

# 2023 Peter McPhee Award Community Impact Grants Guidelines

June 2023

Student Engagement | Student and Scholarly Services



THE UNIVERSITY OF  
MELBOURNE

## 1 About Peter McPhee

Peter McPhee is a distinguished academic who has had a long association with The University of Melbourne, where he was awarded his Bachelor of Arts and Master of Arts degrees, a Diploma in Education, and a Doctor of Philosophy degree. He has held a Professional Chair in history at the University since 1993 and has occupied several academic management positions, including Deputy Dean of the then School of Graduate Studies, Head of the Department of History, and Deputy Vice-Chancellor (Academic). He was appointed as the University's inaugural Provost in 2007, a position from which he retired in 2009. He remains a Professorial Fellow of the University and continues to teach and supervise in the School of Historical and Philosophical Studies.

## 2 Overview of the Grant Program

The Peter McPhee Award aims to support projects that have a positive Impact in the Community by *'promoting and developing engagement activity within the University student community. Assisting students or groups of students to initiate, or participate in, leadership, community engagement and volunteering activities, involving the University and the wider community'*.

In 2023, the Peter McPhee Grant program will make available funds of up to \$5000 per student/project to the total value of \$15,000.

Successful student applicants can be considered towards a [Melbourne Plus](#) capability recognition.

## 3 Key Dates

Date	Action
Mon 31 <sup>st</sup> July 2023	Applications open 9:00AM AEST
Sun 13 <sup>th</sup> August 2023	Applications close 11:59PM AEST. Late applications will not be considered
Wed 30 <sup>th</sup> August 2023	Outcomes released
Fri 29 <sup>th</sup> September 2023	Funds released to successful applicants
Fri 24 <sup>th</sup> May 2024	Recommended project completion
Mon 27 <sup>th</sup> May 2024	Acquittal due date

## 4 Applicant Eligibility

- 4.1 Applicants must be a current University of Melbourne student with an academic status of Good Standing (not at Risk).
  - 4.2 Applicants must not graduate before the end of Semester One, 2024/Acquittal date of 27 May 2024.
  - 4.3 Applicants must not be a past recipient of the Peter McPhee Community Impact Grant or have any outstanding Grant Acquittals (i.e., SSAF Grant, Discover UniMelb; Student Engagement Grants, Health Promotions Grant) and any unpaid debts. (financial / academic sanctions with the University?)
  - 4.4 Applicants must be the Project Leader and primary contact.
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- 4.5 Applicants can apply for a maximum of one Grant per round.
- 4.6 Co-applicants must be University of Melbourne staff and/or current students.
- 4.7 All student applicants without a staff member as co-applicant, must secure a University of Melbourne academic or professional staff member to support their application and act as a mentor.
- 4.8 Applicants must be able to complete the project/activity within the financial year (dates as specified within section 3) in which they were granted the funds.
- 4.9 The project/activity must not be a repeat project that has been previously delivered or funded. Applications that are similar in nature to a prior project/activity must be explained in the application.
- 4.10 Applicants must have provided completion reports (fully acquitted with no outstanding debts) for previously awarded University of Melbourne Grants or Peter McPhee Student Awards.

## 5 Project Eligibility

- 7. The project/activity cannot be already completed prior to the grant application and assessment date - 29<sup>th</sup> of September 2023. Funds will only be awarded to an activity yet to commence or in progress.
- 8. Funding requested is between \$1000 and \$5,000 and should accurately reflect the scope of application with relevant quotes obtained in the budget, or letters of support allocation from funding partners where appropriate.
- 9. The activity has a significant engagement dimension that addresses the Peter McPhee Community Impact Values, as stated in section 6.
- 10. What will not be funded:
  - An ongoing project/activity or day to day operations of a student club or group.
  - A project/activity that is primarily partisan or religious in nature.
- 11. 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 provided, if applicable. The applicant(s) must demonstrate their capacity to successfully undertake the activity and student applicants must be able to finalise acquittal prior to completing their degree otherwise sanctions may be imposed on their student records.
- 12. Students looking to travel as part of their project will be required to register their travel with the University. Destinations classified at DFAT level 3 (Reconsider your need to travel) and DFAT 4 (Do not travel' may not be supported). Please visit [Smartraveller.gov.au](https://smartraveller.gov.au) and the universities [Travel Insurance](#) website.

## 6 Community Impact Values and Key Selection Criteria

- 6.1 Eligible applications will be assessed based on one of the following **Peter McPhee Community Impact Values**:
  - **Arts & Culture**
    - Projects aiming to strengthen and enrich community engagement.
      - e.g., education, innovation, community participation, creativity.
  - **Equity & Access**
    - Projects aiming to address intersectional economic and social inequity.
      - e.g., economic, access and inclusion, wellbeing and belonging.
  - **Sustainability & Environment**
    - Projects aiming to strengthen community bonds, improve quality of life in current global challenges.
      - e.g., community practices, environmental sustainability, climate emergency.
- 6.2 Eligible application will be assessed based on the following **Selection Criteria**:
  - Produce outcomes and activities which address the above Community Impact Values,
  - Develop the project with a feasible timeline of completion and within budget,
  - Demonstration of an embedded understanding of intercultural experiences and Consultation practices, to ensure successful community outcomes.
  - Address any benefit to the applicant(s) in terms of ongoing and long-lasting skills, knowledge, and leadership development.

