1. OBJECTIVES OF THE GRANTS PROGRAM

The Student Engagement Grants Program supports engagement led by students in their local, national or international community. The program enables initiatives that:

1.1. Address important social, economic, environmental or cultural issues.
1.2. Provide skills and leadership development opportunities for students.
1.3. Initiate and implement constructive change in the local, national or international community.
1.4. Provide opportunities for students to develop social and civic responsibilities.
1.5. Encourage interdisciplinary collaboration

You can find a list of previous recipients at https://provost.unimelb.edu.au/awards-grants-initiatives/student_engagement_grants_program

2. APPLICANT ELIGIBILITY

To be considered for funding, an application must meet the following criteria:

2.1. Activity Lead must be a current University of Melbourne student and be able to complete the activity within a year of being allocated the funds

2.2. Applicant(s) must have provided completion reports (fully acquitted with no outstanding debts) for previously awarded University of Melbourne Student Engagement Grants or Peter McPhee Student Awards.

2.3. Funding requested is between $1,000 and $10,000 and should accurately reflect the scope of application with relevant quotes obtained in the budget.

2.4. The engagement activity has a significant engagement dimension that addresses a social, economic, environmental or cultural issue.

2.5. The engagement activity has the support of a University mentor (see Section 3).

2.6. When you apply, the engagement activity or project must not already be completed. Funds will only be awarded to an activity in progress or yet to commence.

2.7. Where applicable, details of the partner organisation’s agreement and financial or in-kind support must be included in the budget.

2.8. Where funding for conference attendance is requested, justification is provided, and a significant engagement component is included in the planned activities.

2.9. 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 political or religious in nature.

3. MENTORS

3.1. Each engagement activity must name a University of Melbourne staff member who will act as the mentor. A guide to assist mentors is available on the Student Engagement Grant Program website.
3.2. The mentor must endorse the application and be available to provide guidance and support during the engagement activity.

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

4. PARTNER ORGANISATIONS

4.1. Partner organisation(s) may include external not-for-profit organisations, government, schools, community groups, student clubs/societies, international organisations or other organisations as appropriate.

4.2. Partner organisation(s) contribution must be documented and demonstrate their commitment to, and engagement with, 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.

4.3. A letter of support from Partner organisation(s) is required.

5. SELECTION CRITERIA AND ASSESSMENT PROCESS

Eligible applications will be assessed based on the following criteria:

5.1. Engagement activity outcomes.
   - Application provides clear outcomes and rationale for activity, which addresses an important social, economic, environmental or cultural issue.

5.2. Engagement activity quality.
   - The activity is value adding to the community, and feasible within the proposed timeline and requested budget.

5.3. Applicant(s).
   - Benefit of the engagement activity for the applicant(s) in terms of skills, knowledge and leadership development is clearly articulated;
   - The applicant(s) demonstrate their capacity to successfully undertake the activity and complete acquittal within the one-year timeframe.
   - Where there is more than one, applicants are representative of more than one Faculty.

5.4. Partner Organisations (where applicable).
   - Benefits of engagement activity for the partner organisation are articulated and partner contributions and support letters indicate that they are committed to the activity and its outcomes.

5.5. Interdisciplinary focus
   - For engagement activities with a particular discipline specific focus, applicants are encouraged to explore alternative funding opportunities.

6. APPLICATION PROCESS AND OUTCOME NOTIFICATION

6.1. Applicants may submit applications as individuals or in a team. If submitted as a team, an activity/project leader must be nominated. Students within the team can be representatives from other tertiary education institutions, however project leader must be a current University of Melbourne student.

6.2. Applications are submitted and managed online via SmartyGrants. Application forms can be accessed from the Student Engagement Grants website and must be submitted prior to the deadline advertised. Applicants will receive an email acknowledging receipt of their submission. Incomplete and late applications will not be considered.
6.3 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.

6.4 Outstanding applications will be considered for the Peter McPhee Student Award and notified.

6.5 Applicants are required to attend a compulsory 1 hour briefing session prior to receiving grant payment. Details of the briefing will be communicated once successful applicants receive their outcome email.

6.6. Grants will be paid to students, within four to six weeks following notification of a successful application (subject to accurate bank account details in the student portal).

6.7. A list of successful applicants will be published on the Student Engagement Grants website.

7. CONDITIONS OF THE GRANTS

7.1. Funds must be used for the purposes as set out in the notification email.

7.2. Successful applicants are required to provide a brief report on the outcomes of the engagement activity at its completion, including financial acquittal.

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

7.4. Engagement activities must commence no later than 6 months following the granting of the award, and be completed and acquitted by June 30 the following year.

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

7.6. The University of Melbourne may use information provided in applications and activity reports for promotional purposes. The Selection Committee may impose additional conditions on the grant where it is considered warranted.

8. BUDGET

8.1. Funding requested must be for items that directly support the engagement activity and should accurately reflect the scope of application.

8.2. 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).

8.3. Where relevant, budget items must include details of quotes from providers. A budget template is provided for application, some examples of items to include are:
   - Travel (flights, taxi, bus, transfers, accommodation, if applicable). Please note, travel costs must be kept to a minimum and not exceed more than 25% of total grant allocation
   - Catering/Food
   - Venue hire (for proposed hire of University of Melbourne facilities, please contact the grant co-ordinator).
   - Marketing/Promotion
   - Training materials/resources

8.4. The following items require justification:
- Purchase of equipment;
- Training for the applicants;
- Conference attendance fees;
- Consultancy fees.

8.5. The following items will not be funded:
- Participation fees to volunteer organisations;
- Salaries;
- Honoraria paid to applicants, mentors or partner organisation personnel;
- Donations to partner organisation;
- Hire of partner organisation facilities;
- Purchase of equipment for use by partner organisation.
- Travel costs that are greater than 25% of the overall budget

8.6. Applicants considered for the Peter McPhee Student Awards may be required to provide additional budget information.

9. PAYMENT AND RECEIPTS

9.1. To receive grant payment/s, the activity lead or nominated activity member must have a bank account with a bank in Australia and a local contact address. This information must be correct in the my.unimelb Student Portal.

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

10. PROJECT TIMELINE

10.1 Details regarding the dates for key activities and corresponding expenditures for the project should be indicated in the Project Timeline.

11. REPORTING REQUIREMENTS

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

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

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