



CLUB GRANTS

2023 Guidelines

INTRODUCTION

UCLifex is responsible for supporting the work of social, cultural, and academic clubs and societies at the University of Canberra. To encourage and develop the activities of clubs and societies funding is made available in the form of grants. This document sets out guidelines, restrictions and recommendations for grants to help with applying and administering the funds available.

Student Services and Amenities Fees (SSAF)

The source of Club Grants are student services and amenities fees. The SSAF is a fee for student services and amenities of a non-academic nature, such as sporting and recreational activities, employment and career advice, child care, financial advice and food services. Each year UCLifex applies to the University SSAF Committee requesting funds to support the work of clubs and societies. This application varies each year depending on performance, priorities of both clubs and the University and other contextual factors. Areas from across the University apply for SSAF and this is allocated based on student feedback and institutional priorities. More information about SSAF and its allocation can be found on the [UC Website](#).

SSAF is a fee established by [Australian Government Legislation](#) and has strict guidelines for how it can be spent. There are 19 allowable services that SSAF can be used on, the ones that are relevant for clubs and societies are:

- providing food or drink to students on a campus of the higher education provider;
- supporting a sporting or other recreational activity by students;
- supporting the administration of a club most of whose members are students;
- supporting debating by students;
- supporting an artistic activity by students;
- supporting the production and dissemination to students of media whose content is provided by students;
- helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;

SSAF cannot be used to support political parties or to support the election of any person to a Commonwealth, State, Territory or local Government body.

