**Am I eligible?**

To be considered for a Student Engagement Grant, your application must meet all criteria listed in the [2018 Student Engagement Grant Guidelines](#). The following activities are not fundable:

- 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.

If you require guidance on the eligibility of your application, please consult the Guidelines in the first instance and contact the Student Engagement Grant co-ordinator for further support if required.

**What is a Peter McPhee Student Award and how do I apply?**

The Peter McPhee Student Awards recognise outstanding student submissions received through the Student Engagement Grants program. The award is made possible through philanthropic support and has a maximum value of $5000. All applications for Student Engagement Grants are considered for Peter McPhee Student Award funding. There is no separate application process required. If awarded, a letter will be sent to you in confirmation.

**I want to apply for a Student Engagement Grant so I can attend a conference. Is this allowed?**

Student Engagement Grants are intended for activity that create a community impact (social, cultural, economic and/or environmental). 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 and community impact of conference attendance is required to increase chances of it being supported. If you’re still unsure prior to applying, please contact the Student Engagement co-ordinator.

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

We recommend you consult all available resources listed on the [Student Engagement Grants website](#). You can also contact the Student Engagement Grants team for advice – contact details on the webpage.

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

All 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. If you are unable to secure a mentor, please contact the Student Engagement co-ordinator for assistance. Please allow at least 1 week prior to application closing time for assistance.
How do I approach a partner organisation?

It is recommended (but not compulsory) that all engagement activities involve a partner organisation with aligned goals. 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 engagement activity with your partner organisation, they must endorse it by submitting a letter of support to the University outlining their contribution and commitment. Further information on the letter is available on the webpage.

What if I need travel insurance?

Travel insurance is compulsory for overseas activities and strongly recommended for interstate activities. You can apply for student travel insurance through the online student travel insurance system (for faculty, select Academic Services & Registrar with the option Student Engagement Grants Program). For initial approval, please put down: Wai Lee - wai-leng.lee@unimelb.edu.au. Alternatively, you can also purchase your own travel insurance. If you are unsure about the insurance required, please contact the Student Engagement co-ordinator.

How do I arrange for venue hire of events held on campus?

With events that are held on campus, in the first instance, check for venue hire options with the grant co-ordinator as venue hire fees may be waived (additional facility charges may still apply).

How is my application assessed?

Your application will be assessed by a selection panel of academic and professional staff and students using the 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 endorsement, timeline and budget proposal must be submitted with your application (templates can be found on the website). The number of activities supported will be subjective to the grant funds available. You will be notified of your application outcome within six weeks of the application closing date.

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

1. Receive notification in writing of successful outcome.
2. Check that your Australian banking details and local contact address are up to date in the student portal. Note that if these details are incorrect, your grant payment will be delayed.
3. Attend compulsory activity briefing.
4. Receive grant funding to nominated account.

If there are any further queries with payments, contact your Student Engagement co-ordinator.

What’s in an acquittal and how do I prepare for it?

The acquittal involves evaluating your activities, outcomes and finances, and must be completed after the activity is complete (within a maximum of 2 month or before completion of studies). 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. If you are unable to obtain receipts, contact the Student Engagement co-ordinator.