



# APPLY FOR FUNDING

How to

**uclife<sup>x</sup>**

# APPLY FOR FUNDING

**Step 1:** Go to [UniOne > Clubs > Manage Your Club or Society](#) and select the appropriate form for your funding request. Funding types are listed below.

**Step 2:** Fill out details correctly providing any evidence required.

**Step 3:** Submit the form to UC Life

**Step 4:** Make sure you receive a receipt of your submission in your email account

**Step 5:** UC Life will be in contact about your request within 5 business days where possible.

If you have any questions please contact us at [uclifeclubs@canberra.edu.au](mailto:uclifeclubs@canberra.edu.au)

## Admin Funding

Admin funding is available to clubs for use on non-event related items. This might include merchandise (shirts, pens, bags etc.), market day supplies, software subscriptions, equipment and other miscellaneous club purchases. Clubs will be able to claim up to the below maximum amounts.

Number of student members	Maximum yearly admin funding available
8 – 50	\$500
51 – 100	\$1000
Greater than 100	\$1200

Admin funding can be claimed all at once or in individual transactions up to the maximum amount available based on your student membership numbers. For clubs to be eligible for Admin funding, they MUST be using UniOne and maintaining their memberships through their club page.

Admin funding will usually be provided as a reimbursement when you can provide appropriate receipts for any purchases. Admin funding can be used to purchase merchandise through Brand Knew, please see the [Clubs and Societies UC Learn site](#) for more details about Brand Knew.

## Event Funding

Event funding will also be available to clubs and societies. For each event, the club will be required to complete a funding application form if they wish to receive funding.

Events are broken down into Small, Medium, Large and XL categories based on amount requested and must adhere to the lead in times below. This is to ensure you give your event every opportunity to succeed with good marketing and planning:

- Small event <**\$250** – 1 full weeks notice of event date
- Medium event **\$250-500** – 2 full weeks' notice of event date
- Large event **\$500-1000** – 3 full weeks' notice of event date
- XL **\$1000+** - 4 full weeks' notice of event date

Notification of your applications success/failure will be provided within five (5) business days where possible. Funding will be either pre-paid to your club or reimbursed after the event, any receipts will need to be provided within 2 weeks of the event using the post event summary form.

## Funding Restrictions

Clubs and Societies cannot claim funding for the purchase of alcohol. Funding requests can be declined by the Campus Life team at any time if the Campus Life team deems the requests do not meet the best interests of the Club or the University.

Only one category of funding can be accessed at a time, i.e. you cannot use admin funding and event funding for the same event/purchase.

## Receipts and Proof of Expenses

All funding that is provided by UC Life needs to be reported on to the University. For this reason we are required to keep detailed records about any and all club funding.

### Proof of Expenses

When applying for event funding you are required to show proof of expenses. This means you need to justify where the amount that you are asking for has come from. Proof of expenses is not necessarily an invoice or receipt, it can be a quote, website screenshot, shopping cart or in some cases invoices from the previous year.

### Receipts

A receipt is required to be provided for all funding provided by UC Life. A receipt should include an **itemised breakdown** of what items were purchased, the **total spent**, the **GST included** in the purchase, The **ABN of the supplier** and the **date of the transaction**. These are the minimum details required, if any of these details are missing UC Life is not able to provide funding for the purchase.

## Additional Funding

UC Life can also provide vouchers or arrange payment at The Well, UC Shop, Global Kitchen and The Noshery. Please email [uclifeclubs@canberra.edu.au](mailto:uclifeclubs@canberra.edu.au) to arrange this.