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 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
- 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
- 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 current 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 Applicants must be able to complete the activity within a year from the date they have been granted the funds.

3.4 All applicants listed must have provided acquittal reports (fully acquitted with no outstanding debts) for previously awarded SSAF Funds. The activity or project 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 on how is different and how it bel built upon.

3.5 Student Applications must have the support of a University of Melbourne mentor. Staff applications must have the support of the Head of division or organisation.

3.6 The activity or project 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 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 or religious in nature

3.8 Projects must have a complete application, address one or more of the categories detailed in Section 2 and all of the Key Selection Criteria (Section 6).

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 uploaded if applicable (see resources section of the Student Services and Amenities Fees Grant Program website)

3.10 The project/activity must not count towards academic credit; or undertaken as part of assessment for a subject or course.

4. MENTORS/SUPPORT

4.1 Each student application must name a University of Melbourne staff member as support for the application and who will act as a mentor. A guide to assist mentors is available on the Student Services and Amenities Fees Grant Program website.

4.2 The UoM staff member or mentor must endorse the student application and be available to provide support or guidance during the project or activity.

4.3 Applicants may not be named as a mentor on their own application.

4.4 Each staff applicant must have the support of the head of their faculty/division (or equivalent) and attach a letter of 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.

6. KEY SELECTION CRITERIA AND ASSESSMENT PROCESS

6.1 Eligible applications will be assessed on the basis of the following 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:
    a) Alignment with University strategy and student experience goals. The Growing Esteem Strategic Plan can be found [here](#).
    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 Growing Esteem Strategic Plan [here](#).
    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, an activity/project 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 divisions responsible for managing University infrastructure.

7.3 Applications are submitted and managed online via SmartyGrants. Application forms can be accessed from the Student Services and Amenities Fees 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 application closing date.

7.6 Applicants are required to attend a 1 hour compulsory briefing prior to receiving grant payment. Details of the briefing will be notified when you receive your outcome result.

7.7 Funding will be distributed within four weeks following notification of a successful application (subject to accurate bank account details).

8. CONDITIONS OF THE GRANT

8.1 Funds must be used for the purposes set out in the application.

8.2 Successful applicants are required to provide a brief 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 June 30 the following year.

8.4 Unused funds of more than $100 must be returned to the University.

8.5 Any changes to the grant application must submitted in writing to the grant program administrators. No financial commitments to the activity should be made until approval has been received.

8.6 The University of Melbourne may use information provided in applications and 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 activity budget;
- The specific grant sum you are requesting;
- Other funding sources, if applicable (e.g. partner organisation contributions, other grants).

9.2 If projects are delivered across the calendar year (i.e. past December the year you are funded), progress reports must be submitted by 7 December outlining funds spent and funds yet to be expended the following year

9.3 Funds are to be spent within the financial year; and financial acquittal must be submitted by no later than June 30 the following year of when funds were received.

9.4 Unspent funds of more than $100 must be refunded and should be highlighted throughout the budget and acquittal process at the conclusion of the project and within the funding year.

9.5 Funding may be requested for items that directly support the SSAF project/activity

9.6 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
- 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 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 Successful applicants will be asked to provide their project leader's individual bank account or organisation bank account, or themis string account code (staff only), to enable release of grant funds. For students, the bank account information must be correct in the student portal.

10.2 University staff and departments should note grant 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.
If University staff wish to expend the funds across the financial year (instead of calendar year) this will be done in instalments. Therefore, applicants are required to submit a budget outlining funds to be expended in Q3&4 and Q1&2.

10.3 Original itemised and dated receipts are required to support the financial acquittal of the grant.

11. PROJECT TIMELINE

11.1 Details regarding the dates for key activities and corresponding expenditures for the project should be indicated in the Project Timeline. (please see resources section of the Student Services and Amenities Fees Grant Program website.)

12. REPORTING REQUIREMENTS

12.1 Reporting requirements for successful grants will typically involve a two-step process:

a) Progress Report – for applications that will be delivered across to the following year, it needs to be completed by December 7th the year you have been funded.
b) Acquittal Report – all recipients will need to complete an Acquittal Report by June 30 the following year

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