General statement about COVID-19 impacting the Student Engagement Grants (SEG) Program

Due to the evolving situation of COVID-19, there may be unexpected changes to the delivery of the Student Engagement Grants Program. Currently, the program is running as planned. If there are any significant changes to the program, it will be made available via the Student Engagement Grants Program website and applicants who have an application in SmartyGrants (either in progress or submitted) will be contacted directly.

Am I eligible?

To be considered for the Student Engagement Grants, your application must meet all criteria listed in Section 2 of the Student Engagement Grants Guidelines.

The following activities are not fundable:

- An ongoing activity or day-to-day operations of a student club or group.
- An activity that is for assessment (credit) for a subject or course.
- An activity that is primarily partisan political or religious in nature.

If you require guidance on the eligibility of your application, please consult the Guidelines in the first instance and contact the Student Engagement team for further support if required.

What is a Peter McPhee Student Award and how do I apply?

The Peter McPhee Student Awards recognise outstanding student submissions received through the Student Engagement Grants program. The award is made possible through philanthropic support and has a maximum value of $10,000. All applications for Student Engagement Grants are considered for Peter McPhee Student Award funding. There is no separate application process required. If awarded, a letter will be sent to you in confirmation.

How can I get assistance preparing my application?

We recommend you consult all available resources listed on the Student Engagement Grants Program website. You can also preview the 2020 Student Engagement Grants Application Form ahead of formally commencing an application.

What if I need to travel domestically or internationally and/or travel insurance?

Due to the evolving situation of COVID-19, we ask students to take travel bans, restrictions and risks in place at the time of application into consideration when submitting applications. All non-essential domestic and international travel has been cancelled. As of 25 March 2020, the Australian Government has issued an overseas travel ban for all Australians.

Given current travel circumstance, students are encouraged to consider alternative methods/plans to deliver their project (for example, through cloud technology or strengthen their application through partnering with local
organisations on the ground in the nominated country). Students should consider the accessibility of their content and delivery. For a list of tools and software supported by Learning Environments, please visit: https://lms.unimelb.edu.au/#learning-technologies

Before considering travel, applicants should also consider viability of their project should current restrictions and bans be in place 6 months from date of applying (please refer to Section 7.4 of the Guidelines, where engagement activities must commence no later than 6 months following the granting of the award).

Decisions about international travel are based upon the regularly updated Australian Department of Foreign Affairs and Trade (DFAT) Smartraveller travel advisories. Student travellers must also review and consider travel advisories published by other countries for which the traveller holds citizenship or residency, as these may influence your travel option. Please also refer to Section 8.3 of the guidelines, where travel expenses must not exceed more than 25% of total grant allocation.

Travel insurance is compulsory for overseas activities and strongly recommended for interstate activities. Risks associated with off campus activities, including international travel and activities such as field work, must be considered in accordance with University’s Health and Safety Policy (MPF1205).

**How do I apply for travel insurance?**

You can apply for student travel insurance through the online student travel insurance system (for Faculty, select Academic Services & Registrar with the option Student Engagement Grants Program). For initial approval, please put down: Wai Lee - wai-leng.lee@unimelb.edu.au. Alternatively, you can also purchase your own travel insurance. If you are unsure about the insurance required, please contact the Student Engagement team.

**How can I find a mentor, what if I can’t find one?**

All applications must nominate a University mentor (signed Mentor Endorsement Form). Once you have decided the focus of your activity, you should approach potential mentors as soon as possible. A mentor could be someone who has taught you during your studies, or another University (academic or professional) staff member who has an interest or experience in your project/activity area. Should you still be unsure as to who to contact you could also search via the University’s Find an Expert website. A Guide to Assist Mentors is also provided on the Student Engagement Grants Program website.

Your mentor can give support whether it’s reviewing your application or providing specific guidance depending on their field of expertise/skills, where they can be involved as little or as much as they choose in the process. It is important to note that the ultimate liability of the funds will rest with the student directly and it is the student that’s responsible for the funds and any reporting requirements.

