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

2. 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 able to complete the activity before course completion.
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 $5,000.
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 7).
2.6. The engagement activity is yet to 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 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. APPLICATION PROCESS AND OUTCOME NOTIFICATION

3.1. Applicants may submit applications as individuals or in a team. Students may be representative of a number of tertiary institutions.
3.2. 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.

3.3. Following the recommendations of the selection committee, applicants will be notified in writing of the result of their application within four weeks of the application closing date.

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

3.5. Applicants are required to attend a compulsory briefing prior to receiving grant payment.

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

3.7. List of successful applicants will be published on the Student Engagement Grants website.

4. SELECTION CRITERIA AND ASSESSMENT PROCESS
Applications that meet the eligibility requirements will be assessed and ranked based on the following criteria:

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

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

4.3. 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 prior to graduation.
   - Where there is more than one, applicants are representative of more than one Faculty.

4.4. Partner Organisations (where applicable).
   - Benefits of engagement activity for the partner organisation are articulated and partner contributions and support letter indicate that they are committed to the activity and its outcomes
   - The following criteria is highly desirable:

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

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

5.2. 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).

5.3. 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:
- Transport (flights, taxi, bus, transfers)
- Travel Insurance (if applicable)
- Accommodation (if applicable)
- Catering/Food
- Venue hire (for proposed hire of University of Melbourne facilities, please contact the grant co-ordinator).
- Marketing/Promotion
- Training materials/resources

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

5.5. The following items will **not** be funded:
- Participation fees to volunteer organisations;
- Salaries;
- Consultancy fees;
- 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.

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

6. MENTORS

6.1. 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](#).

6.2. The mentor must endorse the application and be available to provide guidance and support during the engagement activity.

6.3. Applicants may not be named as a mentor on their own application.
6.4. If applicants are unable to secure a mentor, they are encouraged to contact the grant co-ordinator/manager for assistance.

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

7.2. 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.

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

8. PAYMENT AND RECEIPTS
8.1. 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 Student Portal.

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

9. CONDITIONS OF THE GRANTS
9.1. Funds must be used for the purposes as set out in the notification email.

9.2. Unused funds must be returned to the University.

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

9.4. Engagement activities must commence no later than 6 months following the granting of the award, and be completed within a year of commencement or before completion of the activity leader’s course.

9.5. Any post-award changes to the activity must be submitted in writing to the Grant Co-ordinator. No financial commitments to the activity should be made until approval has been received.

9.6. The University of Melbourne may use information provided in applications and activity reports for promotional purposes.

9.7. The Selection Committee may impose additional conditions on the grant where it is considered warranted.

Workshop on grant writing will be held the week after grant round opens, please refer to website for more details. For further information and assistance, please contact Wai Lee e: wai-leng.lee@unimelb.edu.au or t: 8344 5150 or Meg Dench e: megan.dench@unimelb.edu.au or t: 9035 9165