

2021 SSAF Grant Program Guidelines



THE UNIVERSITY OF
MELBOURNE

January 2021

Student Engagement | Student and Scholarly Services

1. OBJECTIVES OF THE GRANT PROGRAM

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

The SSAF Grant Program supports the provision of non-academic student services and amenities in compliance with Australian Government's Higher Education Legislation. The SSAF Grant Program is a small distribution of SSAF funding which, in addition to services provided by the Student Services and Amenities Fee, provides further funding for projects across a range of areas, including, but not limited to:

- student clubs and societies;
- student services;
- transitioning new students;
- supporting students' creative pursuits;
- supporting diverse student cohorts; and
- student engagement.

You can find a list of previous SSAF Grant Program recipients on the [SSAF Grant Program website](#).

2. HIGHER EDUCATION LEGISLATION

SSAF Grant Program project proposals must comply with Australian Government's Higher Education Legislation to be eligible for consideration. As detailed in the Higher Education Legislation, project proposals must be non-academic in nature. The categories available for SSAF funding expenditure are detailed in the Higher Education 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;
 - Promoting the health or welfare of 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;
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- 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; and
- 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 current University staff member or student.
- 3.2. Applicants may be affiliated with or be a representative of a student organisation or other University associated organisation.
- 3.3. Applicants must be able to complete the project/activity within a year from the date they have been granted the funds.
- 3.4. All applicants listed must have provided an Acquittal Report (fully acquitted with no outstanding debts) for all previously awarded SSAF Grant Program funds. The project/activity must not be a repeat project that has been previously funded. Applications that are similar in nature to a prior project/activity must be explained in the application.
- 3.5. Student applications must have the support from a University of Melbourne mentor (e.g. academic or professional staff member or a University of Melbourne Alumni). Staff applications must have the support from the Head of Faculty/Division/Organisation.
- 3.6. The project/activity cannot be already completed when applying for grant funds. Funds will only be awarded to an activity in progress or yet to commence.
- 3.7. What will not be funded:
 - An ongoing project/activity or day to day operations of a student club or group;
 - A project/activity that is for assessment (credit) for a subject or completion of a course (e.g. directly related to PhD)
 - A project/activity that is primarily partisan or religious in nature.
- 3.8. Projects must have a complete application, address one or more of the categories of the Australian Government's Higher Education Legislation and all the Key Selection Criteria detailed in Section 6 of the SSAF Grant Program Guidelines.
- 3.9. Where a project involves an external partner organisation, details of the partner organisation's agreement and financial or in-kind support must be provided. A Partner Organisation Support Letter must be provided, if applicable (see the *Resources* section of the SSAF Grant Program website).
- 3.10. The project/activity must not count towards academic credit; or be undertaken as part of assessment for a subject or course (including research).

4. MENTORS/SUPPORT

- 4.1. Each student application must name a University of Melbourne academic or professional staff member or a University of Melbourne Alumni to support their application and act as a mentor. A Guide To Assist Mentors is provided on the SSAF Grant Program website (see the *Resources* section).
- 4.2. The University of Melbourne staff member (academic or professional) or Alumni mentor must endorse the student application and be available to provide support or guidance during the project/activity.
- 4.3. Applicants may not be named as a mentor on their own application.
- 4.4. Each staff applicant must have the support from the Head of their Faculty/Division (or equivalent) and provide evidence of written support in the application.

5. PARTNER ORGANISATIONS

- 5.1. Partner organisation(s) may include external not-for-profit organisations, government, schools, community groups, student clubs/societies, international organisations or other organisations as appropriate. If applicable, partner organisation(s) contribution must be documented and demonstrate their commitment to the activity and the

applicant(s). The contribution made by the partner organisation(s) may be cash or 'in kind' support for the activity. 'In kind' support refers to resources, materials or staff time that are essential to the activity.

- 5.2. If applicable, a letter of support from partner organisation(s) is required. A Partner Organisation Support Letter must be provided, if applicable (see the *Resources* section of the [SSAF Grant Program website](#)).

6. KEY SELECTION CRITERIA AND ASSESSMENT PROCESS

- 6.1. Eligible applications will be assessed on the basis of the following Key Selection Criteria:
- The benefit for students and degree of reach of project.
 - The extent to which the project addresses a service gap.
 - Proposed project outcomes and success indicators.
 - The extent to which the project involves collaboration across the University.
 - Alignment with key principles of SSAF, including:
 - a) Alignment with University strategy and student experience goals (including the [Advancing Melbourne 2030 Plan](#)).
 - b) Commitment to consultation with student-related groups and engagement of students as partners in decision making.
 - c) Commitment to addressing equity and diversity goals. Equity and Diversity goals can be found in the [Advancing Melbourne 2030 Plan](#).
 - d) Commitment to representation of student groups, cohorts and campuses.

