellow club or society committee members how funding could support your club/societies' aims and the activities you wish to pursue this year (or early next year if you are applying in round 3).
2. Fill out a 'Application for funding' form.
3. Discuss your proposal with the Clubs and Societies Coordinator if unsure about any aspect of the information required, or if you would like advice about how to strengthen your application.
4. Submit your application by email by the stipulated dates to ensure your proposal is considered in the relevant Trimester funding round. Submissions after this date will still be accepted but may take significantly longer to be considered.

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## APPLICATION GUIDELINES

### Project title (Item 1)

Funding may be requested for more than one activity. For example, a club or society may roll several activities for the year into its funding proposal. Each part requiring funding must be described and a budget proposal provided, but the project as a whole could be titled 'Society XY activities 2015'.

Note that proposals for 2016 will also be accepted in Trimester 3 to enable events or activities to be planned and initiated early in that year.

### Governance (Item 2)

Clubs and societies are considered to fall into one of three categories for the purpose of awarding money and assessing acceptable risk. Affiliation with the UNE Student Association (UNESA) or SportUNE provides a level of standing that will be taken into account when considering applications and is a requirement for all tier 1 and 2 clubs to receive funding. Many tier 3 groups (eg. College-based groups) will operate under some umbrella or sponsoring organisation and, if this is the case, details must be provided.

- Tier 1 – incorporated associations with autonomy
  - These associations have reporting responsibilities and governance structures recognised by the NSW Department of Fair Trading guidelines and will have support and governance responsibilities to UNESA.
- Tier 2 – unincorporated associations with autonomy
  - These associations will need support and oversight from UNESA or SportUNE in financial reporting, governance and responsibility. As capacity develops, assistance may be required to move to an incorporated association. Many of the current (especially non-sporting) clubs and societies at UNE come under this tier. A variety of audit and governance support may have to be applied to these clubs and societies.
- Tier 3 – unincorporated associations without autonomy
  - Start-up clubs and societies, or those sponsored by, for example, a residential college or the International Office, would normally fit in this tier. A small number of members

would need start-up assistance in financial audit and governance.

### **Funding amount, income sources, and spending end date (Items 6-8)**

Proposals should identify other relevant funding or income sources, as well as the SSAF funding requested, in their budget. This may include direct funding, membership fees, in-kind or support through other mechanisms (eg training, administrative support, use of space, discounted use of facilities etc). If supported from outside the University (eg through town organisations), the nature of the support should be stated. An end date for the spending of SSAF funds must also be proposed.

### **SSAF funding categories (item 12)**

Commonwealth SSAF guidelines stipulate that revenue from the Student Services and Amenities Fee may only be spent on certain types of services or activities. These allowable expenditure items fall into the following 19 categories:

- a) providing food or drink to students on a campus of the higher education provider;
- b) supporting a sporting or other recreational activity by students;
- c) supporting the administration of a club most of whose members are students;
- d) caring for children of students;
- e) providing legal services to students;
- f) promoting the health or welfare of students;
- g) helping students secure accommodation;
- h) helping students obtain employment or advice on careers;
- i) helping students with their financial affairs;
- j) helping students obtain insurance against personal accidents;
- k) supporting debating by students;
- l) providing libraries and reading rooms (other than those provided for academic purposes) for students;
- m) supporting an artistic activity by students;
- n) supporting the production and dissemination to students of media whose content is provided by students;
- o) helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
- p) advising on matters arising under the higher education provider's rules (however described);
- q) advocating students' interests in matters arising under the higher education provider's rules (however described);
- r) giving students information to help them in their orientation; and
- s) helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

### **Student experience (Item 13)**

Proposals must align with the Subcommittee's aims of funding activities that

- Broaden and enrich the UNE student experience
- Add amenity and build fraternity in the student community
- Support capacity building and good governance in UNE student clubs and societies
- Enhance the UNE brand and reputation.