**How do I approach a partner organisation?**

Although not compulsory, finding the right partner organisation with aligned goals can further support and
strengthen your application. When approaching a potential partner organisation, you should outline the benefits that your activity would provide to the organisation and the support you require. Once you agree on the activity with your partner organisation, they must endorse it by submitting a letter of support to the University outlining their contribution and commitment. Further information on the Letter of Support is available on the Student Engagement Grants Program website.

I want to apply for a Student Engagement Grants, so I can attend a conference. Is this allowed?

The Student Engagement Grants Program offers funding for community-focused initiatives that addresses social, economic, environmental or cultural issues. Grants will be available for engagement activities across a wide range of areas, to implement constructive change in the local, national or international community; supporting diverse student cohorts; and student engagement. The Selection Committee does not favour applications focused on attending conferences because the benefits generally lie with the applicant or the conference attendees and the use of funds reflect this. An application may still be submitted, but strong articulation of the outcomes to the University’s student community is required to increase chances of it being supported.

How do I arrange for venue hire of events held on campus?

The University transitioned to a virtual campus on Monday 30 March 2020, where students are not to attend campus from Tuesday 24 March 2020.

During this time, most of our buildings will have restricted access as we move to a minimum operating model for our physical campus. Until further notice, it will not be possible to arrange venue hire or hold events on campus. Students are encouraged to stay engaged virtually while social distancing via digital tools and services.

Once available and if events are held on campus, in the first instance, check with venue hire with your mentor or student staff members at the University of Melbourne’s Student Union (UMSU) and Graduate Student Association (GSA).

Are there any alternative ways to deliver a project?

Given the current circumstance, it may prompt for creative proposals to respond to opportunities or gaps observed.

Whether the idea is student-focused or community-based, the grant opportunity will help make an impact to benefit students and the community. Students are encouraged to utilize Cloud and online technologies as an alternative plan to deliver projects.

These technologies can include but are not limited to platforms and apps, such as:

- Zoom
- Mentimeter
- Google Hangouts

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**How will my application be assessed?**

Your application will be assessed by a selection panel of academic and professional staff and students using the key selection criteria listed in the guidelines. The same panel is used to assess all applications for consistency. Each application will be assessed and ranked in the order of activities that align most with the Key Selection Criteria. A mentor endorsement, timeline and budget proposal must be submitted with your application (templates can be found on the Student Engagement Grants Program website under Resources). The number of activities supported will be subjective to the grant funds available. You will be notified of your application outcome within six to eight weeks of the application closing date.

**What are the steps to receive the grant money and what do I do if it doesn’t arrive?**

1. Receive notification in writing of successful outcome.
2. Completion of compulsory briefing (online module and consultation)
3. Check that your Australian banking details and local contact address are up to date in the student portal: https://ask.unimelb.edu.au/app/answers/detail/a_id/5990/
   Note that if these details are incorrect, your grant payment will be delayed.
4. Receive grant funding to nominated bank account. Please note, payments will be issued after completion of compulsory briefing, with funds to be received depending on scholarship award payment cycles: https://ask.unimelb.edu.au/app/answers/detail/a_id/5987

**What is in an acquittal and progress report?**

We are now asking all applicants to complete both a Progress Report (if your project carries over the calendar year) and an Acquittal Report as compliance to receiving Student Engagement Grants funding.

1. Progress Report (if applicable) - sent to Project Leader during the project, due 7 December 2020.
2. Acquittal Report - needs to be completed after the conclusion of your project by 30 June 2021.

You will be able to preview both the Progress Report and Acquittal Report at the compulsory briefing.

The Progress Report asks you to outline spending and activities to date halfway through your project timeline. The acquittal involves completing a final report evaluating your activities, outcomes and finances. This must be completed after the activity is complete.

You will need to account for all funds spent and attach clear receipts as well as any feedback, surveys, photos or videos documenting your activity. If any transactions were completed in foreign currencies, you must convert these

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using the spreadsheet listed on the webpage. You must obtain receipts for all transactions and it is recommended that you make photocopies as the receipt ink may fade over time.

For any further clarification and/or advice, contact the Student Engagement team
student-engagement@unimelb.edu.au