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
- 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 e.g., 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 submission of payment form but this but will be dependent on University payment cycles. Payments could take one month to be processed after the submission of payment form.

5. **SSAF PROJECT ELIGIBILITY**

   5.1. Projects will only be funded once. No repeat applications for projects will be accepted in subsequent rounds.
   
   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 or will be completed within 4 weeks after round closing date will not be considered by the Selection Committee.
   
   5.5. Projects must not count towards academic credit.
   
   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. Applicants can apply for up to $20,000 per project
7.2. Funding must be spent within the year it is granted
7.3. Project proposals should be tailored considering the amount of funding requested.
7.4. The expected project end date provided in the application should align with all funds being spent. Where funds are not used within this timeframe, the Selection Committee will consider whether funds can be re-invested 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.
7.5. 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 funding 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 items
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 RECEIPTS
10.1. Successful applicants will be asked to provide a Themis string account code, organisation bank account or invoice depending on circumstances to enable release of grant funds.
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. Therefore, SSAF Grant funding received into a University Themis account cannot be carried over from one calendar year to another.

10.3. 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 GRANT

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

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 changes to the grant application must submitted in writing to the Chair of 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 typically involve a two-step process:

1. Progress Report – completed at approximately half way 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.