### **Risk (Item 16)**

It is important that applicants consider possible risks and risk factors when planning and organising events or activities, so this item flags your need to take this into account for activities receiving SSAF monies and taking place under the UNE banner. For example, alcohol served/allowed at a picnic or private home rather than in controlled situation may be a risk factor; it could be managed by ensuring that a person or group remains responsible, has RSA training or that a designated driver will be available. Physical hazards (eg dangerous outdoor situations) require measures for managing safety (eg first aid training, use of GPS beacon etc). Finally, risk to UNE's good name and brand must also be taken into account.

### **Other**

Proposals that do not conform with University policies in relation to equity, fairness, OH&S, procurement, student behaviour (including on social media) or which may create inflammatory situations will be rejected. The Subcommittee may refuse or revoke funding to any Club or Society which it considers, on the basis of adequate information, to be engaging in any event or activity which is discriminatory or allows harassment on the basis of sex, race, age, marital status, sexuality, disability, religion. NOTE: The Subcommittee does **not** consider applications for funding retrospectively.

### **Tips for preparing submissions**

A strong application will

- address all the information requested. Insufficient details may mean an application does not proceed;
- provide a realistic budget that is as detailed as possible. The more clear, specific and well-costed or supported the proposed items of expenditure are, the easier it will be for the Subcommittee to evaluate the proposal;
- be evidence-based. It may refer to similar, successful activities provided at this or another university or draw upon feedback about a particular issue or need;
- enhance student welfare or expand the student experience in different ways. Equally, proposals that duplicate existing activities for the same client group are unlikely to be considered;
- take into account the numbers of students who may need or will benefit from the activity/service and aim to provide the most good for the greatest number of students; and align with the Subcommittee aims in terms of student experience etc.

Proposals that combine all the funding requests an applicant seeks to make for the rest of the year will help the Subcommittee in managing the available funds. However, individual proposals will still be considered on their merits.

## FUNDING CAPS

The below caps are decided by each subcommittee in order to guide equitable and effective spending within the yearly budget. As such they are subject to change and are not binding upon the subcommittee; in cases of notable merit the subcommittee may choose not to restrict an application to the appropriate cap. Likewise they may decide to fund less than the cap stated. These caps are included here for the sole purpose of guiding expectations.

- Travel Costs
    - Travel costs for club members shall be funded for up to 50% of the expense, per Club or Society, per year.
  - Speakers' Fees
    - Funding may be sought to reimburse the costs associated with professional speakers' fees and their related expenses
    - Speakers' fees shall be funded up to a cap of \$1000 per year or at 50% of the expense.
  - Merchandise
    - Promotional merchandise which is intended for free distribution shall be funded up to a cap of \$500, per Club or Society, per year
    - Merchandise intended for sale, and subsequent revenue raising, shall be funded up to a cap of \$1000, per Club or Society, per year
  - Balls
    - 'Ball' type events shall be funded up to a cap of \$500 per event.
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## IF FUNDING IS APPROVED: YOUR RESPONSIBILITIES

1. Applicants receiving funding must provide a detailed acquittal of any SSAF funds, showing how funds have been spent *within three weeks of the spending end date* unless otherwise agreed. The Subcommittee may request further detail; if this is not provided, the applicant will be automatically excluded from further access to SSAF funds and may risk loss of affiliation.
2. Recipients of SSAF funds are required to provide the Subcommittee an evaluation and report of their activity. This should be included on the acquittal form or, for larger/ongoing projects, at regular intervals as determined by the project plan. This may assist future funding applications. As UNE students are interested in hearing how the student services fee is used, successful applicants are required to provide a report or press release as a condition of their funding, to help widen communication and promotion of SSAF funded activities. This information should be provided within 3 weeks of a project or activities' cessation, although stories prior to (or during) events are also strongly encouraged.
3. If material, organisational, legal or relevant personal issues affect an organisation during the funding period, these must be reported to the Subcommittee immediately to enable risk management.
4. Marketing/branding: The SSAF logo is to be displayed as appropriate on SSAF funded activities and services where possible.
5. If the funding proposal is for an event or activity off campus (and for large on-campus events) a more detailed risk assessment or management plan may be required.