## 7 Application Process and Outcome Notification

- 7.1 Students may submit applications as individuals or in teams. If submitted as a team, a Project/Activity Leader must be nominated.

- 7.2 The Project/Activity Leader is the responsible person who if successful, receives grant funds and must complete all relevant forms and information required to comply with grant requirements.
- 7.3 Applications are submitted and managed online via Smarty Grants. The Peter McPhee Grant Program Application Form can be accessed from the Peter McPhee Grant Program website and must be submitted prior to the deadline advertised. Applicants will receive an email acknowledging receipt of their submission.
- 7.4 Incomplete and/or late applications will not be considered.
- 7.5 Following the recommendations of the Selection Committee, applicants will be notified in writing of the result of their application within four to six weeks of the Peter McPhee Grant Program application closing date.
- 7.6 The Selection Committee may impose additional conditions on the grant where it is considered warranted.

## 8 Budget and Project Timeline

- 8.1 Applicants can apply for up to \$5,000 per project and should accurately reflect the scope of application with relevant quotes obtained in the budget.
- 8.2 The budget must include Grant Income (i.e., in-kind, resources, other funding sources), including other sources if applicable.
- 8.3 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
  - The following items require justification:
    - Purchase of equipment
    - Training for the applicants
    - Consultancy fees
- 8.4 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
  - Travel to DFAT level 3> locations please visit [smattraveller.gov.au](http://smattraveller.gov.au) for further information
  - Travel costs that are greater than 25% of the overall budget
- 8.5 Applicants considered for the Peter McPhee Community Impact Grant may be required to provide additional budget information.
- 8.6 Unspent funds of more than \$100 must be returned to the University at the conclusion of the project and within the funding year and should be highlighted throughout the activity reports and expenditure (e.g., Acquittal Report). If for any reason, an expenditure is unaccounted for with a receipt, a completed and witnessed statutory declaration must be provided. University reserves right to pursue legal action regarding any unspent funds. Student applicants must be able to finalise an acquittal prior to completing their degree otherwise sanctions may be imposed on their student record.
- 8.7 Funding may be requested for items that directly support the Peter McPhee Community Impact Grant Program project/activity.
- 8.8 Funds must be used for the purposes set out in the proposed application.
- 8.9 Requests for direct payments to partner organisations, such as donations, purchase of equipment supplied by the partner
- 8.10 Details regarding the dates for key activities and corresponding expenditures for the project/activity should be indicated in the Project Timeline.

## 9 Mentors

- 9.1 Each student application that does not have any staff as co-applicants must name a University of Melbourne academic or professional staff member to support their application and act as a mentor. A Guide to Assist Mentors is provided on the Peter McPhee Grant Program website (see the *Resources* section).

- 9.2 The University of Melbourne staff member must endorse the student application and be available to provide support or guidance during the project/activity.
- 9.3 Additional remuneration is not available to mentors.
- 9.4 Applicants may not be named as a mentor on their own application.

## 10 Partner Organisations

- 10.1 Partner organisation(s) may include external not-for-profit organisations, government, schools, community groups, student clubs/societies, international organisations, or other organisations as appropriate. If applicable, partner organisation(s) contribution must be documented and demonstrate their commitment to 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.
- 10.2 A Partner Organisation Support Letter must be provided, if applicable.

## 11 Reporting Requirements

- 12.1 Funding will be distributed within four to six weeks following notification of a successful application outcome.
- 12.2 Reporting requirements for successful Peter McPhee grant will typically include:
- **Briefing module/ Grant Agreement:** Successful applicants are required to read through, complete the compulsory online briefing module and sign the agreement on Smarty Grants prior to receiving the Grant funds.
  - **Receipts:** Original itemised and dated receipts are required to support the financial acquittal of the grant. Expenditure without receipts must be accounted for with a completed and witnessed statutory declaration. Unspent funds of >\$100 will either need to be reallocated or returned to the University.
  - **Acquittal Report:** must be completed by 27 May 2024. This involves completing a final report evaluating the completed activities and project outcomes and a full recording the project/activity's expenditure, including contract/wage details (if any). For projects that conclude after this date, please contact the [impactgrants-team@unimelb.edu.au](mailto:impactgrants-team@unimelb.edu.au) to discuss your acquittal options.
  - **Variation Requests:** only required if there are major variations to the successfully funded project/activity (e.g., any significant shifts in the project/activity timelines and/or requesting an extension, a change of Project Leader/team members and/or partner organisation(s), and reallocations >20% of the total awarded Peter McPhee Grant Program funding amount). To request a variation, please contact the [impactgrants-team@unimelb.edu.au](mailto:impactgrants-team@unimelb.edu.au)

## 12 Payment

- 12.3 Funding will be distributed within four to six weeks following notification of a successful application outcome.
- 12.4 12.1 Student Applicants (the Project Leader) must be based in Australia and have Australian bank account. Applicants must ensure their details are accurate in the [my.unimelb student portal](#).
- 12.5 Payment information will be requested via the Agreement for successful applicants.
- 13.1 Contractor payment: If you wish to provide remuneration to someone for work on the project this can be done via a contractor payment. Contractor salaries must be drawn up in accordance with the Fair Work Act and other relevant industry standards. Contractors must provide a valid ABN.
- 13.2 Acquittal Report: To acquit contractor wages, their invoice should be included in the acquittal report.

For further information and assistance, please contact the Student Engagement Team: [impactgrants@unimelb.edu.au](mailto:impactgrants@unimelb.edu.au)