7. APPLICATION PROCESS AND OUTCOME NOTIFICATION

- 7.1. Students and staff may submit applications as individuals or in teams. If submitted as a team, a Project/Activity Leader must be nominated.
- 7.2. Applications may require endorsement from relevant stakeholders that have strategic relevance to the project e.g. building work needs additional endorsement from the relevant Faculty/Division responsible for managing University infrastructure.
- 7.3. Applications are submitted and managed online via SmartyGrants. The SSAF Grant Program Application Form can be accessed from the [SSAF Grant Program website](#) and must be submitted prior to the deadline advertised. Applicants will receive an email acknowledging receipt of their submission.
- 7.4. Incomplete and/or late applications will not be considered.
- 7.5. Following the recommendations of the Selection Committee, applicants will be notified in writing of the result of their application within six to eight weeks of the SSAF Grant Program application closing date.
- 7.6. Applicants are required to complete the compulsory online briefing module on SmartyGrants prior to receiving the awarded SSAF Grant Program funds. Details of the online briefing module will be made available to successful applicants after receiving notification a successful SSAF Grant Program application outcome.
- 7.7. Funding will be distributed within four weeks following notification of a successful application outcome (subject to the applicant providing accurate Australian bank account and local contact address details (for student applicants) or the details of the nominated Themis Account String/s (for staff applicants)).

8. CONDITIONS OF THE GRANT

- 8.1. Funds must be used for the purposes set out in the proposed application.
- 8.2. Successful applicants are required to provide a Progress Report (if applicable) and final Acquittal Report on the outcomes of the activity at its completion, including financial acquittal.
- 8.3. Projects must commence no later than 6 months following the receipt of funds and be completed and acquitted by 30 June the following year.
- 8.4. Unused funds of more than \$100 must be returned to the University.
- 8.5. Any changes to the SSAF Grant Program project/activity must be submitted in writing to the SSAF Grant Program administrators. No financial commitments to the project/activity should be made until approval has been received.

- 8.6. The University of Melbourne may use information provided in the SSAF Grant Program applications and Progress Report, Acquittal Reports and other activity reports for promotional purposes.
- 8.7. The Selection Committee may impose additional conditions on the grant where it is considered warranted.

9. BUDGET

- 9.1. Applicants can apply for up to \$20,000 per project and should accurately reflect the scope of application with relevant quotes obtained in the budget. The budget must include:
- The overall project/activity budget;
 - The specific grant sum you are requesting;
 - Other funding sources, if applicable (e.g. other University funding, partner organisation(s) contributions, other grants).
- 9.2. If projects are delivered across the calendar year (i.e. past December the year you are funded), a Progress Report must be submitted by 15 November outlining funds spent and funds yet to be expended in the following year
- 9.3. For funds which are to be spent within the financial year; an Acquittal Report, including a financial acquittal must be submitted by no later than 30 June the following year of when funds were received.
- 9.4. Unspent funds of more than \$100 must be returned to the University at the conclusion of the project and within the funding year and should be highlighted throughout the activity reports and expenditure (e.g. Progress Report and/or Acquittal Report). If for any reason, an expenditure is unaccounted for with a receipt, a completed and witnessed statutory declaration must be provided.
- 9.5. Funding may be requested for items that directly support the SSAF Grant Program project/activity.
- 9.6. Some examples of itemised budget items to include are:
- Staff salaries or project contractors (please include information regarding UOM level and Faculty/Division/Department)
 - Equipment
 - Maintenance
 - Travel
 - Other Materials
 - Catering and Venue Hire
 - Training for staff/students
 - Other relevant items
- 9.7. If your project/activity involves building developments of any kind, including refurbishments, you will need approval from the leadership of your Faculty/Division/Department and any other relevant divisional support to demonstrate that your project aligns with University infrastructure planning.
- 9.8. 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. All successful applicants will be asked to provide their Project Leader's individual Australian bank account and local contact address details (for student applicants), or the details of the nominated Themis Account String/s (for staff applicants), to enable release of grant funds. Students must ensure their details are updated correctly in the my.unimelb student portal.
- 10.2. University staff and Faculty/Divisions/Departments should note SSAF Grant Program funding, when received, is considered operating (internally transferred) income and therefore must be fully expensed in the same calendar year in which the funding was received. Unspent funds (for staff applicants only) in the same calendar year will be recalled by the University's Finance Team in accordance with the University's finance and accounting policy. The funds will then be redistributed to the same Themis Account String/s in January the following year. The amount will need to be noted in the Progress Report prior to the 15 November calendar year cut-off.
- 10.3. If University staff wish to receive the SSAF Grant Program funds in 2 instalments, applicants are required to submit a budget outlining funds to be expended in Q3&4 (the calendar year the funds are granted) and Q1&2 (the next calendar year) during application.

- 10.4. Original itemised and dated receipts are required to support the financial acquittal of the grant. Expenditure without receipts must be accounted for with a completed and witnessed statutory declaration. Unspent funds of >\$100 will either need to be reallocated or returned to the University.

11. PROJECT TIMELINE

- 11.1. Details regarding the dates for key activities and corresponding expenditures for the project/activity should be indicated in the Project Timeline (see the *Resources* section of the [SSAF Grant Program website](#)).

12. REPORTING REQUIREMENTS

- 12.1. Reporting requirements for successful SSAF Grant Program applications will typically involve a two-step process and includes:
- **Progress Report** (if applicable): must be completed by **15 November**, outlining spending and activities to date, as well as the activities and SSAF Grant Program funds that will be carried over into the following year.
 - **Acquittal Report**: must be completed by **30 June** the following year, involves completing a final report evaluating the completed activities and project outcomes and a full recording the project/activity's expenditure, including contract/wage details (if any).
 - **Variation Request Forms**: only required if there are major variations to the successfully funded project/activity (e.g. any significant shifts in the project/activity timelines and/or requesting an extension, a change of Project Leader/team members and/or partner organisation(s), and reallocations >10% of the total awarded SSAF Grant Program funding amount).

For further information and assistance, please contact the Student Engagement Team: ssaf-grants@unimelb.edu.au