

## Clubs Grants – Application Guidelines

As an organisation that's run by students, for students, one of our goals at the Adelaide University Union is to encourage an exciting, unique campus culture. We believe that clubs and societies, our Clubs community, are one of the most important parts of any student's time here. That's why we run a grants program for clubs — so we can work with student groups to create experiences people will remember for the rest of their lives.

**Purpose:**

*The Clubs grants program aims to promote a dynamic, collaborative and inclusive student experience. It does this by encouraging clubs to engage with each other, the Union, and the student community in the creation of unique, innovative experiences and opportunities.*

### What are grants?

Clubs grants are one-off payments that help your club grow, develop, and run events on campus. You can apply for grants to buy promotional materials and equipment, or to help fund a special event.

Does your club have an amazing idea for a project or event that will engage students and enrich campus culture? We can help with that! And that means more than just giving you money. We're here to help and support you to develop and present your events, so make sure to make a time to meet with our [Events Team](#) to discuss your ideas.

### Who can apply for a grant?

To apply for a grant, your club or society must be:

- Registered with the Union
- Not-for-profit

To find out more about registering your club with the Union, see [our website](#).

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## What grants are available?

There are four types of grants available in 2018, ranging from \$150 up to \$8,000.

Type	Category	What it's for	How to apply	When to apply
Basic Resource Grants	<b>New Club Start-Up</b> <i>Up to \$150</i> <i>1x provisional clubs only</i>	Basic items required for running of club and good governance/financial practices	Choose items from set list	Any time!
	<b>Promotions</b> <i>Up to \$150</i> <i>1x annually</i>	Promotional/marketing items such as banners, stickers, membership cards		
Minor Grants	<b>Quick Response Activities</b> <i>Up to \$100</i> <i>1x annually</i>	Supplies and miscellaneous purchases for small-scale events	Simple application with budget	See website
	<b>Equipment &amp; Resources</b> <i>Up to \$200</i> <i>2x annually</i>	Equipment, resources, and projects designed to improve governance, sustainability, and recruitment		
	<b>Standard Activities</b> <i>Up to \$500</i> <i>2x annually</i>	Interesting, unique events that engage a wide range of students	Detailed application with budget	
Major Grants	<b>Major Activities</b> <i>Up to \$2500</i> <i>1x annually</i>	Large on-campus events/campaigns that are open to all students and involve collaboration with the Union/other clubs.	Meet staff to discuss proposal, then submit proposal	See website

## What can't I apply for?

Clubs grants are intended to benefit the student community, and must be compliant with Union and University policy. Because of this, some activities and purchases are not eligible.

**Note: We cannot fund something that has already been bought or paid for! You must make any purchases after we have assessed your grant and notified you of the outcome.**

Grant funding **cannot be sought** if an activity or purchase:

- Will be used in elections, including internal club elections and student elections.
- Is contrary to the values or policies of the Union.
- Is contrary to the University's policies including:
  - Student Misconduct policy;
  - The Alcohol Policy, and;
  - The Agreement for the Use of the University of Adelaide's Name and Logo.
- Is not culturally sensitive.
- Promotes dangerous use of drugs or alcohol or may otherwise endanger student health and wellbeing.
- Cannot be covered by the insurance provided to clubs by the University (except where insurance is provided by an external provider)
- Clashes with or is already provided by a service or resource that is already:
  - Provided by the Union or the University, and,
  - Accessible to the club.
- Primarily benefits individual members of a club and/or their immediate families.
- Benefits any business, organisation or project to which a member has a pecuniary interest.

If applying for an activity involving the purchase or supply of alcohol, you **must**:

- Meet with the relevant member of the Union's Events team prior to submission;
- Complete a risk assessment; and,
- Receive approval from the Events Manager before any funds are transferred.

The Clubs grants program prioritises events that take place on or close to campus and that engage a broad range of students. **Events that take place off-campus or that are restricted to a small number**

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**of students are considered on a case-by-case basis and will require especially strong applications that demonstrate the contribution they make to student experience.**

If you're not sure whether an activity is eligible or you want some help with fundraising, just make an appointment to meet our friendly staff and discuss your idea in person. We'd love to help out!