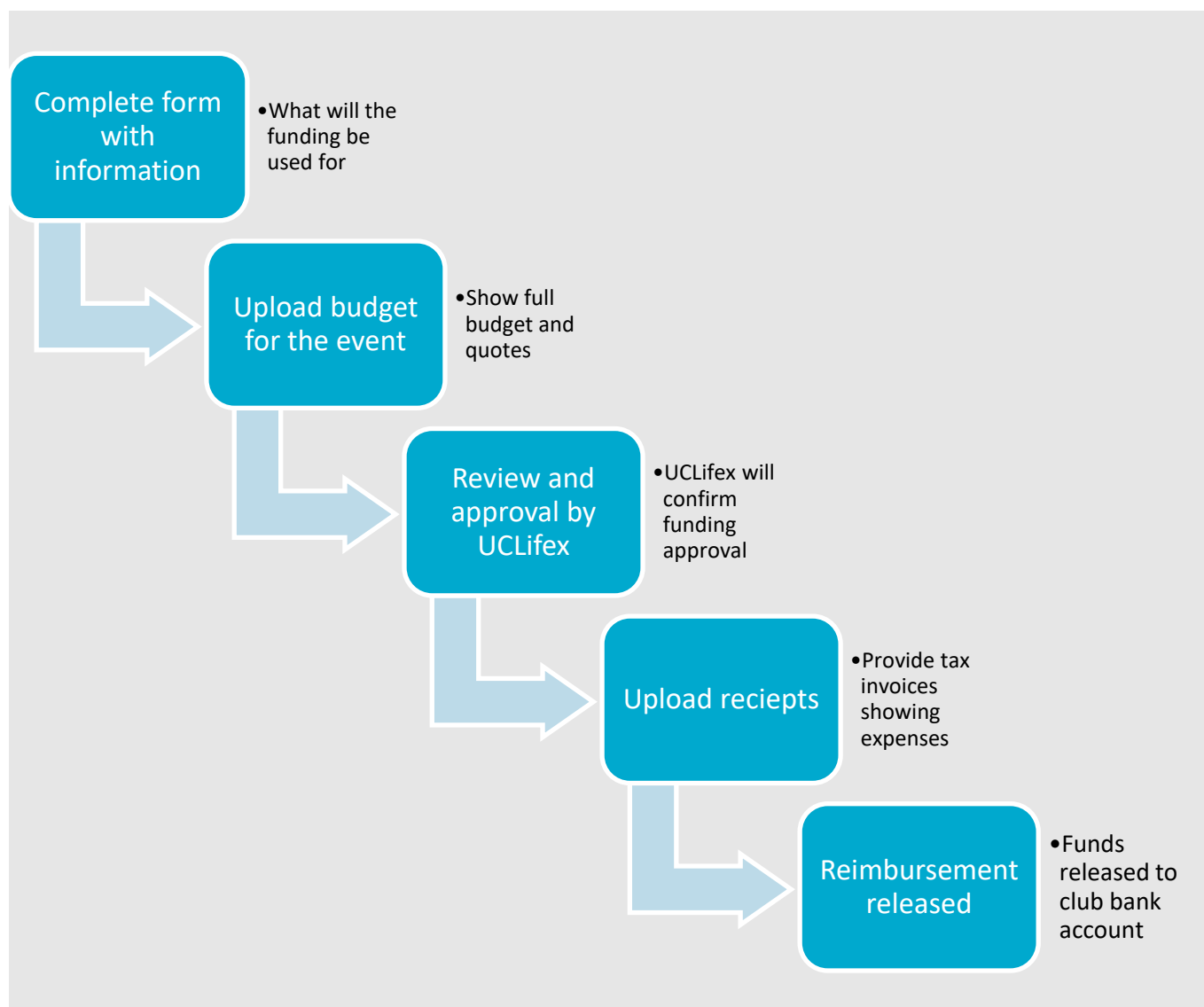
UCLIFEX CLUB GRANTS

UCLifex will make grants available to clubs and societies each year. Some changes to criteria and processes may occur as determined by UCLifex. Grants will be made available approximately two weeks before the commencement of semester 1 and will close on the 30th November each year. This closing date allows for all pending requests to be actioned before the end of the year and allows UCLifex to meet our reporting obligations to the University.

Application Process

Clubs must apply for funding through the Grants section on the Clubs Website. Any club leader listed within the club management system can start or submit a Grant application through Cognito forms via the link provided.

Grant application processes may vary slightly between different types of grants that are available however broadly they will follow the below format.



Please note that clubs must apply for grants prior to the event they are seeking funding for. If grants are submitted post event, then UCLifex may not provide the full amount of funds requested.

Grant limits

Each club will be eligible for a total amount of funding per year based on the size of their club. The size of the club is determined by the number of current student members as recorded in the club management system.

Club Size	Number of current student members	Maximum amount available for grants in 2022
Small	10 – 24	\$1,500
Medium	25 – 49	\$2,500
Large	50 +	\$3,500

For collaborative events where multiple clubs conduct a joint event, successful grants will be split evenly across the clubs' available funds.

Additional grants may be made available throughout the year which will be additional to annual club limits. These could include grants for orientation, harmony week and other special events.

Restrictions and Requirements

UCLifex Grants **cannot** be used for the following:

- purchase or provision of alcohol
- donation, sponsorship or giving to charity or other organisations
- assets that will belong to an individual (even if they are temporarily used for club purposes)
- political events, political parties, or to support the election of any person to a Commonwealth, State, Territory or local Government body.
- to subsidise tickets to staff or non-students to attend an event
- executive or committee only events

If your club is successful in receiving a grant you must adhere to the following requirements, failure to do so may result in funds being withheld or disciplinary action.

- Ensure that the UCLifex logo is included on any merchandise or promotional materials
- Ensure that the UCLifex logo is included on event posters and cover images
- Ensure that all club events are listed on the club management system
- Complete a risk assessment if requested to do so by UCLifex
- Provide tax invoices showing all expenses incurred as part of the grant
- Provide a post event report if requested

Guidelines

UCLifex has created the following guidelines to help clubs in their applications. The guidelines describe the typical maximum amounts that will be provided for particular events and applications. These will be reviewed from time to time and there may be some exceptions to this. Although an amount might be listed below, applications will always be assessed on a case-by-case basis and funding may vary based on your application.

Funding can only be used to benefit the club as a whole or student members of the club. This means that events where a grant is provided must be open to all members of the club. If numbers are limited and not all members are able to attend, a fair process should be in place to ensure that all members have equal opportunity to attend the event. This process could be a simple first in first served, random draw or any other method chosen by the club.

Clubs should always source competitive quotes for supplies they are seeking. Where possible, multiple quotes should be sourced before applying for a grant. If UCLifex believes that a cost you have been quoted is above the average price for that product the

grant amount may be lowered or you may be asked to source another quote. UCX and by extension, clubs and societies, are not-for-profit organisations and some should seek to use any available discounts, sponsorship or incentives available.

UCLifex reserves the right to revoke a successful Grant at any time if the club does not comply with the clubs constitution, club, UCX or University rules of policies. There are two grants that are available through the course of the year, events grants and admin grants. For details on these grants please see sections below. At different times throughout the year additional grants may be made available such as orientation, harmony week and other special events.

Event Grants

Event Type	Description	Typical level of funding provided
Formal functions	Functions including balls, galas, dinners	Up to \$30 per student member attending
Industry trips	Trips interstate to visit firms relevant to members	Up to \$40 per student member attending
Welcome events	Events held to welcome students to the club	Up to \$10 per student member attending
Meetings	Meetings where all members are invited, and food or other benefits are provided. Meetings where only the executive or committee are invited are not eligible for grants.	Up to \$5 per student member attending
Off campus social activity	Including but not limited to bowling, laser tag, movies, ice skating etc.	Up to \$20 per student member attending (usually up to 50% of cost)
On campus social activity	Social events and activities on campus.	Up to \$20 per student member attending (can be up to 100% of cost)
Professional development activity	Local industry trips, networking events, panel events, training	Up to \$20 per student member attending
Collaborative events	Events where three or more clubs collaborate	Funding will be allocated based on above levels and split across clubs' allocations for the year.

Admin Grants

Admin Grants can be used for any funding related to the operation of the club outside of events. This funding may include but is not limited to

- Merchandise
- Market Day Supplies
- Club Equipment
- Marketing Materials