



APPLYING FOR FUNDING

How to

uclife^x

APPLY FOR FUNDING

Step 1: Go to [UniOne > UC Life > 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

Base Funding

Base funding will be calculated at \$10 per student member per year up to 100 members (\$1,000). Clubs will be able to claim base funding throughout the whole year. The amount will be calculated based on the number of student members in UniOne at the time of the application. To claim the funding clubs will need to submit receipts to show what the money has been used for or arrange a time with UC Life to place any orders.

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.

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 to arrange this.