Even if your event or project isn't funded with a grant, we can still help! The Union has heaps of [equipment and venues](#) you can book to make hosting an event super-easy, and heaps of useful resources. These kinds of events can best be supported through fundraising and contributions from members.

## Basic Resources Grants

- New Club Start-Up
- Promotions

These grants work a little differently to the others. They help clubs to purchase the essentials, like administrative materials and banners. Because they're so specific, you don't need to complete a whole application. Instead, we have a list of items for you to choose from. Just tell us what you want from the list up to a certain value per year, and we'll transfer you the funds!

**Note:** Clubs that have already received a New Club Start-Up grant in 2018 may not be eligible for a second, and clubs that have already received a Banners & Signage grant in 2018 are not eligible to receive a Promotions grant for the remainder of 2019.

### Basic Resources Grant: New Club Start-Up

Provisionally registered clubs can apply for a New Club Start-Up pack to help them get established. These funds can be used to purchase anything from a set list of items that can be found [here](#).

### Basic Resources Grant: Promotions

All registered clubs are entitled to up to \$150 of promotional materials, including banners and printing, every year. All you need to do is choose up to \$150 worth of items from the list below, supply us with a copy of any graphic design, and we'll transfer you the funds!

There are a few restrictions to keep in mind:

- Clubs may only receive funds for a banner or similar item once every two years.
- Your banner/flyer designs must be authorised by the Union's marketing staff, and may be required to display the Union logo — we will contact you to organise this!
- Clubs that have received partial funding for a banner in 2018 will be considered on a case-by-case basis.

## Applying for Basic Resource Grants

### How to Apply

1. Read through the list of items that can be funded through a Basic Resources Grant, available [here](#). If you're unsure about something, contact Clubs Admin at 8313 5760 or submit an enquiry through the [My Club dashboard](#).
2. Complete the online [application form](#) and choose the items that you would like to be funded. It is your responsibility to make sure that all required information is provided and that the application is submitted on time (see below). **Retrospective applications will not be accepted.**
3. Submit any required documentation.

Once your application has been received, we might contact you to ask for more information. Once we have everything we need, our staff and Clubs Committee will assess eligible applications against the criteria for the relevant category.

### What happens next

When your request has been reviewed and approved, we will inform you as soon as possible. You will also receive a mandatory agreement that outlines the terms and conditions of funding.

The agreement may include (but is not limited to) a requirement to:

- Spend the funds only on the activity or event described in the application
- Complete and submit a report following the conclusion of the activity or event
- Return any excess funds to the Union
- Acknowledge the Union as a funding source
- Obtain authorisation if your event will include alcoholic beverages

Once the agreement has been returned and any conditions met, we will arrange for payment into your nominated account.

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### Afterwards

Once you have made your purchases, you will need to provide a statement of income and expenditure that indicates how funds were spent and whether there are any unspent funds. We'll let you know if we need any extra information.

## Minor Grants

- Quick Response Activities
- Activities
- Equipment & Resources

Minor Grants are available for your club's activities, equipment & resources, without needing to compete with other clubs for the funding. As long as your purchase or event meets our criteria, and we have funds available, it will be approved in full!

**Note: You must apply for Quick Response Activities (\$100) and Equipment & Resources (\$200) grants at least 5 business days in advance of the intended purchase or event, otherwise we will not be able to consider your application. Standard Activities (\$500) grant applications must be submitted according to the deadlines listed on [the website](#).**

## Minor Grant: Quick Response Activities

**Availability:** 1 per club (annual)

**Quantity:** Up to \$100

To be eligible for funding, the event, campaign, or project must:

- Be aimed primarily at students at the University of Adelaide
- Not clash with a Union or Union-sponsored event

### What is a Quick Response Activities grant for?

Quick Response Activities grants are meant to assist clubs to run small-scale, one-off activities aimed primarily at members of their club. They can be used to fund any part of an event. Because of their quick turn-around they're particularly useful for catering events with pizza, soft drink, and similar.

