

# Student Services & Amenities Fee (SSAF) Grant Program

## *Application - Frequently Asked Questions*

### **General statement about COVID-19 impacting the Student Services Amenities Fee (SSAF) Grant Program**

Due to the evolving situation of COVID-19, there may be unexpected changes to the delivery of the Student Services and Amenities Fee (SSAF) Grant Program. Currently, the program is running as planned. If there are any significant changes to the program, updates will be available via the [SSAF Grant website](#) and emails sent to applicants.

### **Am I eligible to apply for a SSAF Grant?**

To be considered for a Student Services and Amenities Fee Grant, your application must meet all criteria listed in Section 3 of the [Student Services & Amenities Fee Grant Guidelines](#):

- 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.
- 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 Fee Grant Program website)

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

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### **How can I get assistance preparing my application?**

We recommend you consult all available resources listed on the Student Services and Amenities Fee website. You can also [preview the 2020 SSAF Grant Program Application Form](#) ahead of formally commencing an application.

### **I want to apply for a SSAF Grant, so I can attend a conference. Is this allowed?**

The SSAF Grant Program offers funding for student-focused initiatives that contribute to meeting the needs of our diverse student population. Grants will be available for projects across a wide range of areas, including, but not limited to: student clubs and societies; student services; transitioning new students; supporting diverse student cohorts; and student engagement. See below for a full list of areas. 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.

### **I am a staff member at the University of Melbourne can I apply for a SSAF Grant?**

Although preference is given to student led and focused grant applications, University staff may still formally apply for a SSAF Grant in 2020.

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

All student 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 Services and Amenities Fee Grant website](#).

A 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.

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### **What about travel domestic/international travel and Insurance?**

Due to the evolving situation of COVID-19, we ask students to take current travel restrictions in place at 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.

Decisions about international travel are based upon the regularly updated [Australian Department of Foreign Affairs and Trade \(DFAT\) Smartraveller travel advisories](#).

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 arrange for venue hire of events held on campus?**

The University transitioned to a virtual campus on Monday 30 March 2020. 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 \(GSA\)](#).

### **How will my application be assessed?**

Your application will be assessed by a selection panel of academic and professional staff and student representatives 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 selection criteria. A mentor or head of faculty/division (staff) endorsement, timeline and budget proposal *must* be submitted with your application (templates can be found on the [Student Services and Amenities Fee Grant 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.

Due to the evolving situation of COVID-19, applicants should also consider viability of their project should current restrictions and bans be in place 6 months from date of applying.

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

#### For student applications

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/](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](https://ask.unimelb.edu.au/app/answers/detail/a_id/5987)

#### For staff applications

1. Receive notification in writing of successful outcome.
2. Completion of compulsory briefing (online module and consultation)
3. Please provide the staff Themis string account code for payment to be received. Please refer to Section 10.2 under payments and receipts in the guidelines.
4. Receive grant funding to nominated account. (Please refer to Section 10.2 under payments and receipts in the guidelines.)

### **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 SSAF Grant 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 Report 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 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 on [ssaf-grants@unimelb.edu.au](mailto:ssaf-grants@unimelb.edu.au)