



GUIDELINES FOR GRANT APPLICATIONS

The purpose of a club grant is to provide for the enrichment of campus life at the University of Adelaide. Grants are intended to be used by clubs who require funding to interact with their member base. The following guidelines are intended as a guide for the Clubs committee to ensure consistent administration of grants. This is not an exhaustive list and the committee has full discretion over all grant applications.

It is important to note that the Clubs Committee will not approve retrospective applications for funding. All expenditures related to the grant application must take place after the application has been approved. Additionally, we are unable to approve funds for the purchase of alcohol. For more information, see the guidelines on page 2.

YEARLY GRANT LIMITS:

Fully registered clubs may be granted up to \$1500 in total across any category for the calendar year. Provisionally registered clubs may be granted up to \$800 in total across any category for the calendar year.

GRANT CATEGORIES:

Clubs grants are divided into categories based on the purpose of the grant. Clubs may apply for any number of grants in any category, provided that the total does not exceed yearly limits above, or the category limits below. The categories are subject to the guidelines listed on the following page. **Further information about grant categories and appropriate purchases can be found starting on page 4.**

CATEGORY	MAXIMUM ALLOCATION
New club start up (for new clubs only)	\$300
Small event (under 200 people attending)	\$500
Large event (over 200 people attending)	\$1000
Equipment and resources	\$400
Banners and signage	\$300
Miscellaneous	As needed

GENERAL GUIDELINES:

The following guidelines apply to all applications regardless of category. Grants will **not** ordinarily be granted for the following:

- 1) Retrospective grant applications for purchases or events that have already been made or held before the Committee is able to consider them.
- 2) Uses of funding that are contrary to the AUU's values and policies as outlined in the AUU's Values Statement.
- 3) Uses of funding that are contrary to the Clubs values and policies as outline in the AUU's Clubs Policy.
- 4) Uses of funding that are contrary to the University's policies such as:
 - a) Student Misconduct policy,
 - b) The Alcohol Policy, and,
 - c) The Agreement for the Use of the University of Adelaide's Name and Logo.
- 5) Uses of funding that are not culturally sensitive.
- 6) Uses of funding that promote dangerous use of drugs or alcohol or may otherwise endanger student health and wellbeing.
- 7) Purchases of alcoholic beverages.
- 8) Uses of funding that have an associated high or very high level of risk as assessed by risk analysis.
- 9) Costs associated with the ordinary administration of a club.
- 10) Uses of funding towards equipment and resources that are:
 - a) Provided by the AUU or the University, and,
 - b) Accessible to the club.
- 11) Uses of funding that will be received by individual members of a club:
 - a) Without evidence of benefit to the club overall, and,
 - b) Without evidence of open and fair selection process of those individuals.

QUOTES

Clubs are required to provide quotes for items or services that they are purchasing with the grant funds, within reason. Quotes are not ordinarily required for purchases of \$50 or below. Quotes are generally required for purchases costing over \$50, or for which the usual cost is not known.

Quotes may be provided in the following forms:

- Official quotes from a business and provider of a service.
- Emails, with clear evidence of who is providing the quote.
- Screenshots of websites, with clear evidence of the business and relevant costs.
- Photos of price tags, with clear evidence of the location and relevant costs.
- Other information, such as website links, that allow Clubs Administration to ascertain the price of an item or service.

Quotes that are not generally sufficient include:

- Text and online messages.
- Lists of prices, without evidence of quotes from the list above.
- Receipts for purchases already made.

Clubs Administration may require evidence of how grant funding has been used at any time after its approval to ensure that the funds were appropriately used in accordance with the application and the grant guidelines.

GRANT CATEGORIES

New club start-up:

\$300 maximum allocation

This category is only available to clubs that have recently received provisional registration. It may include initial promotional materials or resources needed for outreach, engagement and publicity.

Examples:

- Flyers and posters
- Administrative materials
- Training for new club office bearers

Small event:

\$500 maximum allocation

This category is intended to help clubs hold events where less than 200 people are expected to attend. This generally applies to events where the majority of attendees are expected to be existing club members.

This category includes any materials or equipment required for the event.

Examples:

- Morning teas
- Small barbeques
- Movie nights and quiz nights
- End of year club events

Large events:

\$1000 maximum allocation

This category is intended to help clubs hold events where more than 200 people are expected to attend. Clubs are required to provide evidence of a reasonable expectation of attendance based on previous similar events, Facebook attendance, ticket sales where relevant, and/or the capacity of the venue. It is expected that the event be open to new and existing members.

The committee may ask that a club evaluate any risks for the event, as well as how these will be addressed. In some cases, a complete risk analysis may be required. Contact Clubs Administration for any queries regarding this process.

This category includes any materials or equipment required for the event.

Examples:

- Balls or parties
- Large barbeques
- Cultural festivals
- Networking events

Equipment and resources:

\$400 maximum allocation

This category is intended to assist clubs in the purchase of equipment or resources for ongoing activities. This may include items that are used regularly by the club and is not intended for the hire or purchase of equipment or resources for a single event.

An explanation of how the equipment will be stored in the long term, and how easily it will be accessed by the club, is required.

Examples:

- Costumes and table cloths, or the materials required for these items
- Games, sporting equipment or activity kits
- Cultural or religious items

Banners and signage:

\$300 maximum allocation

This category intended to assist clubs in purchasing promotional materials for the club and its ongoing activities. This may include banners, signage, posters, flyers and leaflets. It does not generally include costs associated with any graphic design of these materials.

This is not intended for the promotion of individual events, which may be covered by a relevant event grant.

Examples:



- Large banners or flags
- Ongoing event posters, such as weekly classes
- Pop up banners
- General promotional t-shirts, caps, bags, or stickers.

Miscellaneous:

As needed

This category is intended for grant applications that do not fall under any of the above categories. It is not intended as a spill over category to meet costs that exceed other category maximum allocations. Clubs are required to provide specific quotes and explain why the application does not fall under any other category.

Where the category is used for the benefit of individual members, such as attendance at interstate conferences, evidence of an open and fair selection process, and an explanation of how the grant will benefit the entire club, is required.