## Minor Grant: Equipment & Resources

**Availability:** 1 per club (annual)

**Quantity:** Up to \$200

To be eligible for funding, the equipment or resource must have a significant long-term benefit for the club, and must be:

- Indefinitely reusable
- Accessible to club members when required
- Owned by the club, not individual members
- Returned to the club when borrowed

### What are Equipment Grants for?

Equipment grants assist clubs to make one-off purchases of equipment and resources, or to run projects, that help the club to grow and get better at what it does best. This includes everything from buying some board games or reusable props for performances through to software to help keep track of your club's finances. Recruitment and fundraising projects are also eligible (although if they're events, they should be an Activities Grant). Whatever it is, the most important this is that it must be something your club will use regularly and that will have a significant impact on your club's health and membership.

Before applying, there's a couple of things to think about:

- How will this benefit my club in the long term?
- If it requires maintenance or a subscription, how will we keep funding it in future?
- How will we store this to make sure it's accessible to the club, not just a few members?

## Minor Grant: Standard Activities

**Availability:** 2 per club (annual)

**Quantity:** Up to \$500 each

To be eligible for funding, the event, campaign, or project must:

- Be open to all students at the University of Adelaide
- Not clash with a Union or Union-sponsored event
- Have a primary focus on social opportunities, professional development, fundraising, recruitment, or raising awareness
- Create an interesting, inclusive or innovative experience for students at the University of Adelaide.
- Make effective use of resources available on campus.

### What is a Standard Activities Grant for?

Activities grants are there to help clubs put on interesting and unique events that make a contribution to campus culture. They can be used to help fund every aspect of an event: hiring or buying equipment, organising catering, promoting the event, and just about everything else! In addition to funding, we will also promote your event to students and help you get the word out there.

To be successful in applying for an Activities grant, you will need to be creative. The best events on campus are the ones that are a little bit special, the ones that only your club can offer. Before applying, there's a couple of questions you should ask yourself:

- Who's the audience for this event?
- What makes it unique or innovative?
- How can students find out about it?

If you don't know how to answer these questions, just ask and we can give you some suggestions!

If you want to screen a movie, you will need to purchase a licence (click [here](#)) and provide evidence that you have done so in your post-grant report.

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## Applying for Minor Grants

### How to Apply

4. Read through the criteria above to determine if your activity or event is eligible for funding. If you're not sure, contact Clubs Admin at 8313 5760 or submit an enquiry through the [My Club](#) dashboard.
5. Write a budget and, if relevant, an event plan.
6. Complete the online application form. It is your responsibility to make sure that all required information is provided and that the application is submitted on time (see below). **Late or retrospective applications will not be accepted.**
7. Submit all required documentation.

Once your application has been received, we might contact you to ask for more information. Once we have everything we need, our staff and Clubs Committee will assess eligible applications against the criteria for the relevant category.

### When to Apply

- **Quick Response Activities:** 2 weeks (5 business days) in advance of your proposed event.
- **Equipment & Resources:** 2 weeks (5 business days) in advance of your proposed purchase.
- **Standard Activities:** See [website](#).

### If the application is successful

If your application is successful, we will inform you as soon as possible. You will have to wait longer for Standard Activities grants, as they must be reviewed more extensively. You will also receive a mandatory agreement that outlines the terms and conditions of funding.

The agreement may include (but is not limited to) a requirement to:

- Spend the funds only on the activity or event described in the application
- Complete and submit a report following the conclusion of the activity or event
- Return any excess funds to the Union
- Acknowledge the Union as a funding source
- Obtain authorisation if your event will include alcoholic beverages

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Once the agreement has been returned and any conditions met, we will arrange for payment into your nominated account.

### If it's not successful

Even if your event or project isn't funded with a grant, we can still help! The Union has heaps of equipment and venues you can book to make hosting an event super-easy, and heaps of useful resources. These kinds of events can best be supported through fundraising and contributions from members. Check out our fundraising tips and tricks for some suggestions!

### Afterwards

Once the activity or project described in your application has taken place, you will have to fill out the completion report form on our website. As part of this, you will need to provide a statement of income and expenditure that indicates how funds were spent, any profit made by your club, and whether there are any unspent funds. We'll let you know if we need any extra information.



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## Major Grants

- Major Activities

Major Grants are bigger grants for large, inclusive events. If your club wants to run a large on-campus event, you may be eligible to receive up to \$2,500 in funding through a Major Activities grant.

