



The University of Melbourne Student Services and Amenities Fee (SSAF) Grant Program 2017 Guidelines

1. OBJECTIVES OF THE GRANTS PROGRAM

The University is committed to understanding and meeting the needs of a diverse student population, and ensuring that all have an experience of lasting quality and enrichment. SSAF funds enable a wide range of initiatives, determined in collaboration with students, in support of this commitment.

The Student Services and Amenities Fee (SSAF) Grant Program supports the provision of non-academic student services and amenities in compliance with Australian [legislation](#). The SSAF Grant Program provides funding for projects across a range of areas, including, but not limited to:

- Clubs and societies
- Student Services
- Transitioning new students
- Supporting students' creative pursuits

You can find a list of previous recipients at <http://provost.unimelb.edu.au/awards-grants-initiatives/ssaf-grants>

2. SSAF LEGISLATION

SSAF Grant proposals must comply with SSAF legislation to be eligible for consideration. As detailed in the legislation, proposals must be non-academic in nature. The categories available for SSAF funding expenditure are detailed in the SSAF [legislation](#) and listed below:

- Provide food or drink to students on a campus of the higher education provider
- Support a sporting or other recreational activity by students
- Support the administration of a club most of whose members are students
- Care for children of students
- Provide legal services to students
- Help students secure accommodation
- Help students obtain employment or advice on careers
- Help students with their financial affairs
- Help students obtain insurance against personal accidents
- Support debating by students
- Provide libraries and reading rooms (other than those provided for academic purposes) for students
- Support an artistic activity by students
- Support the production and dissemination to students of media whose content is provided by students
- Help students develop skills for study, by means other than undertaking courses of study in which they are enrolled
- Advise on matters arising under the higher education provider's rules (however described);
- Advocate for students' interests in matters arising under the higher education provider's rules (however described);
- Give students information to help them in their orientation
- Help meet the specific needs of overseas students relating to their welfare, accommodation and employment

3. APPLICANT ELIGIBILITY

- 3.1. Applicants must be either a University staff member or student.
- 3.2. Applicants may be affiliated with or representative of a student organisation or other University associated organisation.
- 3.3. Student applicants must be currently enrolled and able to complete the project before graduation.

4. APPLICATION PROCESS AND OUTCOME NOTIFICATION

- 4.1. Students and staff may submit applications as individuals or in groups.
- 4.2. All applications require endorsement from the project coordinator's Head of Department (or equivalent).
- 4.3. Applications may require endorsement from relevant stakeholders that have strategic relevance to the project eg. building work needs additional endorsement from the relevant divisions responsible for managing University infrastructure.
- 4.4. Incomplete applications will not be considered.
- 4.5. Late applications will not be accepted.
- 4.6. Applicants will be notified in writing of the result of their application. The Selection Committee's decision is final and no correspondence will be entered into.
- 4.7. Funding will be distributed as soon as possible following this.

5. SSAF PROJECT ELIGIBILITY

- 5.1. Preference may be given to projects that are not already in receipt of SSAF funding.
- 5.2. Projects must have a complete application, address one or more of the categories detailed in Section 2 above and all of the below Key Selection Criteria.
- 5.3. Where a project involves an external partner organisation, details of the partner organisation's agreement and financial or in-kind support must be provided.
- 5.4. Projects which have already been completed will not be considered by the Selection Committee. Funds will only be awarded for an activity which is either in progress or will commence no later than the end of the semester following the awarding of the grant.
- 5.5. Projects must be non-academic in nature.
- 5.6. Activities cannot be undertaken as part of assessment for a subject or course.

6. KEY SELECTION CRITERIA

Eligible proposals will be assessed and ranked on the basis of the following criteria:

1. The benefit for students and degree of reach of project.
2. The extent to which the project addresses a service gap.
3. Proposed project outcomes and success indicators.
4. The extent to which the project involves collaboration across the University.
5. Alignment with key principles of SSAF:
 - Alignment with University strategy and student experience goals. The Growing Esteem Strategic Plan can be found [here](#).