Major Activities Grants are **competitive** grants. That means we only offer a certain number of these grants throughout the year and not all applications will be approved.

In order to be successful, you will need to show us that you're organised and that your event will offer a unique experience for students.

## Major Activities

**Quantity:** Up to \$2,500

Before applying for a Major Activities Grant, the club must:

- Meet with the Union's staff and receive approval prior to submission;

To be eligible for funding, the event, campaign, or project must:

- Be free or offer discounted tickets for Union members
- Involve development of an event plan
- Have current students at the University of Adelaide as its primary participants
- Be open to all students at the University of Adelaide
- Have a primary focus on social opportunities, professional development, fundraising, recruitment, or raising awareness

Events funded by Major Activities Grants should normally take place on campus. Off-campus events will need to be especially innovative and will only be considered on a case-by-case basis.

Eligible applications will be assessed based on the following criteria:

- The event creates a unique and exciting experience for students.
- The event involves collaboration with other clubs and the Union.
- The event makes effective use of resources available on campus.
- The club shows evidence of adequate planning and capacity to manage the project.

## What is a Major Activities Grant for?

Major Activities Grants exist to encourage large, creative events on campus. Your club doesn't have to be the biggest, oldest, or richest to successfully apply for one of these grants! We want you to give you the tools and resources to do something you wouldn't usually have a chance to do.

They can be used to help fund every aspect of an event: hiring or buying equipment, organising catering, promoting the event, and just about everything else! In addition to funding, we will also help you to plan and develop your event, as well as promoting it to students and helping you get the word out there.

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To be successful in applying for a Major Activities grant, you will need to think outside the box and be creative. These grants are not designed to fund annual club balls or activities held outside of campus. They should be open to all students and offer something unique.

Example activities:

- Art exhibitions/displays
- Sports and fitness days
- Multicultural festivals
- Garden parties

Before applying, there's a couple of questions you should ask yourself:

- What resources do we have access to?
- What resources do we still need?
- Who will be responsible for organising the event?
- Who is the audience for this event?
- What makes it unique or innovative?
- How can students find out about it?
- Will there be tickets/a fee? How much will they cost?

If you don't know how to answer these questions, just ask and we can give you some suggestions!

As with Standard Activities grants, if you want to screen a movie you will need to purchase a licence (click [here](#))

## Applying for a Major Grant

### How to Apply

8. Read through the criteria below to determine if your activity or event is eligible for funding. If you're not sure, contact Clubs Admin at 8313 5760 or [clubsadmin@auu.org.au](mailto:clubsadmin@auu.org.au).
9. Arrange a time to meet with a staff member.
10. Write a comprehensive grant proposal and event plan, including a budget, risk assessment, alcohol compliance, and other documentation where relevant.
11. Complete the online application form with relevant documentation. It is your responsibility to make sure that all required information is provided.

Once your application has been received, we might contact you to ask for more information. The events that best reflect the criteria will be successful.

### If the application is successful

If your application is successful, we will inform you within two weeks of the close of applications. We will also provide an agreement that outlines the terms and conditions of funding.

The agreement may include (but is not limited to) a requirement to:

- Spend the funds only on the activity or event described in the application
- Complete and submit a report following the conclusion of the activity or event
- Provide discounted tickets for Union members
- Regularly report on your progress organising the event
- Return any excess funds to the Union
- Acknowledge the Union as a funding source
- Obtain authorisation for events that include alcoholic beverages

Once the agreement has been returned and any conditions met, we will arrange payment details with you. The nature of payments will be determined on a case-by-case basis. The funds might be transferred in a lump sum, or you may be required to submit invoices to the Union for payment, for example.

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### If it's not successful

All applicants will be notified of outcomes at the same time. Even if your event or project isn't funded with a grant, we can still help! The Union has heaps of equipment and venues you can book to make hosting an event super-easy, and heaps of useful resources. These kinds of events can best be supported through fundraising and contributions from members. Check out our fundraising tips and tricks for some suggestions!

### Afterwards

Once the activity or project described in your application has taken place, you will have to fill out the completion report form on our website. As part of this, you will need to provide a statement of income and expenditure that indicates how funds were spent, any profit made by your club, and whether there are any unspent funds. We'll let you know if we need any extra information.