- Commitment to consultation with student-related groups and engagement of students as partners in decision making.
- Commitment to addressing equity and diversity goals. Equity and Diversity goals can be found in the Growing Esteem Strategic Plan [here](#).
- Commitment to representation of student groups, cohorts and campuses.

7. FUNDING

7.1. There are 3 different categories of funding available for applicants to apply for:

1. \$10,000 or less
2. \$150,000 or less
3. \$250,000 or less

7.2. Project Proposals should be tailored to consider the amount of funding requested.

7.3. The expected outcome date provided in the application should indicate the date that all funds have been used. Where funds are not used within this timeframe, the Selection Committee will consider whether funds can be rolled over or need to be returned. This will be determined on a case by case basis. Applicants will need to apply to the Selection Committee regarding this.

7.4. Unspent funds may need to be returned.

8. PROJECT TIMELINE

8.1. Details regarding the dates for key activities and corresponding expenditures for the project should be indicated in the Project Timeline.

9. BUDGET

9.1. Funding may be requested for items that directly support the SSAF project.

9.2. Please provide an itemised and balanced budget which includes:

- The specific grant sum you are requesting
- Other funding sources, if any

9.3. Some examples of itemised budget items to include are:

- Staff Salaries (please include information regarding HEW level and Department)
- Equipment
- Maintenance
- Travel
- Other Materials
- Catering and Venue Hire
- Training for staff/students

And other relevant sections.

9.4. Requests for direct payments to partner organisations, such as donations, purchase of equipment supplied by the partner and hire of partner organisation facilities, will not be funded.

10. PAYMENT AND RECIEPTS

- 10.1. Successful applicants will be asked to provide a Themis string account code or invoice depending on circumstances to enable release of grant funds.
- 10.2. It is the responsibility of the grant recipient to ensure the account that the grant funds are deposited into has the flexibility, if needed, to be rolled into different financial periods.
- 10.3. Applicants may be required to provide a grant payment schedule, and provide a brief activity progress report to trigger instalment/s.
- 10.4. Original itemised and dated receipts may be required to support the financial acquittal of the grant.

11. CO-APPLICANTS

- 11.1. Co-applicants are additional individuals who will be working on the project. They can be either staff members or students.
- 11.2. Where the number of co-applicants exceeds the amount of space available on the online application. Please include further information regarding project applicants in the project proposal.

12. PARTNER ORGANISATIONS

- 12.1. Partner organisation(s) may include external not-for-profit organisations, schools, community groups or other organisations as appropriate to the given activity. Please note that organisations within the University such as University of Melbourne Student Union, Graduate Student Association and Melbourne University Sport are not considered Partner Organisations.
- 12.2. Partner organisation(s)' contribution must be documented and demonstrate their commitment to, and engagement with, the activity and the individual/group. The contribution made by the partner organisation(s) may be cash or 'in kind' support for the activity. 'In kind' support includes resources, materials or staff time that are essential to the activity.
- 12.3. Partner organisation(s) must provide a letter of support for the activity.

13. CONDITIONS OF THE GRANTS

- 13.1. Funds must be used for the purposes as set out in the award letter.
- 13.2. Where funds are not used by the expected outcome date, applicants will need to apply to the Selection Committee if they wish to utilise the funds past this date. Unspent funds may need to be returned.
- 13.3. Any post-award changes to the project should be submitted in writing to the Chair of the Selection Committee. No financial commitments to the activity should be made until notification has been received by the Selection Committee.
- 13.4. The University of Melbourne may use information provided in applications and activity reports for promotional purposes.
- 13.5. The Selection Committee may impose additional conditions on the grant where it is considered warranted.

14. REPORTING REQUIREMENTS

14.1. Reporting requirements for successful grants will normally involve a two-step process:

1. Progress Report – completed at the 6-month point of the project. Longer projects may need to complete several Progress Reports. Projects of less than 6 months may only need to complete an Acquittal Report.
2. Acquittal Report – all recipients will need to complete an Acquittal Report after the conclusion of the project.

For assistance or further information, please contact the SSAF contact person found at <http://provost.unimelb.edu.au/awards-grants-initiatives/ssaf-grants>